

Highly Qualified Teachers

Teaching and student learning are at the heart of Accelerate Education's Mission. Teachers share their passion for and knowledge of their areas of expertise, engage students as individuals, and provide individualized teaching that transforms students' skills, knowledge, and attitudes.

Accelerate Education Teachers are highly qualified, state-certified Teachers responsible for providing online instruction, support, and guidance with a focus on students' individual needs. Teachers must hold an active and up-to-date certification in the subject area(s) in which they teach. Teachers maintain good standing with their state certification board(s) by completing all requirements of their certification(s), including ongoing professional development.

Accelerate Education offers many Career and Technical Education (CTE) courses. Instruction is provided for these courses as general electives with endorsements held in computer science, technology, business or marketing. Courses are not offered as occupational certification courses, but rather electives within the CTE category.

Teacher Expectations

Teachers monitor student progress through the learning management system and work actively with students and mentors to advance each child's learning. Teachers assess student learning and employ effective and appropriate online teaching and learning strategies to communicate subject matter to students, including plans to meet diverse student needs. Some of the specific expectations for Accelerate Education Teachers include the following:

Communication

- Teachers send an introductory email to students upon enrollment with email, phone number and link to sign-up for 1:1 synchronous session.
- Teachers respond to all emails within 1 business day.
- Teachers are in regular contact with the mentor at the local district.
- Teachers post regular announcements in their courses to keep students engaged.

Instruction

- Teachers ensure students are active in their courses.
- Teachers are available to students daily from Monday through Friday.
- Teachers provide academic support (via email, phone, Zoom) as requested.
- Teachers provide synchronous sessions through Zoom. (See **Synchronous Sessions** below).

Grading

- Teachers grade submitted work within 3 business days.
- Constructive feedback is provided on written response activities.
- Feedback is substantive and provides additional resources and support, and may include videos or instructional aides to support learning.

- Teachers monitor course participation, pacing, and performance.
- Teachers facilitate course discussions.
- Teachers assign final grades upon **course completion**.
 - A student is deemed to have completed a course when the student submits the final participation assignment in a course OR when the student reaches their designated enrollment end date.
 - Any incomplete assignments will be assigned a grade of 0 upon assigning final grades.
 - Any extensions should be granted prior to the student's end date to prevent the student from being graded out of the course prematurely.
 - Teachers generally process final grades within 1 business day of course completion but may take longer if a student has submitted a disproportionate quantity of work at the end of the course.
 - Only final course grades will be issued by Accelerate Education Teachers. Administrators interested in interim or term grades may pull these directly from the learning management system at any time.

Please note: Teachers do not have the ability to change the grade-out process. Teachers will grade students out if the end date has come, or the student has submitted the Participation activity, which is the final activity in each course.

Accommodations

- Accommodations for students will be made for students as outlined in special education documentation (see **IEPs and 504 Plans** below).
- Teachers are made aware of any student having special needs.

Teachers refer students to <https://support.accelerate.education/> for technical support, except in cases regarding enrollment issues. Schools should plan to support their students who have enrollment issues.

IEPs and 504 Plans

If a student being taught by an Accelerate Education teacher has an IEP or 504 Plan, it is incumbent upon the enrolling district to notify Accelerate about the existence of the IEP or 504 Plan and to communicate the necessary accommodations that must be observed.

If districts want a student to have accommodations, a copy of the applicable IEP or 504 Plan should be submitted via this [form](#). Accelerate's Special Education Coordinator will review the plan and securely attach it to the student's user record to ensure it is only accessible to the teacher(s) assigned to the student's course(s).

Districts should notify Accelerate Education any time changes are made to a student's IEP or 504 Plan.

Synchronous Sessions

Teachers are available by appointment and regular synchronous sessions, which are posted in the Resources folder of the course. All office hours and online synchronous sessions hosted by Accelerate Education teachers will be conducted via Zoom only. Sessions may be recorded for teacher evaluation purposes only and will not be shared or made public.

1:1 Synchronous Benchmark Assessments (K-3) <ul style="list-style-type: none">Students in K-3rd grade are required to meet with their Homeroom Teacher in 1:1 Synchronous Benchmark Assessments in English Language Arts and Math.DIBELS Reading Assessments are required several times each school year.Benchmark sessions may be recorded to review session details and document completion.	Synchronous Small and Large Group Sessions (K-7) <ul style="list-style-type: none">K-7 Small and Large Group sessions are optional for students.Signed COPPA (The Children's Online Privacy Protection Act) consent forms are required for attendance.Upcoming monthly session topics and schedules are posted in class announcements and via messages.Teachers use group sessions to reinforce curriculum, remediate specific skills, engage students in collaboration, and promote social interaction.
Synchronous Seminars (8-12) <ul style="list-style-type: none">Teachers host synchronous sessions weekly, which are optional for students.The session topics and times are posted in the course ahead of time.The topics are determined by the course content following a typical school-year schedule. Teachers use seminars to reinforce key points or review troublesome areas in the curriculum or assignments.Students must pre-register for synchronous sessions.	Synchronous 1:1 Sessions (K-12) <ul style="list-style-type: none">Teachers are available no less than four hours a week for 1:1 synchronous appointment in increments of 20 minutes.Students must pre-register for 1:1 sessions. Appointments can be made with teachers using the contact information in the Resources folder of each course.Students may request additional times convenient for them. Teachers will try to accommodate requests for meetings outside of the fixed hours of availability.