



Dimidium facti qui coepit habet

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Sapere Aude

# EDUCATION WORLD WIDE

School Handbook

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# Mission, Vision, and Belief Statements

## Mission Statement

### **Student-Centered – Supported, Empowered, Inspired.**

At Education World Wide, we believe that every learner deserves a personalized, inclusive, and supportive learning environment where they can grow both academically and personally. *Sapere aude* - “*dare to know*”, is the driving force behind our mission to provide high-quality American education through flexible online learning and an interactive class environment, with a continuous focus on student well-being.

Through collaboration with families, tutors, and our entire team, we foster a learning community built on mutual respect, emotional safety, and individualized support. Our practices are grounded in the carefully analyzed needs of our students and a strong commitment to continuously improving the quality of instruction and learning environment. Our goal is not only for students to complete school, but to become independent, confident, and compassionate global citizens.

Our guiding principle, “*Dimidium facti qui coepit habet, sapere aude*” - “*He who has begun has half the deed done; dare to know*” - reflects our belief that every learner deserves an equal opportunity to grow. As a community, we are committed not only to providing that opportunity, but to working together to make it a reality.

## Vision Statement

### **Empowering students to thrive in a global, digital world.**

Our vision is to be a leading online educational institution that equips students with the knowledge, skills, and character needed to succeed in life and contribute meaningfully to the world.

We envision a future where every student, regardless of location, background, or learning style, has access to quality, flexible, and affordable education that inspires curiosity, nurtures different learning styles, and fosters personal growth.

## Belief Statements

We believe that:

1. **Every student is unique** and learns best when education is personalized to their needs, pace, and interests.
2. **Well-being is essential for learning** - emotional, social, and mental health must be prioritized alongside academic success.
3. **Education should be inclusive and bias-free**, fostering mutual respect and cultural understanding.
4. **Families, educators, and students are partners** in the learning process - strong collaboration leads to strong outcomes.
5. **Technology is a powerful enabler** of equity and access to education when used purposefully and ethically.
6. **Learning should be lifelong** - our goal is to develop not just scholars, but curious, resilient, and compassionate individuals.
7. **Feedback and reflection drive growth** - we are committed to continuous improvement guided by evidence and open communication.
8. **A dedicated approach leads to excellence** - we believe that the commitment of our staff and a thoughtful, intentional approach help nurture the potential of every learner.
9. **Education is a two-way journey** – as educators, we embrace the opportunity to grow and learn through the experiences and insights of our students.
10. **Integrity above all** – we are committed to upholding integrity in every aspect of our work and relationships.

# General information

## Enrollment and School Calendar

At our school, we offer **open enrollment throughout the entire year**, which means new students can join whenever it is convenient for them. This flexible approach allows us to welcome learners at any time without waiting for traditional enrollment periods. Our academic calendar operates year-round to support continuous learning, with classes held throughout all months except during designated **winter and spring breaks**. During these breaks, the school will be closed to allow students and staff time to rest and recharge.

## Important Dates Notification

Each September, we provide all students and their families with detailed information about the **exact dates for the upcoming school year**, including the start and end dates, holidays, and scheduled breaks. This advance notice helps families plan ahead and stay informed about key school events and deadlines. We are committed to maintaining clear and open communication to ensure everyone is well-prepared for the academic year ahead.

## Class Schedule

Our scheduling system balances consistency and flexibility. For **group classes, the times are fixed** to create a stable routine and foster a cohesive learning environment among classmates. This fixed schedule helps students develop discipline and allows teachers to plan lessons efficiently. On the other hand, **individual class timings are flexible** and can be tailored to fit each student's personal schedule and needs. This flexibility ensures personalized attention and maximizes the convenience for students balancing other commitments.

## General Academic Policies

At Education World Wide, we offer a flexible and personalized enrollment process to accommodate a variety of student needs and academic goals. Students may join EduWW under three enrollment pathways:

### 1. Full-Time Enrollment

Students enrolled full-time take all of their courses with Education World Wide and are working toward receiving their high school diploma through our institution.

### 2. Part-Time Enrollment

Part-time students choose to take individual courses with EduWW to supplement their current education. These credits can be transferred to the student's primary school, where they are intended to graduate.

### 3. Dual/Concurrent Enrollment

Students who follow another schooling program but also take a significant portion (25% or more) of their coursework through EduWW may be classified as concurrent enrollees. These students can work toward earning a diploma through EduWW, depending on their course completion and credit accumulation.

## Admission Criteria and Process

To begin the enrollment process, students and families will complete the EduWW Application Form and submit supporting documents, which will help us place the student at the appropriate grade level and ensure a smooth transition.

The following documents are typically required:

### 1. Enrollment Form

- a. Student Information (name, address, birthdate, nationality)
- b. Billing Information (payer name, package and payment plan)
- c. Learning Support Information (English proficiency and educational background)
- d. Special requirements, if applicable

### 2. Proof of Identity

- a. A scanned copy of a valid passport or other ID

### 3. Academic Records

- a. A copy of the most recent transcript, report card, or school certificate

*Note: This is not required for Kindergarten applicants.*

One of the key admission criteria is that the student **must have successfully completed the previous grade level**. This ensures that each student is academically prepared for the next step in their education.

There are **no entrance exams** as part of the standard admission process. However, if the student is unable to provide official documentation proving completion of the previous grade, a **placement test** will be administered to determine the appropriate grade level and academic support needed.

Once all documents are submitted and reviewed by our team, we will arrange an orientation session and finalize the student's academic program based on their goals, grade level, and preferred study pace.

## Transfer Credit Policy

At Education World Wide, we recognize and accept eligible transfer credits from other accredited schools, online programs, and homeschool settings. Our goal is to ensure that every student receives appropriate credit for prior learning while creating a personalized academic plan that supports future success.

### Important Notes:

- We will transfer only **credits**, not letter grades
- Courses are accepted as either **0.5 or 1.0 credit** based on the Carnegie unit system (typically, 120 instructional hours equal 1 credit)
- All documentation must be authentic and issued by an official institution or a recognized educational authority.

Homeschool students should provide documentation that reflects academic performance, such as:

- Standardized test scores
- Learning portfolios or self-created transcripts
- Activity logs or records from previous programs

Alternative documents may be accepted at the discretion of our academic leadership team.



## Part-Time Students

Part-time students planning to transfer credits earned through EduWW back to their home school or district should confirm credit transfer policies with their local school authorities **before enrolling**.

Part-time students may select their courses during the enrollment phase and begin classes upon payment confirmation. For additional assistance, families are encouraged to contact our support team or visit our official website for step-by-step guidance.

## Dual Enrollment

It is possible to pursue **dual enrollment** at Education World Wide. This means that a student can be enrolled in our online program while also attending another school—whether traditional or online.

Students who choose dual enrollment typically take regular core subjects with us—such as Math, English, Science, or Social Studies—to complement their existing education, meet graduation requirements, or follow an American curriculum in parallel with their primary school program. In addition to core subjects, students also take two elective courses based on their interests, especially in high school, as electives are mandatory due to the credit points required for graduation.

### What Dual Enrollment Students Should Do:

#### 1. Clearly Indicate Dual Enrollment Status

When applying or communicating with EduWW, the student or parent should specify that the student is dual enrolled (i.e., attending another school alongside EduWW).

#### 2. Define Academic Goals

Clarify whether the student is completing a full academic year with EduWW or only taking selected courses (e.g., to meet local requirements, improve GPA, or study specific subjects).

#### 3. Coordinate with the Other School

Inform the other institution about the dual enrollment to ensure they are aware and can potentially recognize EduWW credits.

## Course Duration

At Education World Wide, our programs provide flexible start and end dates tailored to each student's individual needs, determined at the time of registration. All coursework must be completed by the agreed-upon enrollment end date. Once a final grade has been issued for a course, students are no longer able to submit additional assignments. Additionally, course enrollment periods cannot be extended beyond the original end date without an approved extension request. (Please refer to the Extensions section for further details.)

All core curriculum enrollments are equivalent in seat time, with each core semester-long course intended to require 90 hours of class time—not including study and project time.

The program provides the following types of course options:

Course Type	Duration	Description
<b>Semester-long flexible course</b>	14-20 weeks	Students enrolled in this type of course can begin at any time but are required to attend the class for a minimum of 14 weeks and a maximum of 20 weeks. Students are expected to work a minimum of 5 hours per week. This course type includes optional synchronous sessions—real-time discussions or meetings with teachers. (Note: AP courses are offered as semester-long calendar courses only.)
<b>Semester-long calendar course (AP courses only)</b>	18 weeks	Students are required to complete coursework by the end of the AP exam period. Synchronous sessions are offered as well as collaborative activities. Extensions are not granted for AP courses.
<b>Condensed semester-long</b>	6 weeks	Students enrolled in a condensed summer session are expected to work a minimum of 11.5 hours per week. Synchronous sessions are offered. (Note: AP courses are offered as semester-long calendar courses only.)

Each course includes a *Calendar/To-do list* with recommended deadlines to support students in managing their workload effectively. Weekly progress reports and ongoing communication help ensure that students stay on track with their assignments. If coursework is not completed by the end of the semester and no official extension request has been submitted by the parents, incomplete assignments will receive a zero, which will be factored into the final grade calculation. Additionally, students must successfully complete all courses from the first semester before advancing to the second semester.

Despite this flexibility, students must complete their academic year within a maximum period of 12 months from the date of enrollment. Failure to finish within this timeframe may require re-enrollment and additional fees. During active study periods, students are expected to engage with their courses regularly, following the recommended study schedule, and to demonstrate consistent progress in order to meet academic and attendance requirements.

## Graduation Requirements (High School)

To earn a diploma, students are required to complete at least one full academic year at the institution, earning a minimum of 6 credits. Additionally, students are required to pass semester exams and meet all other graduation requirements set by the school.

Transfer credits will be evaluated based on official student records, course outlines, syllabi, and any additional documentation as needed. Credits earned prior to enrollment will not be included in the calculation of the student's GPA.

To earn a diploma from Education World Wide, students are required to complete at least one full academic year at the institution, earning a minimum of 6 credits during that time. Additionally, students must pass all semester exams and fulfill the full set of graduation criteria outlined by the school. This includes successful completion of the required number of total credits distributed across core academic subjects such as English, Mathematics, Science, and Social Studies, as well as elective courses.

At Education World Wide, high school students are required to complete two elective courses in each grade level.

These electives can be chosen based on the student's personal interests, allowing them to explore different fields and develop diverse skills.

However, students are **required to check the specific admission requirements** of the universities they intend to apply to. Some institutions may mandate particular courses—such as two credits in a foreign language or other subject-specific prerequisites—that must be fulfilled during high school.

Our college counselors are available to help students make informed decisions regarding their elective choices and post-secondary goals.

In addition to academic performance, students are encouraged to demonstrate engagement through participation in school-led projects, enrichment programs, or approved extracurricular activities.

Transfer credits from previous institutions will be evaluated on an individual basis using official transcripts, course descriptions, syllabi, and any additional supporting documentation. The

school reserves the right to accept or reject transfer credits based on the rigor and compatibility of prior coursework. Credits earned prior to enrollment at Education World Wide will not be included in the student's GPA calculation; only courses completed at the institution will contribute to the final GPA, which must meet the minimum threshold set for graduation eligibility. All graduation requirements must be fulfilled before a diploma is issued, including administrative and financial obligations. Students and families are advised to maintain regular communication with educational consultants to ensure they are on track for timely graduation.

## Repeated Course Policy

Students who do not pass a required core course for graduation must retake the course before progressing to the next course in the sequence.

In the case of elective courses, a failed course does not automatically necessitate repetition. However, the course must be retaken if it serves as a prerequisite for a future course the student intends to pursue or if the student has not yet satisfied the minimum elective credit requirements for graduation.

The original failing grade remains on the student's academic record, and both the initial and retake grades are calculated into the student's cumulative GPA. Courses in which a student earns a grade between 60 and 69 may be retaken once, with both attempts contributing to the final GPA. Courses with a grade of 70 or higher are not eligible for retakes for the purpose of GPA improvement.

## Total Credits

To earn a diploma, students must complete at least 24 high school credits representing each category listed in the chart below. Each semester-long course represents 0.5 credits. A full-year course (two semesters) is worth 1 credit.

SUBJECT	MINIMUM REQUIREMENT
ENGLISH LANGUAGE ARTS	4 CREDITS
MATH	4 CREDITS
SCIENCE	4 CREDITS
SOCIAL STUDIES	4 CREDITS
TWO ELECTIVES - GRADE 9	2 CREDITS
TWO ELECTIVES - GRADE 10	2 CREDITS
TWO ELECTIVES - GRADE 11	2 CREDITS
TWO ELECTIVES - GRADE 12	2 CREDITS
TOTAL	24 CREDITS

## Course Grading

At EduWW, our teaching staff is committed to providing timely and meaningful evaluation of student work. In most cases, assignments are graded within two business days of submission. This ensures that students receive prompt feedback to support their academic development and keep their learning process on track.

If a student submits multiple assignments in a short period, grading may take slightly longer, as teachers are expected to offer thoughtful and constructive feedback for each task individually.

Some assignments—such as **novel guides, module journals, essays, and online lab reports**—have **specific grading rubrics or criteria**. These tasks are designed to assess particular skills, such as critical thinking, comprehension, data analysis, written reflection, or contain several items that must be submitted. Students are encouraged to review any provided rubrics or instructions carefully before submission to ensure their work aligns with the expectations.

EduWW's academic team monitors grading activity regularly to ensure consistency, maintain quality standards, and support timely communication between teachers and students.

## Grading Scale / Grade Point Average (GPA)

All student grades at Education World Wide are recorded as numerical percentage scores and reflected accordingly in final grade reports. When calculating a student's Grade Point Average (GPA), EduWW applies a weighted GPA scale to account for the level and rigor of individual courses.

The following table outlines the grading scale used by EduWW:

LETTER GRADE	PERCENTAGE SCALE	GPA SCALE*	HONORS	AP COURSES
A	97-100	4,0	4.5	5
A	93-96	4,0		
A	90-92	3,7		
B	87-89	3,3	3.5	4
B	83-86	3,0		
B	80-82	2,7		
C	77-79	2,3	2.5	3
C	73-76	2,0		
C	70-72	1,7		
F	<70	0,0	0	0

To graduate, students must maintain a cumulative Grade Point Average (GPA) of **2.0 or above overall**, and at least **2.3 in core curriculum courses**—English Language Arts, Mathematics, Social Studies, and Science.

**Advanced Placement (AP) courses** receive additional weight in GPA calculations due to their higher academic rigor. Education World Wide uses the following GPA calculation:

$$\text{GPA} = \text{sum (weighted grade point} \times \text{credit value)} / \text{total credits earned}$$

*\*Please note that **only grades earned at Education World Wide** are used in GPA calculation*

## Course Selection

The recommended number of credits in each subject area for each high school year is shown in the table below.

COURSE/YEAR	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
ENGLISH LANGUAGE ARTS	1 CREDIT	1 CREDIT	1 CREDIT	1 CREDIT
MATH	1 CREDIT	1 CREDIT	1 CREDIT	1 CREDIT
SCIENCE	1 CREDIT	1 CREDIT	1 CREDIT	1 CREDIT
SOCIAL STUDIES	1 CREDIT	1 CREDIT	1 CREDIT	1 CREDIT
ELECTIVE 1	1 CREDIT	1 CREDIT	1 CREDIT	1 CREDIT
ELECTIVE 2	1 CREDIT	1 CREDIT	1 CREDIT	1 CREDIT
TOTAL	6 CREDITS	6 CREDITS	6 CREDITS	6 CREDITS

## Full-Time Enrollment

Students in grades 9–12 are considered full-time when they are enrolled in six courses at the same time. For students in grades K–8, full-time status requires enrollment in four active courses simultaneously.

If a student wishes to take more than the standard number of courses, they may request additional subjects. Any course beyond the standard load will be treated as extra credit and may require academic approval and/or be subject to additional fees.

## Age Requirements

To enroll in Kindergarten, a student must be at least five years old by August 31.

Students who are over the age of 19 are considered adult learners and follow a different set of academic policies and expectations. However, if a student turns 19 during the academic year in which they are already enrolled, they are allowed to complete that school year under the standard high school guidelines.

## Attendance and Pacing

Students are expected to engage in coursework consistently and maintain steady progress throughout the academic year. Each course includes a recommended study schedule, accessible within the learning platform, which outlines weekly expectations and helps students stay on track. Tools like the calendar and task list are available to support students in managing their time effectively.

Regular course participation is a student's responsibility. Attendance is monitored based on actual progress in coursework—simply logging into the platform does not count as active attendance. To meet minimum attendance expectations, students must complete at least **5% of gradable activities** in most of their courses each school week.

While **group classes are strongly encouraged** as a way to deepen understanding, build community, and receive live academic support, **attendance in group classes is not mandatory**. Students are free to choose whether to attend, based on their individual learning preferences and schedules.

However, **each student is required to attend at least one individual meeting per month** with their assigned teacher or educational consultant. These meetings are essential for tracking academic progress, addressing challenges, and setting goals, and they form a core part of EduWW's commitment to personalized education.

Lack of regular progress may be considered academic truancy and could affect a student's ability to advance or graduate. In addition to weekly progress and monthly individual meetings, students are expected to attend scheduled assessments as agreed upon with their teachers. Parents or guardians are also responsible for ensuring that students meet these attendance and pacing standards.

At Education World Wide, we recognize that flexibility is essential for many families, which is why our students are free to follow an individualized study rhythm. Parents or guardians may request time off from studies at any point during the academic year. However, if the requested break exceeds one month, the student's access to the platform will be temporarily disabled, and coursework will be paused.

## Absences/Extensions

At Education World Wide, we understand that students may need to take time off for various personal, medical, or professional reasons. In order for an absence to be considered excused,



parents or guardians are simply required to notify their educational consultant or assigned teacher via email, clearly stating the reason for the absence and its expected duration.

In cases where a student is a professional athlete, performer, or participates in organized competitions, we ask that families share relevant schedules, such as tournament or travel dates, in advance whenever possible.

While we do not impose rigid rules around excused absences, it is important that families maintain regular communication with our team to ensure academic progress remains on track. Any extended break that might impact the student's ability to complete the academic year within the 12-month timeframe should be discussed with an Educational Consultant.

## Assignment Reset Policy

At Education World Wide, students are expected to complete assignments independently and with academic integrity. Each assignment generally allows for **one submission attempt**.

In cases of **technical issues** or **exceptional personal circumstances**, students or their parents/guardians may request a reset by emailing the subject teacher or Educational Consultant with a clear explanation. These requests will be considered **on a case-by-case basis**, and approval is at the **teacher's discretion**.

Requests made **solely to improve a grade** will not be accepted.

However, if a student receives **a score below 70%**, one additional attempt may be granted to help the student reach the minimum expected level of understanding. This **retry opportunity is limited to a single reset** per assignment and is intended to support academic progress, not to boost grades without effort.

Our team is here to support students in overcoming learning challenges. Students are encouraged to seek help when needed so they can grow both academically and personally.

## Academic Integrity Policy

At Education World Wide, we place a strong emphasis on academic integrity as a foundation for meaningful learning and personal growth. We expect every student to engage in their coursework honestly and responsibly, upholding the values of fairness, respect, and intellectual honesty.

Academic integrity means that students submit original work, complete assessments independently, and properly acknowledge the intellectual efforts of others. Violations of academic integrity include, but are not limited to:

- **Plagiarism** – Presenting someone else’s ideas, words, or work as your own without proper citation, including both direct copying and improper paraphrasing.
- **Unauthorized Use of Generative AI** – Submitting assignments that are created, even in part, by AI tools unless explicitly approved by the instructor.
- **Cheating** – Using or providing unauthorized assistance on quizzes, tests, or other academic assignments, including the use of notes, calculators, or digital tools not permitted by the instructor.
- **Collusion** – Assisting or receiving help from another student in submitting work not independently completed.
- **Double Submission** – Reusing previously submitted work (from the same or other courses) without explicit permission from the instructor(s).
- **Contract Cheating** – Paying someone else to complete assignments or submitting work prepared by a third party.
- **Intentional Non-Submission** – Submitting incomplete or blank assignments in an attempt to delay academic progress.

## Our Approach to Academic Honesty

At EduWW, we believe that mistakes can be learning opportunities. We approach academic dishonesty with the intent to educate first. However, repeated or intentional misconduct will result in appropriate consequences:

- **First Instance:** The student will receive a warning and be required to redo the assignment. A meeting with the Educational Consultant or subject teacher will be arranged to clarify expectations and provide guidance.
- **Second Instance:** The student may receive a reduced grade or a zero for the assignment. Parents or guardians will be informed, and additional support will be offered.

- **Repeated or Severe Violations:** The case will be reviewed by the academic team. The student may be removed from the course, and further disciplinary measures or educational interventions will be considered.

## Appeals Process

Students have the right to appeal decisions related to academic dishonesty. Appeals must be submitted in writing within seven business days of notification and must include any relevant facts or clarifications. The appeal will be reviewed by the EduWW academic team, and a formal response will follow.

As part of the appeals process, EduWW reserves the right to organize an oral examination to assess a student's understanding of the submitted work and support the final decision.

At EduWW, our primary goal is to guide students in becoming independent, ethical learners who take pride in their own academic achievements. We are committed to fostering a learning environment based on trust, integrity, and accountability.

## Course Withdrawal Policy

Students have the option to withdraw from a course within the first fourteen days following their official start date by submitting a written withdrawal request within this timeframe. Withdrawals made within this period will be processed without penalty. However, once the 14-day window has passed, students are considered fully enrolled for the semester. Any withdrawal requests submitted after this deadline may be subject to additional fees. We encourage students and families to carefully consider their course selections and communicate promptly if changes are needed.

## Instruction Policy

At EduWW, students benefit from both **group and individual online sessions** designed to support their academic development and enhance understanding of course content. While these sessions are **not mandatory**, **active participation is strongly encouraged**, as it contributes to a more engaging and interactive learning experience.

Each student is **required to attend at least one individual meeting with their assigned tutor each month**. These regular check-ins help monitor progress, offer personalized academic guidance, and ensure students stay on track with their learning goals.

Before the start of the school year, tutors must also conduct an **introductory session with each new student**. During this meeting, the tutor will:

- Introduce the learning platform,
- Explain how the courses are structured and what is expected of the student,
- Provide useful information and tips for effective online learning.

Throughout the course, **teachers regularly provide feedback on student work** through the learning platform. This feedback includes performance evaluations and suggestions for improvement, helping students understand their progress and refine their approach to studying. In addition to this, students are encouraged to **communicate with their instructors in real time**—either during live classes or through scheduled one-on-one sessions—for additional academic support and clarification.

These instructional practices are designed to ensure every student receives the guidance, structure, and support needed for a successful and rewarding learning experience at EduWW.

## Assessment Feedback

At EduWW, student assessments are evaluated either automatically by the system or directly by a subject teacher, depending on the type and complexity of the task. Many courses combine both methods—automated grading for quizzes and objective tasks, and teacher review for written assignments, projects, and exams that require detailed feedback.

Teachers provide meaningful and personalized feedback on each graded assignment. This may include written comments, annotated files, or additional suggestions shared through the learning platform. The purpose of this feedback is to help students understand their performance, reinforce learning objectives, and guide improvement.

For live assessments, such as oral exams or scheduled benchmark tests, feedback is delivered immediately during the session. Teachers also record a summary of their remarks in the gradebook, which remains accessible to the student throughout their studies.

All feedback—whether related to daily coursework, assessments, or live sessions—is stored within the EduWW learning system and can be revisited by students at any time, ensuring transparency and continuous academic support.

## Progress Reports

Every two weeks, students and their parents or guardians receive a summary of the student's current academic performance and engagement across enrolled courses. In addition to these regular updates, parents and guardians are welcome to contact their child's assigned tutor at any time—via email or through the learning platform messaging system—for more detailed insights, clarification, or additional support.

## Transcripts

Education World Wide provides official transcripts upon request. Transcripts can be sent directly to educational institutions or authorized personnel via email or mail. To request a transcript, families should complete the official Transcript Request Form available on our website.

Please note: Transcripts will not be issued if there are any outstanding tuition payments or fees. In accordance with our policy, official transcripts—except for final graduation transcripts—cannot be sent directly to students or their families.

# Student Conduct and Digital Responsibility Policy

At Education World Wide (EduWW), we are committed to maintaining a safe, respectful, and academically focused digital learning environment. This policy outlines expectations for behavior, communication, and technology use, ensuring that every student upholds the values of responsible citizenship in a virtual setting.

## 1. Digital Citizenship and Learning Conduct

Students are expected to behave ethically and respectfully in all online environments. Harassment, bullying, or actions that threaten another's dignity or well-being—whether written, visual, verbal, or digital—are strictly prohibited.

### **Unacceptable behaviors include:**

- Sending or sharing harmful, threatening, or explicit messages or images
- Spreading false information intended to damage others
- Posting private content without permission
- Impersonating another person online
- Creating or distributing content that demeans or ridicules others

### **All students must:**

- Treat peers and staff respectfully
- Avoid encouraging or participating in harmful conduct
- Promptly report misconduct to a parent, teacher, or administrator

Consequences for violations may include limited platform access, suspension from courses, or further disciplinary actions depending on severity.

## 2. Communication Standards

All communication within EduWW—whether via email, chat, forums, or live sessions—must remain courteous, professional, and supportive of academic engagement.

### **Expectations for communication:**

- Use polite, academic-appropriate language

- Stay on topic and reply in a timely and constructive manner
- Do not share personal information or content (e.g., screenshots) without consent
- Avoid sarcasm, mockery, or offensive remarks
- Report inappropriate messages immediately

EduWW may monitor student communications to ensure a safe learning environment.

### 3. Responsible Use of Technology

EduWW students are provided with school-approved digital tools and access to an online learning platform. With this access comes the responsibility to use technology ethically, safely, and for educational purposes only.

#### **Students must:**

- Access EduWW tools solely for academic purposes
- Keep passwords private and secure
- Avoid non-educational or inappropriate content
- Respect security protocols and never attempt to bypass restrictions
- Refrain from using tools to deceive, disrupt, or harm others

#### **EduWW ensures:**

- Reliable, secure digital resources
- Monitoring of platform activity for safety and compliance
- Corrective action in cases of technology misuse

# Parental Involvement

## 1. Expectations for Parent/Guardian Engagement

- Encouraging a supportive learning environment at home
- Helping students stay organized and meet deadlines
- Ensuring students attend scheduled individual and group classes
- Collaborating with tutors and consultants on learning plans
- Supporting the development of self-discipline and independence

## 2. Communication Channels

- Student Consultants – primary point of contact for academic matters
- Assigned Tutors – for direct support and progress updates
- Parent-Teacher Meetings – scheduled upon request or as needed
- Weekly, Monthly and Term Reports – send by teachers
- Newsletters – updates on school events, deadlines, or tips
- Email & Messaging Support – availability and expected response times
- Emergency Contact Procedure – who to reach and when

## 3. Platform Monitoring

- Guidance for parents on how to access and review their child's progress using an Observer Account on the platform.
- What progress reports look like and how to interpret them

## 4. Volunteer & Engagement Opportunities

- Sharing feedback through parent surveys
- Testimonials or case study interviews for website/social media
- Referrals and ambassador programs

## 5. Conflict Resolution & Support

- Process for raising concerns or questions
- Role of the consultant in mediating issues
- How to escalate matters if necessary

## 6. Encouraging Independence

- The EduWW philosophy: fostering student autonomy with parental guidance
- When to step in and when to let students manage their responsibilities



## Monitoring and Oversight

To maintain a safe and structured online environment, EduWW administrators and authorized personnel monitor the use of the school's digital systems. This monitoring is conducted to uphold the integrity of the learning space and to protect students and school property.

Administrators may access and review digital records when necessary for:

- Student safety and behavioral support
- Investigating disciplinary matters
- Enforcing school policies
- Collaborating with law enforcement, if required

All personal data is handled with care and confidentiality and is only used when essential to address serious issues.

## Inclusion and Anti-Discrimination Commitment

EduWW is an equal opportunity educational institution. We do not tolerate discrimination on the basis of race, ethnicity, gender, age, religion, sexual orientation, gender identity, disability, marital status, or national origin. Every student has the right to participate in all programs and activities in a fair and inclusive environment.

**If discrimination occurs, the following process will be followed:**

### 1. Filing a Complaint:

- a. Any student or employee who experiences or witnesses discrimination should report it immediately to an assigned tutor, group glass tutor, or school counselor.
- b. Complaints must be made within 60 calendar days of the incident and may be submitted in writing or orally.

### 2. Investigation and Step 1 Resolution:

- a. The school counselor will investigate the issue and provide written recommendations within 10 days of receiving the complaint.
- b. If both parties agree to the recommendation, the case is closed.

### 3. Step 2: Conference:

- a. If unresolved, a formal meeting may be requested.
- b. This conference will include the Administrator, school counselor, relevant parties, and a neutral representative, held within 10 days of the request.
- c. A follow-up recommendation will be issued within 5 days.

### 4. Step 3: Hearing Before the Board:

- a. If no resolution is reached, a hearing may be requested.
- b. The Board will hear the matter and issue a decision within 10 days.

#### Important Notes:

- Retaliation against anyone filing or supporting a complaint is strictly forbidden.
- Time extensions may be granted for legitimate reasons.
- All proceedings and records remain confidential.

Through these policies, EduWW strives to maintain a respectful, inclusive, and secure learning environment where every student can succeed academically and personally.

## Special Education Supportvolun

At Education World Wide, we recognize the importance of providing support for students with diagnosed learning differences. While we are a private online institution and not bound by the same legal requirements as public schools under the Individuals with Disabilities Education Act (IDEA), we are committed to accommodating students with documented needs to the best of our ability.

#### Key Guidelines:

- Students with an existing **Individualized Education Plan (IEP)** or **504 Plan** may submit their documentation during the enrollment process. These documents will be handled with strict confidentiality and stored securely.
- EduWW does **not** conduct special education evaluations, assessments, or create new IEPs. Families must work with their local public school district or a licensed professional for such services.
- While we do not receive public funding under IDEA, EduWW will implement reasonable academic accommodations based on the information provided, as long as they are compatible with our curriculum and delivery model.
- Parents/guardians are encouraged to remain active advocates for their children's educational needs. It is advisable to have students retested every three years, especially during junior year, to ensure accommodations remain valid for post-secondary education.

For additional support or questions regarding how EduWW can accommodate students with learning differences, please contact our academic team directly.

## Professional Conduct and Ethical Standards

- At Education World Wide (EduWW), we believe that a strong educational community depends on shared values, ethical behavior, and mutual respect. Our community includes teachers, staff, students, parents, learning coaches, and all individuals who support the educational journey. Together, we commit to maintaining a learning environment grounded in integrity, kindness, and accountability.
- **Our Guiding Values**
- All members of the EduWW community are expected to:
- Act honestly, ethically, and with sincerity in all interactions
- Treat others with fairness, compassion, and respect—regardless of role, background, or belief
- Promote inclusivity and cultural awareness, embracing diversity as a strength
- Communicate with professionalism and transparency
- Make impartial and thoughtful decisions, avoiding dishonesty, favoritism, or misrepresentation
- Take personal responsibility for one's behavior and contribute to a positive, supportive online atmosphere
- Adhere to all applicable laws, school policies, and professional standards
- EduWW staff, in particular, are held to high standards of professionalism in their communication and collaboration with colleagues, students, and families. Every interaction should reflect care, clarity, and a commitment to student well-being.
- By upholding these standards, we collectively foster a safe, respectful, and trustworthy environment where everyone has the opportunity to thrive.

## Student Interaction Policy

EduWW is committed to safeguarding the well-being and academic integrity of its students. To ensure a safe, ethical learning environment, all staff must:

- Avoid any behavior intended to unfairly influence student performance or assessment outcomes
- Refrain from conduct that could be interpreted as exploitative, abusive, or inappropriate

- Strictly avoid any personal relationships with students that could compromise professional boundaries
- Maintain the confidentiality of student records and personal data, using such information only in ways that are appropriate and authorized

## Ethical Compliance and Accountability

All EduWW employees are responsible for upholding the ethical standards outlined in this policy. Any breach may result in corrective measures, including disciplinary action, suspension, or termination of employment. In serious cases, matters may be referred to appropriate external authorities.

Through collective commitment to these standards, EduWW fosters a learning environment grounded in integrity, respect, and excellence.

## FERPA and Student Privacy Policy

At Education World Wide (EduWW), we are committed to protecting the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA). This federal law ensures the right of students and their families to access and control their educational information.

### 1. Rights Under FERPA

Parents or legal guardians of students under 18 years of age have the right to:

- Inspect and review their child's education records.
- Request correction of records they believe are inaccurate.
- Provide consent before personally identifiable information (PII) from student records is disclosed to third parties.

Once a student turns 18 or attends a post-secondary institution, these rights transfer to the student, who then becomes an "eligible student."

## 2. Disclosure Without Consent

EduWW may disclose student information without prior consent under the following conditions, as permitted by law:

- **School Officials:** Access is granted to EduWW staff or trusted service providers (consultants, tutors, finance department) who have a legitimate educational interest and are under EduWW's direct control.
- **Transfer to Other Schools:** Information may be shared with institutions where the student seeks or intends to enroll.
- **Legal Requirements:** Information may be disclosed in response to a court order, subpoena, or legal investigation.
- **Health and Safety:** In case of emergencies, information may be disclosed if deemed necessary to protect the student or others.
- **Accrediting Agencies:** Shared for accreditation purposes.
- **Parents of Dependent Students:** Even after turning 18, if the student is still claimed as a dependent, parents retain the right to access records.

## 3. Directory Information

EduWW may designate certain types of student information as "directory information," which can be disclosed without consent, including:

- Student name
- Enrollment status and grade level
- Participation in school activities
- Awards and recognitions

However, families have the right to opt out of directory information sharing by submitting a written request.

## 4. Opt-Out Rights

Parents and eligible students may opt out of directory information sharing. Opt-out requests must be submitted annually and applied for the duration of the school year. Opting out does not affect standard school operations or classroom communications.

## 5. Security and Verification

EduWW employs reasonable measures to verify the identity of individuals requesting access to student records and ensures that data is only shared with authorized parties.

For any questions, concerns, or support related to FERPA and privacy, please contact your assigned EduWW consultant.

### Education World Wide



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