



2023-24 Course on Demand (CoD): Policies and Fees

IMPORTANT: Please review this document in its entirety prior to submitting the registration for our Course on Demand program, but do not print and sign this version. You will sign this document in the DocuSign enrollment packet after submitting the registration form on the website.

Legal Parent/Guardian Acknowledgement

I represent and warrant to Lydian Academy that I am the parent, custodian, or legal guardian of the student whose name is listed on the final page of this document, that I will be financially responsible for their Lydian Education program, and that I am authorized to make educational decisions on their behalf.

Name of financially responsible parent: _____

Signature of financially responsible parent: _____

E-mail Address: _____

Date: _____

2023-24 Courses on Demand (CoD): Policies and Fees

These policies apply to students enrolled in Lydian Academy's Course on Demand program for middle and high school students. Please read all sections carefully. Your signature, which is required to confirm your enrollment, indicates that you have read and agree to the provisions of this agreement.

Program Overview

- Lydian Academy is a personalized middle and high school with campus locations in Menlo Park and Burlingame, California, focusing on college preparatory education and fully accredited by the Western Association of Schools and Colleges (WASC). All courses are NCAA-approved and UC/CSU-approved across subjects, creating a college prep foundation for those students who wish to establish their A-G eligibility in pursuing a 4-year college/university track for their post-secondary endeavors.
- Every student at Lydian has his or her own individual educational program. Specifically, we offer courses of study for advanced students, students in need of credit remediation, neurodiverse learners with diagnosed learning differences or health challenges, gifted and twice-exceptional students, as well as athletes and performers in need of flexible scheduling while simultaneously pursuing a college preparatory education.
- CoD instruction is offered to middle and high school students who wish to concurrently enroll in one or more courses at Lydian Academy to supplement their educational programs in their primary schools of record.
- Each class session is 55 minutes long, and instruction is delivered in a real-time, 1:1 format for the duration of that time. This is true for both in-person courses and remote instruction delivered through Lydian's Google Meet platform.
- Lydian provides students with **THE MOST** direct instructional time with teachers per semester class of any one-on-one school in the area. We offer:
 - **40 hours with the teacher for non-AP, college preparatory courses**
 - **50-55 hours with the teacher for Honors and Advanced Placement courses.**
- In general, classes are scheduled between the hours of 3:00 to 6:00pm, Monday through Friday. Students attend for a minimum of 2 class sessions per week until the course(s) is completed. The schedule remains consistent during this time, as mutually agreed upon by the parent and Lydian Academy before confirming the student's enrollment.
- **NOTE: Lydian students will have the option of taking in-person courses at both our Menlo Park and Burlingame campuses. This option may change and evolve over time, as Lydian will continuously**

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re-appraise its safety, sanitation, and health protocols in consultation with the County Office of Education and Department of Public Health to continue providing in person educational services. As changes and updates become available, families will be notified of these developments through “Lydian Announcements” on our Canvas platform as well as email. Families should understand that online learning may be required through Lydian’s Google Meet platform in the event that in-person instruction is not a safe or viable option. For students who ONLY wish to attend remotely, this will be an option regardless.

- Although the school allocates its 8am to 3:00pm class sections for full-time Lydian Academy middle and high school students, a limited number of daytime slots are reserved for Course on Demand students. **NOTE: Students who sign up for these daytime sections agree to attend a minimum of 4 days/week, as opposed to the 2 class session minimum per week required in the 3:00-6:00pm window.**
- In general, Advanced Placement and Honors teachers are provisioned for Lydian’s full-time high school students; however, a limited number of slots are reserved for Course on Demand students on a first-come, first-served basis subject to prior approval by the Campus Director. Students requesting an AP or Honors course must demonstrate sufficient pre-requisites for success as evidenced by their official transcripts, cumulative GPA, and prior foundation in the requested subject area.

Mission and Philosophy

Lydian Academy’s mission is to develop young people with active and creative minds by nurturing their innate joys of learning through authentic academic success. We aim to engender a sense of confidence, self-reflection, awareness of learning style, and a dedication to learning and improvement in ALL of our students.

At Lydian Academy, we believe that school should be a daily reminder of how much fun it is to learn. In 2006, Lydian was founded with the goal of creating a vibrant learning community that accounts for individual differences without compromising academics. Since then, Lydian has matured into the academically sound, joyful learning environment first envisioned by its founder, where students of all abilities report renewed excitement and engagement with learning again. Our goal for ALL Lydian students is that they may extend their learning beyond the classroom in order to experience long-term success.

Diversity, Equity, & Inclusion

Lydian Academy is committed to making the school a welcoming place for all students, optimizing access to education by taking into account each student's unique learning needs. Every member of the Lydian community works towards maintaining a warm, safe, and engaging school environment where students, teachers, and staff behave in a mutually respectful manner.

At Lydian, we believe that the work surrounding diversity, equity, and inclusion never ends. It involves an ongoing effort to provide affirming spaces for everyone in the school community, both in and out of the classroom. A diverse student body is one that thrives!

School-Wide Learning Outcomes (SLOs)

At Lydian Academy, we are committed to building an empowered community of students who are invested in their education. Students not only acquire subject-specific content knowledge during their time with us, but they also develop valuable skill-sets for life in the process. Infused into the fabric of Lydian are the following school-wide learning outcomes.

Students will become life-long learners who:

- use reflection to evaluate their academic progress and develop internal motivation to sustain continuous learning.
- develop an understanding of their strengths, set goals, and adapt to an ever-changing world.
- make the connection between education and career possibilities.
- engage critically with the digital and physical world beyond the classroom, becoming responsible, global citizens.

Students will become academic achievers who:

- are well-prepared to continue their education and pursue the post-secondary path of their choice.
- work diligently in their courses, develop a growth mindset, and are confident in their academic abilities.
- produce quality work to their full potential, understanding how to collaborate and communicate effectively, while also becoming independent learners.
- use feedback to assess, monitor, and improve progress.

Students will become self-directed learners who:

- actively set and work towards attainable and specific goals, both academic and otherwise.
- are aware of learning strategies that work best for them.
- develop self-advocacy skills in order to proactively seek help when they need it, build resilience, and use both to succeed in and out of the classroom.

Calendar Semesters

- Semester ONE: Aug 17 - Dec 22
- Semester TWO: Jan 9 - May 31

- **LYDIAN ACADEMY COURSES ARE SCHEDULED ACCORDING TO THE LYDIAN INSTRUCTIONAL CALENDAR ON OUR WEBSITE.**
- **THE LYDIAN ACADEMY INSTRUCTIONAL CALENDAR MAY BE DIFFERENT THAN YOUR SCHOOL'S CALENDAR.**
- **YOU AGREE TO NOTE ANY DIFFERENCES AND PLAN ACCORDINGLY.**

Tuition Plans

PLAN A: STANDARD CoD PLAN

- **Schedule:** Three sessions per week. May be scheduled as: 3 days/week, 1 session per day OR 2 days/week, 1.5 sessions per day.
- **Tuition:** \$1385/month
- **Completion Time Estimate:** Complete ONE semester of college prep credit in about **3.25 months of instruction.**

PLAN B: FORMATIVE CoD PLAN - This plan is for students with constrained schedules who can continue in the summer if necessary.

- **Schedule:** Two sessions per week.
- **Tuition:** \$900/month
- **Completion Time Estimate:** Complete ONE semester of college prep credit in about **5 months of instruction.**

PLAN C: ACCELERATED CoD PLAN:

- **Schedule:** Four to Five sessions per week.
- **Tuition:** \$1800/month (4 sessions) to \$2250/month (5 sessions)
- **Completion Time Estimate:** Complete ONE semester of college prep credit in about **2.5 months of instruction (4 sessions per week) or 2 months of instruction (5 sessions per week)**

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AP and Honors Courses: Note that due to the nature of AP and Honors Course content, these classes take about 20% longer than college prep courses, so this should be factored into completion time estimates.

Mastery Learning and Progressing at Your Own Pace

Lydian Academy's instruction is based on mastery learning, allowing students to master content before moving on. We focus on building a strong academic foundation to prepare students for success in their Lydian classes and beyond.

We understand that some students may take a little longer to master difficult concepts, while others are able to move a little faster. The Lydian philosophy accommodates individual differences, allowing students to master the lessons at their own pace, within reason.

Adapting to each student's learning style naturally introduces variability in course completion times. However, with 16 years of course completion data we know that the majority of Lydian students finish according to our guideline of 40 hours of instruction per semester if they:

- have adequate preparation and prerequisite knowledge for the course
- complete work as assigned
- have consistent attendance
- put forth full effort

Tuition and Fees

Tuition: Charged according to your Tuition Plan, regardless of whether or not your student is meeting with their instructor remotely or on campus.

Scheduling Fee: \$185. Due with your registration. We will refund this fee if we are full or otherwise unable to give you a class schedule.

Non-AP Course Enrollment Fee: \$190 per course. Due when the course is confirmed. Not refundable.

Lab Fee: \$170/science course. Due when the course is confirmed. Not refundable.

AP Course Enrollment Fee: \$525 per course. Due when the course is confirmed. Not refundable.

Payment Terms

You will be asked to provide ACH, e-check, or credit card information when you register. This information will be stored securely and used for both initial and ongoing monthly tuition and fee payments.

Payment schedule: We will first take a \$185 scheduling fee to process your registration. Shortly thereafter, we will contact you with a proposed schedule and enrollment agreement. Once approved by you, a subsequent

payment will be required to confirm your enrollment. This payment includes enrollment and lab fees, tuition for the month in which instruction starts (prorated if applicable), and a deposit of 50% of your monthly tuition plan. Thereafter, monthly tuition is charged during the first week of each month automatically from the payment method on file (i.e., September tuition is charged between September 1st and September 7th).

Late payments: If your e-check/credit card is declined (i.e., card has expired; insufficient funds) and we're not able to take payment, we will send you an invoice with a link for you to make the payment. Please click on "Pay Now," enter your bank/credit card information and make a payment. If we do not receive a payment within 24 hours, we will re-send the invoice with payment link a second time. You will have another 24 hours to make payment, after which you will be charged a late fee of \$50 / day until payment is received.

We reserve the right to discontinue service for delinquent accounts.

Major School Closures - Thanksgiving, Winter Break, President's Weekend, Spring Break: If you are enrolled during major school closures, you will be given Vacation Adjustment credit(s) according to your enrollment dates and Tuition Plan as follows:

Thanksgiving: 1/2 week credit

Winter Break: 2 weeks credit

President's Weekend: 1/2 week credit

Spring Break: 1 week credit

Tuition is not adjusted for minor school closures, which are balanced out by longer months.

You must be enrolled during the entire school closure to receive the Vacation Adjustment credit for that closure. The Vacation Adjustments will be credited to your account on the following schedule:

Thanksgiving: Credit applied to December invoice

Winter Break: Credit applied to January invoice

President's Weekend: Credit applied to March invoice

Spring Break: Credit applied to May invoice

Deposit: A 1/2 month deposit is required to secure your enrollment. The deposit will be applied to your May 2024 tuition invoice and/or returned to you if you complete your program sooner.

Course Completion and Refunds: If your account is up to date and you complete your course(s) before the end of a month, you will receive a tuition refund for the unused portion of the month. Tuition refunds are given for full unused weeks only, based on a 4-week month; if you finish in week 4 of a 5-week month, no tuition refund will be given.

Continuing in Summer School: If you do not complete your course(s) during the school year, you may continue into our Summer program to finish it **if you register for the summer session**. Our policies and schedules change in the summer, and Summer School policies will apply for any courses continued in the summer session.

Schedule Changes, Enrollment Cancellations, Withdrawals

We hire, provision teachers, and create schedules based on your commitment to complete your course as outlined in the approved enrollment agreement. However, we do recognize that unforeseen circumstances sometimes warrant changes. To communicate your needs with our team, notification requirements are expressed in “school days” according to the Lydian Instructional Calendar, and Change requests must be received in writing.

Once your enrollment is confirmed, the following policies apply:

Change Requests

- We always do our best, but due to scheduling complexities, we cannot guarantee to meet all change requests.
- Change requests should be received at least 10 school days in advance of the requested change.
- If you choose to withdraw early because we cannot accommodate your change request, the Withdrawal Fee will apply.
- In the rare event that the teacher selection is not a fit, we will change the teacher as soon as possible

Cancelling a confirmed enrollment before your first day

- If notice is received 30 calendar days or more before your start date, the cancellation fee is \$750
- If notice is received less than 30 calendar days before your start date, the cancellation fee is one month of tuition.
- Scheduling, Enrollment, and Lab Fees are not refundable in the event of an enrollment cancellation.

Withdrawal Fee: 1 month of tuition

- You will be charged one month of tuition for withdrawing from a course before it is completed.
- The Withdrawal Fee is waived if written notification is received at least 20 school days in advance of dropping your class(es).
- Dropping a class is defined as discontinuing your course(s) before earning the credits and grades for which you enrolled, and includes pausing your classes with a request to re-start again at a future date.
- Any student who withdraws from a course in progress has the option of re-starting that course at a later date. For future re-start requests, while we will always do our best, we cannot guarantee that your student will be able to resume the class with the same instructor or schedule as before.
- **Scheduling, Enrollment, and Lab Fees are not refundable in the event of a withdrawal.**

Unforeseen School Closures

In the event of unforeseen school closures due to natural disasters, health outbreaks, shelter-in-place directives and other unscheduled ordinances, Lydian will follow the recommendations of the San Mateo County Office of Education and Department of Public Health. **If your child is taking a course on campus and school closure becomes necessary, classes will transition to our real-time, online format utilizing the Google Meet platform so that students can continue to meet with their teachers remotely and make progress in their course during the closure. No tuition adjustments will be made.**

Teacher Absences and Substitutes

Our teachers need to be absent from time to time for illness and other unforeseen circumstances. On your Registration Form, you will be asked to indicate your preference for substitute teachers as follows:

- Assign a substitute to keep the class moving forward.
- No substitutes. Please be advised that your course may take a little longer to complete without substitutes.

No tuition adjustments will be made for families who decline substitutes.

Student Absences

We realize that from time to time students need to be absent. We have accounted for a reasonable number of student absences and school closures in our completion estimates; consequently, course completion estimates are not impacted by the occasional student absence or school closure.

When your student is absent, your teacher will be available during your regularly-scheduled session. At your request, your teacher will use your session time to send and grade assignments to keep the class moving forward.

Course Prerequisites

We use the information you give us during the enrollment process to determine prerequisite knowledge and placement levels. If your student has not mastered foundational knowledge from prior courses, s/he will need additional time for review, and your course may take longer than our estimates.

If at any time we discover that your student's prerequisites or effort level are not sufficient to succeed in the course, we reserve the right to offer a more suitable placement or withdraw him/her from the course. Change and/or Withdrawal Policies will apply.

Progress Reporting and Canvas

You will receive regular updates in the online gradebook and weekly discussion posts by your child's Lydian instructors in Canvas. It is your responsibility to check Canvas regularly and/or bring any questions or concerns to the teacher's immediate attention.

Parents are also responsible for reading the weekly "Lydian Announcements" Canvas posts that contain important information about school-wide student events, health/safety protocols, Parent Education workshops, the college application timeline and standardized testing, WASC updates, and other critical news from our Administrative team.

Transcripts

- Your transcript will be available for pickup in our office one week after the completion of your course.
- We do not mail transcripts to third parties.
- We will email the transcript to email recipients, at your request.
- All transcript requests (unofficial and official) should be emailed to the Lydian Academy front office as follows:
 - 1) Menlo Park: staff@lydianlink.com; 2) Burlingame: burlingameadmin@lydianlink.com

Supervision

Lydian Academy is an open campus. Students are not supervised when class is not in session, and students are responsible for their own conduct and decisions. If you wish to restrict your student from leaving campus, accepting rides from other students or if you wish to impose any other restrictions, such arrangements must be made by and between you and your student. Lydian Academy accepts no responsibility for your student's adherence with respect to any such restrictions.

Code of Conduct

Every member of the Lydian community must be committed to maintaining a warm, safe, and engaging school environment. Students, teachers, and staff are expected to behave in a mutually respectful manner. If you or your child experience anything other than mutual respect, including but not limited to bullying, harassment, or discrimination of any kind, it is your responsibility to contact the Campus Director immediately. Your reports, student reports, or behaviors we observe that violate our Code of Conduct will be investigated with depth, seriousness, and haste to achieve a timely resolution.

Lydian Academy is a drug and alcohol free campus as well as a weapons free zone, with a zero tolerance policy for both. If your child violates the Lydian Code of Conduct, s/he may be put on leave or asked to withdraw from Lydian, at Lydian's sole discretion. If your child is put on leave of any duration, your tuition obligations will continue during the leave. If you are asked to withdraw your child from enrollment at Lydian, the 20-school day notice required for early withdrawal will apply, unless otherwise determined by Lydian in its sole discretion based on your child's actions or conduct, in which case the 20-school day notice required for early withdrawal shall not apply.

Lydian may request that you engage the services of a psychologist or other professional to assist us in determining your child's readiness for re-entering the Lydian Community. We may require ongoing treatment and/or a positive report from a third party professional as a condition of returning to Lydian. Determining if/when a student is ready to enroll or return to Lydian is at the sole discretion of Lydian Academy.

Grading Policy

The following is Lydian Academy's grading framework designed to create continuity in our grading practices, provide transparency around grades to all stakeholders, and to maintain the academic rigor of our program.

Grading Categories:

These grading categories encompass the key components of the mastery learning program, placing emphasis on summative assessments. Summative assessments allow students to demonstrate the depth of their understanding of the material presented throughout each semester.

The following grading categories will appear in all of our courses. Science class grades will include an additional category dedicated to the lab write ups that accompany all of the labs completed by the students.

- Assessments/Projects/Essays
- Cumulative Semester Assessments
- Participation
- Homework/Classwork
- Labs (Science Classes Only)

To maintain the academic rigor that accompanies the mastery learning module, the grading categories in all classes will hold the following weights. Please note that science classes have the additional category for lab write ups.

Grading Category Percentages (non-Science classes)

- Assessments/Projects/Essays - 45%
- Homework/Classwork - 30 %
- Cumulative Semester Assessment - 15%
- Participation - 10%

Grading Category Percentages (Science classes)

- Assessments/Projects/Essays - 35%
- Homework/Classwork - 25%
- Participation - 10%
- Cumulative Semester Assessment - 15%
- Labs - 15%

Participation Grades - What are we grading students on?

Participation in all classes is an integral part of the Lydian program. Participation grades will be based on a 4-point scale each day. This will be a category separate from any other category, and will account for 10% of the student's

grade. The following rubric will be used to grade daily participation. It is recommended that this grade be discussed and decided upon with students in the last 5 minutes of class.

It is required that all classes have a participation grade worth 10% of the overall semester grade, and use the objective success criteria listed below. Teachers will grade their students daily using the rubric below. Based on the daily score, teachers will enter a daily participation grade into the gradebook.

Participation - Rubric (1 point per success criteria)

1. Student arrived to class on time
2. Student has all necessary materials needed for class (textbook, pens, pencils, notebooks etc) - **NOTE: the required materials will be established by the teacher at the start of semester**
3. Homework was completed/attempted and uploaded/turned in prior to class starting
4. Students are actively engaged in class - participating in class discussions, asking questions, completing in class assignments.

A Note About Assessments

An assessment is anything used as a summative assessment at the end of a unit or chapter to demonstrate the student's mastery of the subject matter. This can be a test, a quiz, an essay, a project, etc. If you have questions about what counts as an assessment, please see the Campus Director or Dean of Curriculum and Guidance Services.

Cumulative Semester Assessments

All students must complete a cumulative assessment for each semester. The teacher and student can work together to determine the format of the cumulative semester assessment, but the assignment must encompass all the material covered throughout the semester. This can be a large project worked on throughout the semester, or it can be a cumulative test.

Homework/Classwork

Homework and classwork are any assignments that act as practice, or formative assessments. Homework is an assignment that is designed to reinforce the material covered in class, or to preview material that will be seen in the upcoming class session. As a general rule, for a non-Honors or non-AP class, homework should take the student between 20-30 minutes. It is important to note that the 20-30 minutes of homework is based on each individual student's abilities, and may be different student to student and class to class. Homework in an Honors or AP class will take the student more time to complete.

Labs (Science Classes Only)

Each lab Science class requires one lab per module or a minimum of 5 per semester. For fully virtual students, labs will be done using Labster, an online platform for science labs. For in person students, a minimum of three

labs will be completed in the lab on campus with no more than two virtual labs per semester (when meeting minimum course requirements). Virtual labs can be used as supplemental material throughout the curriculum as long as three labs are done in the on campus lab. Likewise, teachers can do as many labs in the on campus lab as they want.

For each of the 5 required labs, students should complete a formal lab write up using the lab write up guide. Each lab report should include the following sections:

- Introduction/Objective
- Materials
- Method/Procedure
- Data and Results
- Discussion/Questions
- Conclusion

Rubrics

Assignments will be graded using a rubric that is designed using objective success criteria. It is strongly recommended that rubrics be based on criteria for success, also known as a single column rubric. These rubrics will provide students with the criteria they need to be successful with the assignment. The rubric will be used to provide feedback to students regarding both their successes and their areas for growth. Rubrics will be stored with all completed student work and be easily accessible for Admin in case of parent requests.

Academic Integrity

At Lydian Academy, our hope for all students is that they experience authentic academic success, and that as a community, we strive to cultivate a cohort of independent, self-respecting, and confident student learners. As such, academic integrity and honesty are integral to this process.

This policy outlines the expectations of Lydian Academy faculty and staff, and guidance if there is a lapse in judgment resulting in alleged cheating or plagiarism:

Examples of Cheating

- Copying an assignment or test and turning it in as your own.
- Allowing someone else to copy your work to turn it in as their own.
- Making up information or data for the purposes of an assignment or test.
- Stealing materials ahead of an exam.

Examples of Plagiarism

- Not citing the original author's ideas, phrases, or sentences, and turning this in as your authentic work
- Incorporating a portion of another person's paper or artistic endeavor and submitting in an assignment or exam as your own.

- Copying an external written summary as your own work
- Not giving credit for a photo or quote from another person.
- Submitting someone else's paper as your own

It is also considered a breach of academic integrity when a student pressures or encourages another person to violate this policy

Procedures/Guidance

Lydian instructors are obligated to promptly report incidents of cheating or plagiarism to the school administration. Administrators will notify parents and student, review the circumstances of the alleged report, and then make a decision as to the appropriate course of action, including but not limited to the following:

- Receiving a "0" on the assignment or exam without the possibility of making this up
- Disciplinary action including suspension or expulsion
- A one-time warning, with the opportunity to re-submit for a lower grade

For incidents not resulting in expulsion, the student will be asked to meet with school administrators to identify the reason for the incident of academic dishonesty, and ascertain what changes, if any, need to be implemented to best support the student and eliminate such occurrences moving forward.

Student Relationships - California Law AB 500

Lydian Academy is committed to ensuring a safe environment. This includes healthy boundaries and relationships between faculty-staff-students. Verbal, physical or other sexual expressions between faculty/staff and students are prohibited. School employees have an obligation to report to the Campus Director any behavior they deem inappropriate between any adult employee and any student.

We have included a separate document entitled "Student Relationships California Law AB 500" in the enrollment documents file on the website. Your signature below indicates that you are aware of and have read the "Student Relationships California Law AB 500" document.

Updates and Changes to Enrollment Policies

Any changes to these policies will be communicated to you electronically, and become effective immediately.

Legal parent/guardian

By signing below, I represent and warrant to Lydian Academy that I am the parent, custodian, or legal guardian of the student whose name is listed below, that I will be financially responsible for their Lydian Education program, and that I am authorized to make educational decisions on their behalf.

Enrollment Policies Acknowledgment

I have reviewed, understand, and agree to the Course on Demand (CoD) Policies and Fees.

Name of financially responsible parent (please print): _____

Signature of financially responsible parent: _____

Student name: _____

Date: _____

REMINDER: Please do not print and sign this version. You will sign this document in the DocuSign enrollment packet after submitting the registration form on the website first.