



2020-21 Lydian Middle and High School Policies and Fees

These policies apply to students enrolled in Lydian's full-time middle and high school programs. 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 located in Menlo Park, California, focusing on college preparatory education. Our 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 our students.
- Lydian Academy is 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 programs for advanced students, learning disabled students, students in need of credit remediation, and learners with diverse learning profiles and executive functioning challenges.
- For high school students, Advanced Placement (AP) courses are available to students with appropriate scholastic standing and demonstrated academic maturity. Additionally, the Early College High School Program is offered to students who possess the maturity to concurrently take courses at one of the local community colleges.
- Each class session at Lydian is 55 minutes long, and instruction is delivered in a real-time, 1:1 format for the duration of the class session. This is true for both in-person courses and remote instruction delivered through Lydian's Google Meet platform.
- In between their 1:1 classes, students participate in our Essentials for Success (EFS), small-group class on a daily basis. This class is intended to support students in developing their executive functioning capacities, teaching them to balance socialization with peers and independent work

completion, and also provide opportunities to collaborate on projects with other students in advance of our Academic Showcase event in the fall. During two Fridays out of the month, students have group instruction from an evidence-based Social Emotional Learning (SEL) curriculum, include modules on adolescent development and the brain, cultivating happiness, managing stress and resolving conflicts, college and career readiness, mindfulness, and cognitive-behavioral principles for mitigating anxiety.

- At Lydian's sole discretion, instruction may be provided in-person on our physical campus OR online through Lydian's Google Meet platform. **NOTE: Full-time students will have the option of taking in-person courses at our Menlo Park campus beginning on August 18, 2020, if they are willing to comply with mandatory safety and distancing protocols. This option may change and evolve over time, as Lydian will continuously re-appraise its safety, sanitation, and health protocols in consultation with the County Office of Education and Department of Public Health to phase on campus learning back into Lydian's continuum of 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.**
- Even though on-campus learning will be phased in at Lydian in 2020-21, students may still choose to continue attending classes in real-time online through the Google Meet platform. This choice will be an option for students for the duration of the 2020-21 school year.

Calendar Semesters

- Semester ONE: Aug 18 - Dec 18
- Semester TWO: Jan 5 - May 28

- **LYDIAN COURSES ARE SCHEDULED ACCORDING TO THE LYDIAN INSTRUCTIONAL CALENDAR ON OUR WEBSITE.**
- **IF YOUR CHILD HAS A SIBLING ATTENDING A DIFFERENT SCHOOL, PLEASE BE AWARE THAT THE LYDIAN INSTRUCTIONAL CALENDAR MAY BE DIFFERENT.**
- **YOU AGREE TO NOTE ANY DIFFERENCES AND PLAN ACCORDINGLY.**

Tuition Plans

The Standard Plan is 3 one-to-one instructional periods/day and Essentials for Success. In an academic year, most students will complete 5 to 6 full-year courses plus EFS (i.e., 60-70 semester units), which is a typical high school course load. Standard Plan is recommended for students who:

- Work best with a reasonable homework load
- Are taking a maximum of 1 full-year or 2 semester Advanced Placement courses
- Are not credit-deficient
- Have no (or very few) failing classes to repeat

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Standard Plan Tuition: \$5900 /month

Accelerated Plan is 4 one-to-one instructional periods/day and Essentials for Success. In an Academic Year, most students will complete 5 to 8 full-year courses plus EFS (i.e., 60-90 semester units), with the total number of units largely influenced by how many AP courses are in the student's schedule. This plan is recommended for students who:

- Are trying to catch up on credits
- Have multiple AP classes in their schedule
- Want to complete their classes before the end of the school year/graduate early, and can tolerate a more rigorous high school homework load

Accelerated Plan Tuition: \$7500 /month

Formative Plan is recommended for middle schoolers and high school students who want a lighter load, with 2 periods/day of one-to-one instruction and Essentials for Success. In an academic year, most high school school students will complete 4 full-year (non-AP) courses plus EFS (50 units). The Formative Plan is best for:

- Middle school students targeting core competencies in Math, Science, English, and Social Studies (i.e., no additional electives or world language courses)
- High school students who need a lighter load for a defined period of time.

Formative Plan Tuition: \$4500 /month

Annual Tuition Estimates

With the efficiency of one-to-one pacing, you can budget for about 8 months of tuition, depending on your student's pacing through the coursework.

Mastery Learning and Progressing at Your Own Pace

Lydian'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. The Lydian philosophy accommodates individual differences, allowing students to master the lessons at their own pace, within reason.

We do not know ahead of time exactly how long it will take your child to master course content, and your student may finish some courses before others. We understand that some students may take a little longer to master difficult concepts, while others are able to move a little faster.

Adapting to each student's learning style naturally introduces variability in course completion times. However, with 15 years of course completion data we know that 95% of Lydian students finish non-AP semester courses according to our guideline of 35-40 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

NOTE: For students who will not finish all coursework by the end of May 2021, it is incumbent upon the parent to register their child for the Summer 2021 session. Announcements pertaining to the Summer 2021 program will go out by the end of January 2021, with multiple reminders to parents to register your child for the summer. Please be aware that a student may be assigned with a different instructor and require a different schedule compared to the regular academic year to finish their courses in summer.

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

Tuition and Fees

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

Scheduling Fee: \$150. 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: \$175/course

Lab fee: \$150/science course

Change Request fee: \$275; waived for the first request per academic year

Transcript fee: First 6 - no charge. \$10 per transcript for 7th and beyond.

AP Enrollment Fee: \$750/course

Semi-private test proctoring: \$80/hr

Private test proctoring: \$95/hr

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. We regret, but we do not accept paper checks.

Payment schedule: We will first take a \$150 scheduling fee to process your registration. Shortly thereafter, the Principal will contact you with a proposed Lydian Education program and also verify your monthly tuition plan based on your child's daily class schedule. 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, tuition is paid monthly according to your specific plan, and it is due at the beginning of each month during your enrollment at Lydian. The same amount will be charged each month regardless of the number of instructional days in a given month, with the exception of August which is billed at 50% of your monthly plan amount.

Payments are taken automatically from the account on file.

A ½ month deposit is required to secure your enrollment. The deposit will be applied to your May 2021 tuition invoice and/or returned to you if you complete your program sooner.

What Happens When You Finish A Course

- When you finish a course, the front office will schedule the next course on your class list, if any. Up to one instructional week of transition time is built in for grading, updating records, and scheduling.
- If you finish a course and there are no courses left on your class list, you may be transitioned down to a different tuition plan. For example, if you are on the Standard Plan with 3 hours of instruction per day, and you finish a course with no more courses on your class list, you will transition down to the Formative Plan.
- Tuition plan changes due to course completions go into effect at the next closest 50% of a month, and you will be credited on your next tuition bill accordingly. For example, if you are on the Standard Plan and complete a course prior to the midpoint of that calendar month, your tuition for that month will be prorated to reflect 50% on the Standard Plan and 50% on the Formative Plan. If you complete the course after the midpoint of that calendar month, your tuition plan will adjust down to the Formative Plan at the start of the next month.

Although most students complete their courses according to the estimates indicated in each Tuition Plan, actual completion time depends on consistent attendance, effort, and preparation in the subject. If at any time we discover that your student's pre-requisites 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.

Schedule Changes, Enrollment Cancellations, Withdrawals

We provision teachers and create schedules based on confirmed enrollments, and therefore require advance notice for any changes you request. 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 Fee: \$275 per request (this is waived for the 1st request)

- No less than 10 school days advance notice is required for requested changes to your schedule or class list. This policy applies before and after your start date.
- We always do our best, but due to scheduling complexities, we cannot guarantee to meet all change requests.
- Parents must complete a Parent Change Request form for all requested changes. After the first request in the academic year, a change fee will be assessed upon submission of a Change Request.

Cancelling your confirmed enrollment before your first day:

- If notice is received 30 calendar days or more before your start date, the cancellation fee is \$1200
- If notice is received less than 30 calendar days before your start date, the cancellation fee is one month of tuition.

Withdrawal Fee: 1 month of tuition

- You will be charged one month of tuition for withdrawing from Lydian prior to completing your 2020-21 Lydian education program for the year.
- If you are continuing as a Lydian student, but withdrawing from a course such that your tuition plan is adjusting down (i.e., a Standard Plan student decides to drop a class and move down to the Formative Plan instead), you will continue to be billed on the previously agreed upon tuition plan for one month before the tuition adjustment is reflected.
- In both cases, 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 at least one course on campus and school closure becomes necessary, these 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(s) during the closure. No tuition adjustments will be made.

Absences

If your teacher is absent, your course continues as normal with a substitute teacher. If you are absent, feel free to contact your teacher for assignments to work on at home.

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 proposed Lydian Education program for your child; consequently, course completion estimates are not impacted by the occasional student absence or school closure. Excessive absences, however, will require that the student continue into our Summer program to wrap up their scheduled classes for the year.

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 daily 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

- All transcript requests (unofficial and official) should be emailed to staff@lydianlink.com
- Parents can pick up transcripts within 1 week of submitting their written request
- We do not mail transcripts to third parties.
- We will email the transcript to the appropriate recipients, at your request.

Supervision

Lydian 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 accepts no responsibility for your student's adherence with respect to any such restrictions.

Middle School parents may request that their student remain on campus during lunch and staff supervision will be provided at that time only.

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 Principal 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 with a zero tolerance policy.

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 30-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 30-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.

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.

Transferring From Another School

Your education program is designed based on your post-high school goals and academic history. If we do not have official records at the time of enrollment, we will prepare your program based on unofficial information you give us during the enrollment interview. Your program will be adjusted accordingly if official records differ from the information you give us at time of enrollment.

College-bound Students

To best prepare for the rigors of competitive colleges, consider combining your Lydian program with courses at the community college in Junior and/or Senior year. For more information on Lydian's Early College High School Program, please reach out directly to the school administration and a consultation will be scheduled to discuss further.

Standardized Testing Accommodations

If your student has a learning difference that may require **standardized** testing accommodations, let us know as soon as possible so we can discuss documentation requirements with you.

Independent Study P.E.

Independent Study P.E. - You need two years of P.E. (i.e., 20 semester units) to graduate from Lydian High School. Options for satisfying the P.E. graduation requirement:

- Transfer credits in from a prior high school
- Complete an approved online P.E. class
- Complete an approved course at a community college
- Complete Independent Study P.E. requirements according to the Lydian Independent Study P.E. Guidelines. 15 hours of an approved activity equates to 1-semester unit.

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 Principal any behavior they deem inappropriate between any adult employee and any student.

Updates and Changes to Enrollment Policies

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

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Legal parent/guardian

By signing below, I/we represent and warrant to Lydian Academy that I/we is/are the parent, custodian or legal guardian of the student listed below, and that I/we are authorized to make educational decisions on his/her behalf.

Enrollment Policies Acknowledgment

I have reviewed, understand and agree to the Lydian Academy Policies and Fees.

Name of financially responsible parent (please print): _____

Signature of financially responsible parent: _____

Student name (please print): _____

Date: _____