ADVANTAGES

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Digital Learning Solutions
EST. 2007

ADVANTAGES
SCHOOL
INTERNATIONAL

2021
Teacher Handbook

Personalized Learning
Anytime, Anywhere.

Advantages School International (ASI)

Our mission is to provide quality education to students everywhere.

- ASI was developed in 2007 by educators who wanted to provide a high-quality education accessible to children everywhere. We also knew the success of our program would depend on the keeping schooling costs affordable. With these two ideals at the center of our vision, Advantages was created.

- ASI maintains its own school program for grades K-12. We are fully accredited for these grades and offer a comprehensive program for each grade level. Our teachers are highly qualified, licensed experts in their fields.

- ASI maintains two academic tracks for high school graduation. Our General Studies track is for students simply looking to earn a high school diploma before entering the workforce or military. Our College Preparatory track is for students needing a more rigorous study program in preparation for post secondary education.

ADVANTAGES
Teacher Job Description

Independent Contractor shall provide the following services to students:

- Communication is vital. Teachers will work with students and families, communicating weekly. ALL communication needs to be catalogued in ASSIST

- Start off on the right foot. Send a welcome email, introductory video, and make an initial phone call to the home all within the first week of enrollment. Additional phone calls should occur monthly. Be explicit in your expectations. (see samples of a teacher video and intro letter here)

- Timeliness is essential. Respond to all communication within one school day, return submitted work with two school days, and return all final exams and post final grades within five school days.

- Accessibility is key. Teachers need to hold two one-hour office hour sessions each week. These office hours need to be posted in the teacher bio, signature line, and shared in the introductory letter.

- We are a team. Advantages hosts a monthly teachers' lounge where we all come together virtually to share best practices, challenges, and philosophies. This sessions are recorded and posted, but your presence is strongly encouraged.

- Support for success. ASI encourages teacher growth with *ADVANTAGES One on One. ADVANTAGES One on One* is a collaboration with an ASI success manager and each individual teacher. These staff development meetings happen three times per year.

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Teacher Job Description (con't)

- Teacher Qualifications Our teachers all have a Bachelor's Degree with a minimum of 10 years teaching experience or a Master's Degree; are certified in the relevant subject area, and have online teaching experience

- Technical Competencies and Skills Our teachers must possess strong oral and written English communication skills; ability to work independently and as a part of a team, are self-motivated, and utilize all required and recommended ADVANTAGES computer applications

- Working Conditions. Physical ability- tasks may involve extended periods of time at a keyboard; ADLS is an Equal Opportunity Employer. ADA requires ADLS to provide reasonable accommodations to individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

- Invoicing for payment Teachers invoice for payment after the student(s) have completed the course and the final grade is posted. Teachers must send an email thanking/congratulating the student and informing them on the final grade and complete the end of course survey. Payment invoice can be found here: [Click here for teacher invoice spreadsheet](#)

- Independent Contractor responsibilities Our teachers are independent contractors. Contractors are required to provide their own computer, internet connectivity, and consumable supplies.

Communication and Support

- **Offline Communication** Teachers will document all offline communication in student file under Communications.

- **Student Inactivity** Teachers will communicate with students and parents in ASSIST after 9 days of inactivity. If no update is given by student or parent, teacher will notify Success Manager by email on the 14th day of inactivity.

- **Issuing final grades** Teacher will email Success Manager upon posting final grade for a course.

- **Discipline concerns** Teachers will document infraction in student profile under Comments and Documents. Teachers will email Success Manager and Head of School upon each discipline violation in accordance with ASI student conduct policies.

- **Leave time** Teachers will notify Success Manager and Head of School when not available for weekly office hours, time off, or extended leave. If leave requires a substitute teacher one week notification minimum is essential for proper classroom management.

- **Enrollment Cap** Teachers will notify Success Manager when approaching desired enrollment cap.

- **Concerns** Teachers are encouraged to consult with Success Managers regarding any platform or student concerns as needed.

Grading System

93—100 A

90—92 A-
88—89 B+

83—87 B

80—82 B-
78—79 C+

73—77 C

70—72 C-
68—69 D+

63—67 D

60—62 D-
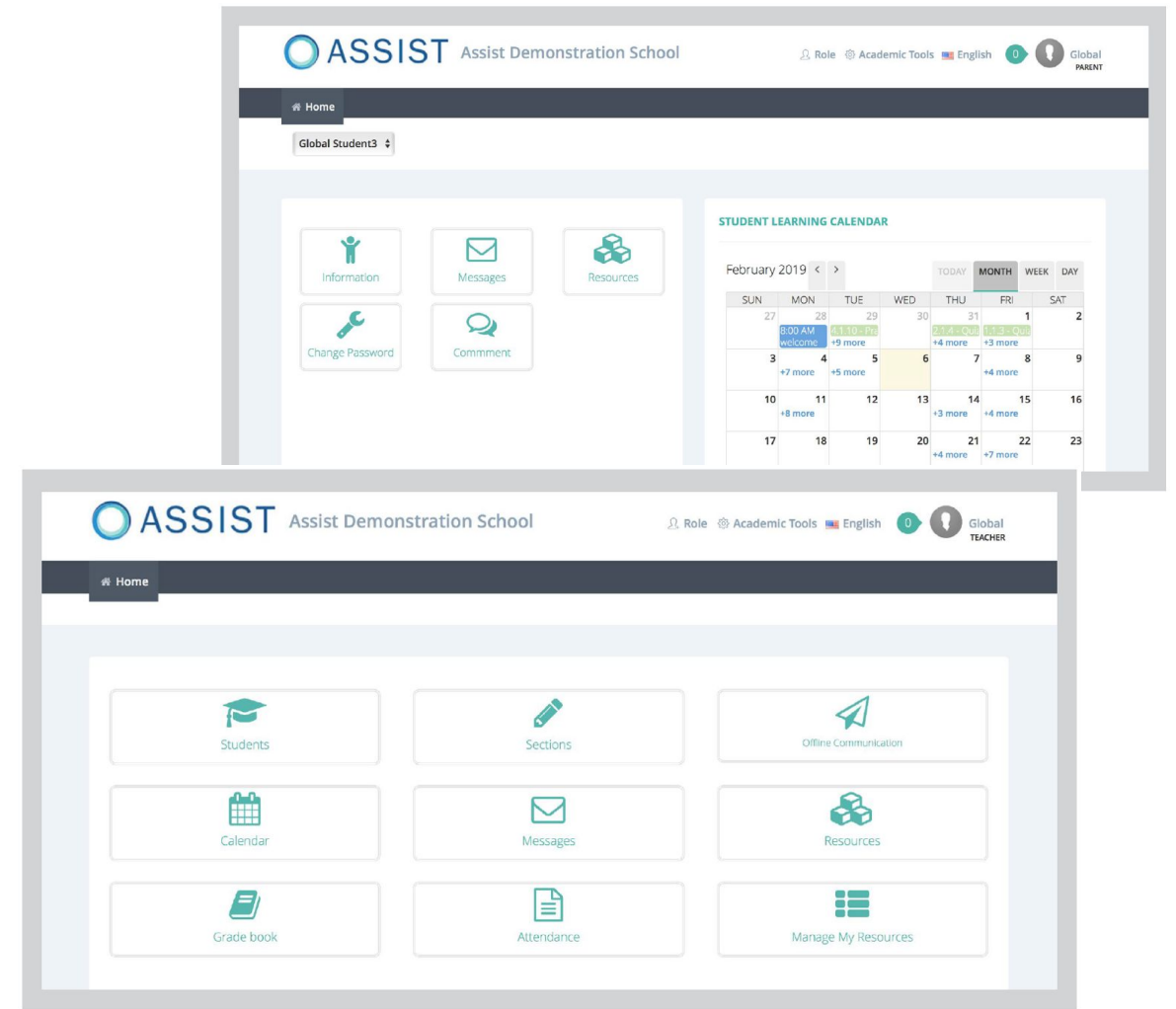0—59 F

Advantages School International
Policies

- **Honor Code** Academic dishonesty in online classes will not be tolerated. Academic dishonesty includes, but is not limited to, dishonesty on homework or in test-taking, copying directly from the Internet, attempting to get credit for another's work, assisting another student in such an attempt to otherwise obtaining answers illicitly or illegally. Our honor code can be found [here](#)

- **Progress Policy** Only through continuous communication and progress can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements through the use of pace charts. These are agreed upon when the course starts. Students may, of course, work faster than originally projected on the pace charts. If students fail to adhere to ASI's progress policy, found [here](#) the student may be dropped from the course. Reenrollment incurs a $50 fee.

- **Plagiarism** At ASI, teachers have a TurnItIn.com account. Turnitin is plagiarism detection software that scans student work for matched text by comparing the work to a large database of student work, publications, and materials on the internet.

- **NCAA and AP Courses** When teaching AP courses or courses for our NCAA candidates, no assignments or tests can be omitted. (AP courses can omit discussions only)

- **Full List of Policies** Click [here](#) for the full policy handbook

ASSIST Platform

- Fully integrated system
- Easy to use
- Single Sign On
- Economical
- Increased teacher / students time
- Reduced Professional Development
- Web based / PC & Mobile Device
- Highly secure
- Scalable
- Improved student outcomes

About ADVANTAGES School International (ASI)

- Fully Accredited Online School – since 2007
- K-12 Comprehensive Curriculum
- High School Diploma
- Self Paced / 100% Online
- Official Records and Transcripts
- Single Course and Supplemental
- International Dual Diploma Programs
- Flex and Blended School Programs
- CTE, ELL, NCAA Support
- Online Homeschool Curriculum

Fully Accredited by:

NCAA

AdvancED ACCREDITED

ACCREDITED cognia

CASI / SACS CASI

Northwest Accreditation Commission

2020 Award Winning Solution

BEST ONLINE OCR ONLINE COURSE REPORT COURSES

EDTECH DIGEST TOP 100 INFLUENCERS IN EDTECH

10 BEST EDUCATION TECHNOLOGY SOLUTION PROVIDERS IN 2019

THE EDTECH COOL TOOL AWARD

BEST EDUCATIONAL SOFTWARE AWARDS
Winner of 25th ANNUAL BESSIE AWARDS ComputED Gazette, Carlsbad, CA

2019 TECH AWARD WINNER NCET

BEST CHOICE SCHOOLS TOP ONLINE HIGH SCHOOLS

List of Resources

- [Sample Welcome Message](#)
- [Sample Teacher Video](#)
- [Honor Code](#)
- [Progress Policy](#)
- Academic Policy Handbook
- [Teacher Invoice](#)
- Teacher Collaboration Details
- Online Teaching Best Practices
- [Blank W9](#)

ADVANTAGES
Digital Learning Solutions

ADVANTAGES Digital Learning Solution, LLC
3886 Mayberry Drive, Suite F
Reno, NV 89519
+1.866.984.3384
ADVANTAGES-DLS.com