# Private Academy







**STUDENT AND PARENT HANDBOOK**
**2025-2026**

# Table of Contents


STUDENT AND PARENT HANDBOOK 2025-2026 ..... 1

SECTION 1: WELCOME AND SCHOOL OVERVIEW ..... 3
- Welcome to K12 Private Academy ..... 3
- The K12 Private Academy Mission and Values ..... 4

SECTION 2: GENERAL SCHOOL INFORMATION ..... 6
- Cohort Schedules SY 25-26 ..... 10
- Class Connect Live Sessions ..... 14
- Communication Tools ..... 17
- School Community and Student Life ..... 19

SECTION 3: PREPARING FOR STUDENT SUCCESS ..... 22
- Orientation and Support for Using the Online Tools and Systems ..... 22

SECTION 4: PROGRAM INFORMATION, LOWER, AND UPPER SCHOOL ..... 25
- Grading Scales and Course Completion in Lower School ..... 27
- Grading Scales and Course Completion ..... 31
- Career and College Preparation at K12 Private Academy ..... 36
- GPA and Class Rank (High School) ..... 38

SECTION 5: SCHOOL POLICIES ..... 40
- Policy: Absence/Inactivity/Truancy ..... 41
- Policy: Academic Integrity ..... 43
- Policy: Course Swap/Add/Drop & Cohort Change Requests ..... 47
- Policy: Course Completion ..... 48
- Policy: Course Accelerations and Extensions ..... 50
- Policy: Course Failure and Repeat Credit ..... 52
- Policy: Course Withdrawals ..... 53
- Policy: Grade Appeals ..... 55
- Policy: Grade Level Assignment and Promotion ..... 56
- Policy: Responsible Use of Technology ..... 63
- Policy: Student Code of Conduct ..... 65
- Policy: Transfer Credit ..... 68

# SECTION 1: WELCOME AND SCHOOL OVERVIEW

## Welcome to K12 Private Academy

K12 Private Academy is an accredited, private institution serving students worldwide. While K12 Private Academy is a diploma-granting school, we also partner with other schools to provide opportunities for students in our part-time and full-time student models. K12 Private Academy is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), a division of Cognia. Accreditation means that our programs and curriculum have been reviewed and meet rigorous standards that are recognized by colleges, universities, and employers.

K12 Private Academy is staffed by highly skilled, state-certified teachers spanning pre-kindergarten through grade12 with experience and training to teach K12 courses using our own national instructional model tailored for the virtual environment. K12 has dedicated the most experienced and qualified team members to provide extensive support for families. You will be well cared for through the extended efforts of your support team—composed of teachers, counselors, administrators, admissions advisors, registrars, enrollment consultants—and customer service and technical support representatives. All teams work collaboratively and consistently to provide the proper support and guidance students need to flourish educationally. K12 Private Academy team members truly share a common passion for educating young people.

Providing support to students is a priority for K12 Private Academy. This Student Handbook is just another way that we support our students and parents. Please use this handbook as a centralized location for policies and program information so that you stay informed about what K12 Private Academy and its teachers expect from students, as well as what you can expect from us. At K12 Private Academy, every staff member is focused on helping you be successful.

Welcome from the entire staff of K12 Private Academy!

**If you wish to contact the K12 Private Academy, please feel free to reach out to the school at:**

K12 Private Academy
11720 Plaza America Dive
Reston, VA 20190
**Phone:** 855.564.0170
**Fax:** 866.728.3086
**E-mail:** inadmin@strideprivateacademy.org

*K12 Private Academy reserves the right to modify, discontinue or add courses, curriculum, policies, and procedures as it deems appropriate at any time. Although families will be advised of revisions, K12 Private Academy does not require student or family acknowledgment or consent to enforce the policies herein.*

## The K12 Private Academy Mission and Values

### Mission Statement

At K12 Private Academy, we are committed to bringing individualized learning to all kinds of minds and removing barriers that keep children from reaching their true potential.

**We encourage our students to:**

- Share in our excitement of learning
- Achieve mastery of core knowledge
- Contribute to the community
- Embrace and respect diversity and change
- Act with kindness and strength of character
- Passionately pursue academic and extracurricular interests
- Reach their unique, innate personal potential

### School Values and Commitments

The following values and commitments describe how K12 Private Academy and its students will work together to meet the above mission.

### School Culture

All K12 Private Academy students, parents, faculty, and staff participate in learning as a lifelong process and actively support the learning of others.

- Students are actively engaged in their academic coursework.
- Parents and student advocates utilize K12 Private Academy tools and resources to monitor and motivate student learning.
- Faculty and staff work to design and implement programs and services that improve student achievement.
- Faculty engages in ongoing individual professional improvement.

### Engagement

Success is achieved by collective and individual engagement.

- Students show activity within their courses in an appropriate amount of time.
- Students complete their courses within the specified amount of time.
- Students are given the opportunity to be involved in clubs and organizations.
- Parents, guardians, and school officials are engaged with their students' education.

- Students are given the opportunity to actively communicate with teachers and the school community.

## Instruction

All K12 Private Academy students are supported by faculty and staff who provide meaningful learning experiences and opportunities for individual academic success.

- Students are supported by faculty and staff who are proficient in their content area and use a variety of instructional strategies.
- Students utilize instructional tools designed to promote academic honesty and achievement.
- Faculty creates connections with students through meaningful content, personalized feedback, and individual support.
- K12 Private Academy ensures student success by providing continued supervision and support of faculty and analysis of instructional strategies.

## Achievement

All K12 Private Academy students, parents, faculty, and staff view their role as critical to attaining a common mission: empowering students to achieve their academic and personal goals.

- Students, parents, faculty, and staff are provided with appropriate resources and services to meet the needs of students.
- K12 Private Academy conducts regular programmatic evaluations of student performance to inform school improvement.
- K12 Private Academy collaborates with the parent organization to enhance organizational collaboration in support of student achievement.

K12 Private Academy staff leverages opportunities for sharing, communication, and collaboration to develop a broader sense of the K12 community.

## K12 Private Academy and Stride, Inc.

K12 Private Academy offers curriculum from Stride/K12, a leading provider of online education for grades K-12. We have a commitment to deliver world-class personalized education with the singular goal of helping each student reach his or her true personal potential. As such, K12 Private Academy can offer its students and families the strength of Stride/K12's curriculum and school design.

## SECTION 2: GENERAL SCHOOL INFORMATION

### Glossary of Key Terms and Acronyms

See your school section (Lower School or Upper School) for detailed application of these terms...

**OLS** - Learning platform for grades PK-12 courses

**Class Connect** - "Live" class sessions held and recorded in our online classroom tool.

**Flipped Follow-Up** - Follow-Up from the flipped lesson recording. The 1st half of the session is focused on the lesson activity. The 2nd half of the session is time for students to ask questions and get additional help.

**Target Teach** - Targeted instruction focused on remediation (tutoring). Teachers invite specific students each week, depending on needs/trends in their courses.

**S.O.A.R** (Students on a Roll)- Reteach/Retest opportunity for students. Any student who wishes to improve his/her grade may attend the session to find out what they need to work on to improve a previously earned grade. The teacher determines the assignment.

**Help Lab –** An opportunity for students to ask questions and get additional help on specific assignments they bring to the Help Lab with them.

**Wolfpack Check-In Meeting** - Upper School teachers will be assigned a group of FT students called the “Wolfpack.” Lower School (K-5) teachers will work with the students within their homeroom. The purpose of the Wolfpack is to allow for a chance to build a school community and provide an additional layer of support for students. Weekly sessions will be held to check-in, socialize, and provide general announcements. Wolfpack leaders may also cover an assigned student skillset topic each week.

**Learning Coach (LC)** - A parent, guardian, family member, or other trusted adult who is identified to fill the role of providing in person support to students. The role of Learning Coach is defined differently based on the age and grade level of the student and is defined in later portions of this handbook.

**Cohort** - Enrollment period that lasts 180 days for students in grades K-5, and is semester-based (approximately 90 days) for students enrolled in grades 6-12.

**Engagement** - The measure of the degree of attention, curiosity, interest, optimism, and passion that students show when they are learning or being taught, which extends the

level of motivation they must have to learn and progress in their education. Engagement is demonstrated through a student's pace and academic progress.

**Homeroom Teacher** – This is the role of teachers for the K-12th grade students and is the first point of contact for students and Learning Coaches in grades K-12. The Homeroom Teacher can support K-12 Learning Coaches and students on an individual basis.

**K12PA**– Shortened version of the school's name, K12 Private Academy.

**School Counselor** –supports 6-12th grade students with college and career planning, the college application process, post-graduate plans, short-term counseling, long-term counseling referrals, social-emotional learning, standardized testing, dual enrollment, and small group sessions.

**Naviance Student -** is our premier college, career, and life readiness platform provided by K12 Private Academy to all full-time students in grades 6-12, also referenced by its proprietary name, Naviance®. This is required for the college application process.

## Enrollment and Holiday Calendars

In response to the needs of families, K12 Private Academy has developed flexible enrollment cohort options throughout the fall, spring, and summer, which maximize enrollment flexibility. Each enrollment cohort includes multiple start date options with a common end date. Students can begin on any of the designated start dates within a cohort and have a path to course completion that allows completion by the scheduled end date.

- Lower School (K-5 grades) courses follow a 180-day cohort schedule, which represents an entire school year. Lower School students continue working on their courses throughout the year.

- Students in grades 6-12 enroll in courses that represent half a school year (one semester). Each fall cohort has a matching spring cohort. Students will automatically be enrolled in the spring cohort that corresponds to their fall cohort. It is important that students complete their fall courses well in advance of when their spring cohort begins. Students' fall and spring courses need to remain aligned to ensure their assignments, final grades, and transcripts are processed successfully prior to the start of the next semester.

Advanced Placement (AP®) courses are offered in Fall Cohorts 1 and 2. The B or spring sections of AP® courses are only offered in Spring Cohorts 1 and 2 to allow for completion prior to the scheduled College Board testing schedule. As with our other courses, successful completion of the A section of the AP® course is required to move on to the B section of that course.

Students are not permitted to overlap fall semester and spring semester courses. Unique scheduling needs should be discussed with the Enrollment Advisor as early in the year as possible so that appropriate adjustments can be made. K12 Private Academy has established policies for Course Acceleration and Course Extensions.

Adjustments to start and end dates to accommodate unique family or student needs require special approval by the Executive Director and must be well-documented and justified. Requests for any changes to start and end dates should first be discussed with the student's assigned Counselor, who will start the process.

## State-Specific Requirements

K12 Private Academy serves students from all 50 states. It is important to understand the requirements and regulations associated with your local and/or state education system before, or shortly after, enrolling with K12 Private Academy. We are aware that these requirements vary greatly from state to state. As such, it is important to visit your state's Department of Education website to ensure that your family meets the necessary expectations to keep both you and your student compliant with the educational standards in your state.

Currently we are aware of the following state requirements:

- If your family lives in **California**: the California Department of Education requires an annual Private School Affidavit to comply with state compulsory education laws. As our school does not have a physical presence in California, we are unable to file on your behalf. Information on this process can be found here: California Department of Education

- If your family lives in **New York, North Carolina, or Maryland**: you must register as a homeschool student to avoid truancy issues.

- If your family lives in **Tennessee**: you must contact your local public school district to inform them of your homeschooling status if you haven't already done so. Tennessee's homeschool law requires you to track daily attendance, participate in state standardized testing in grades 5, 7, and 9 (administered by your local district), and comply with any additional district-specific requirements.

- If your family lives in **Washington state**: we recommend only enrolling if you intend to graduate with K12 Private Academy as courses and credits taken at K12 Private Academy will not transfer back to a WA school. If you proceed with enrollment and then try to transfer courses back to a WA school, they will likely not be accepted, and we are not able to issue refunds for non-acceptance.

## Cohort Schedules SY 25-26

Fall 2025

| START DATE | DOCUMENTATION AND TUITION DEADLINE | ENROLLMENT START DATE | SEMESTER COURSE END DATE | FULL YEAR COURSE END DATE |
|---|---|---|---|---|
| August Start Date #1 | 8/1/2025 | 8/4/2025 | 12/23/2025 | 5/11/2026 |
| August Start Date #2 | 8/15/2025 | 8/18/2025 | 12/23/2025 | 5/11/2026 |
| September Start Date #1 | 9/5/2025 | 9/8/2025 | 2/6/2026 | 6/11/2026 |
| September Start Date #2 | 9/19/2025 | 9/22/2025 | 2/6/2026 | 6/11/2026 |
| October Start Date #1 | 10/3/2025 | 10/6/2025 | 3/9/2026 | 7/20/2026 |
| October Start Date #2 | 10/17/2025 | 10/20/2025 | 3/9/2026 | 7/20/2026 |

Spring 2026

| START DATE | DOCUMENTATION AND TUITION DEADLINE | ENROLLMENT START DATE | SEMESTER COURSE END DATE |
|---|---|---|---|
| January Start Date #1 | 1/2/2026 | 1/5/2026 | 6/2/2026 |
| January Start Date #2 | 1/16/2026 | 1/20/2026 | 6/2/2026 |
| February Start Date #1 | 2/6/2026 | 2/9/2026 | 7/10/2026 |
| February Start Date #2 | 2/20/2026 | 2/23/2026 | 7/10/2026 |
| March Start Date #1 | 3/6/2026 | 3/9/2026 | 8/7/2026 |
| March Start Date #2 | 3/20/2026 | 3/23/2026 | 8/7/2026 |

### Summer Cohorts

Summer cohorts are available for grades 6-12 only and represent full length semesters. K12 Private Academy also offers more traditional condensed summer school options. Summer school course offerings and cohort dates for both the full-length and condensed summer cohorts are typically available until May 1st each year.
https://www.k12.com/private-academy/admissions/enrollment-calendar.html

## Academic Calendar School Year 25-26

The following school holidays and in-service days are observed during SY25-26.

**2025-2026 Holiday Calendar**

| HOLIDAY | DATE |
|---|---|
| Labor Day | Monday, September 1, 2025 |
| Veteran's Day | Tuesday, November 11, 2025 |
| Fall Break | Wednesday, November 26, 2025 – Friday, November 28, 2025 |
| Winter Break | Monday, December 22, 2025 – Friday, January 2, 2026 |
| Martin Luther King, Jr. Day | Monday, January 19, 2026 |
| President's Day | Monday, February 16, 2026 |
| Spring Break | Friday, April 3, 2026 – Friday, April 10, 2026 |
| Memorial Day | Monday, May 25, 2026 – Tuesday, May 26, 2026 |
| Summer Break | Monday, June 29, 2026 – Thursday, July 2, 2026 |
| Independence Day | Friday, July 3, 2026 |

Students have access to their online courses 24/7, even during official school holidays. The dates listed above represent days that school is not officially "in session", and there is limited availability by teachers and support staff. These dates provide opportunities for students to take a break but are also opportunities for students to catch up or get ahead as they desire.

Students and families may also observe additional holidays. Some flexibility is built into K12 Private Academy course calendars, and students may choose which days to complete the work assigned for that week. Students needing to take an extended break during normal school operating dates should communicate the need with their School Counselor

### Illness/Extended Inability to Participate

If a student is going to be out (unable to log in) for a period of 3 or more days, his or her Lower School Homeroom teacher (K-5) or School Counselor (6-12) must be contacted in advance to report the expected absence. It is the responsibility of the student and Learning Coach to plan with the teacher(s) regarding missed assignments. Students should, whenever possible, work ahead before a planned absence rather than falling behind and having to catch up. Scheduled schoolwork will not be waived.

### Full-Time Enrollment

For full-time students, K12 Private Academy is typically their school of record. The full-time program at K12 Private Academy is tuition-based and designed to meet the diverse

needs of students throughout the world who seek a comprehensive online school experience and access to a wealth of private school services, such as clubs, activities, school guidance services, and college/career counseling for high school students. Full-time enrollment includes up to six (6) courses per semester/cohort, which normally represents the requirements of completing a grade level. Students can take more than six credits, but these additional credits must be purchased in addition to the full-time tuition fees.

The minimum semester course-load for a full-time student is four, except for re-enrolling final-semester seniors who have taken at least two semesters with K12 Private Academy and fulfilled all other school graduation requirements. Students can purchase one or more additional course(s) when it is educationally appropriate and with approval. Admissions Advisors and the student support team at K12 Private Academy guide students and parents through the selection of appropriate courses to achieve student goals and meet graduation requirements.

## Part-Time Enrollment

The part-time program at K12 Private Academy is designed to meet the diverse needs of students throughout the world who wish to supplement their full-time school enrollment with 1-3 online courses. Part-time students are responsible for receiving pre-approval of the K12 courses for transfer into their school of record. Upon completion of their part-time courses each year, students may order an official transcript to document courses completed and high school credits earned.

Part-time students enjoy the same curriculum, the same teacher support, and the same online school platform as their full-time counterparts. However, access to certain clubs (like National Honor Society) and standard school counseling services are reserved for full-time students.

Part-time students will follow the same policies and procedures outlined in this handbook. Please reach out to your subject area teachers for support and guidance with questions.

## Pacing and Attendance Requirements

K12 curriculum allows students flexibility in the amount of time spent on schoolwork. K12 Private Academy views student success in terms of lesson mastery, not attendance hours; however, we have found that lesson mastery requires consistent and substantial attendance.

The following chart represents typical attendance hours required to achieve lesson mastery in a full, six-course load:

| Grade Level | Yearly Hours | Suggested Weekly Hours | Suggested Daily Hours |
|---|---|---|---|
| K-2 | 720 | 20 | 4 |
| Grades 3-5 | 900 | 25 | 5 |
| Grades 6-12 | 900-1,080 | 25-30 | 5-6* |

*Honors and AP® courses take significantly more time to complete. Students should expect to spend additional time daily to maintain pacing in these courses.

Part-time students should expect to spend approximately five hours per week completing each course within the semester period.

## Technology Requirements

To complete your courses successfully, you will need to make sure that you have a desktop or laptop computer that has reliable broadband internet access. Computers are not provided by K12. It is the family's responsibility to make sure that students have a reliable computer to work on. Lessons and assessments will not load correctly on mobile devices such as tablets, cell phones, and Chromebooks. Any work missed due to technology issues is the student's responsibility to complete before any grading deadlines.

You can read specific information about our technology requirements for our courses on our customer support site here: https://www.help.k12.com/s/article/K12-Computer-Technical-Requirements.

Make sure to view the other articles about how to set up your Office 365 school email, keep your computer virus free, and other helpful tips.

If you have any questions about these requirements, please reach out to your Homeroom Teacher or School Counselor

## Communicating with K12 Private Academy

Email and Canvas Messages are considered the official communication of K12 Private Academy. School staff will frequently send emails or Canvas messages to the school-provided student email address and the Learning Coach's email address. Students are expected to check their email and Canvas inbox daily, and Learning Coaches are expected to check their emails regularly. Learning Coaches should also check their Spam folder each week and add any K12 Private Academy senders to their verified contacts list to prevent messages from going to Spam.

Students and Learning Coaches are encouraged to contact teachers and non-instructional support staff whenever they have a question, concern, or need help. Depending on a student's age and grade level, the Learning Coach will play a greater or lesser role in making sure that questions and issues are asked and resolved, and that students attend scheduled synchronous learning and support opportunities.

Students can log in and access course work at any time of the day, 24 hours a day during their enrollment period, although staff are typically available during the normal school week, Monday through Friday. Communications are typically returned well within a one school day turnaround time. Students are expected to stay on pace and consistently work through all their courses daily.

### Enrollment

Most students engage with the Enrollment department when they first enroll. Once enrolled, most enrollment-related questions are best directed to the student's assigned support team, including a School Counselor. Students and parents are provided with contact information for their assigned support team shortly after enrollment.

### Academic Support

K12 Private Academy employs only certified teachers, and they are well-equipped to guide student learning throughout their enrollment. Teacher contact information is included in each online classroom. Parents and students are encouraged to develop a relationship with the assigned teachers and attend as many scheduled Class Connect sessions, help labs, and other synchronous opportunities as possible. Teachers are also available by e-mail, phone, and text for individual questions.

## Class Connect Live Sessions

### Video First Culture

- Teachers and students are expected to utilize webcams during small group, classroom, and homeroom Class Connect sessions.
- Exceptions may be made based on accommodation.
- Student webcams are not recommended during large assembly sessions.

### Dress Code Policy

Refrain from wearing the following:

- Distracting clothing
- Revealing clothing
- Clothing with content relative to drugs, alcohol, weapons, or any other controlled substance on them
- Clothing with explicit language or inappropriate content
- Pajamas
- Gang attire
- Costume masks

- Clothing with political content
- Head coverings (such as inappropriate hats and beanies) or sunglasses worn in a building during school hours; exceptions are made for religious or medical reasons; no bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps.

### Location of Camera Usage in the Home for Students:

- Limit background noise
- Location in the home (Ex. A quiet area without distractions)
- Area where other people in your work environment are not visible - siblings or other people in your home should not appear on camera to other students
- Include a neutral background to limit distractions

***Disclaimer**: By utilizing your webcam in live sessions, you agree to your image being shown for purposes of replaying class recordings.*

## Student Engagement Support

Every full-time K12 Private Academy student has access to a student support team, consisting of a Homeroom Teacher (K-5), a Counselor (6-12), and other administrative staff. General questions and questions related to pacing, re-enrollment, using systems and tools, and other topics are best directed to the student support team. If they do not know the answer, they will get the student in touch with the best resource to help address the concern.

Students will be placed into an online "classroom" with their assigned Counselor, so they will always know who their point of contact is for all non-instructional needs. Counselors will make periodic proactive contact with students and Learning Coaches, and they are always available to respond to questions or concerns. Calls, texts, or e-mails will be returned within one school day.

## Partner Program Support

Account Managers assist our students in partner programs with their non-instructional needs.

## Registrar's Office

K12 Private Academy employs registrars who manage transcripts and school records related to course completion and official records. They can be reached at a general e-mail address, registrar@k12.com.

## Technical Support

Questions that are clearly technical in nature, such as not being able to access the online classroom, links that are not working, or issues logging into the OLS can be resolved by calling 866.512.2273 (866-K12-CARE) or International- 606-274-2341.

Any work missed due to technology issues is the student's responsibility to complete before any grading deadlines.

The following link gives students and parents access to a support site where some articles and messages about technical support issues are located.

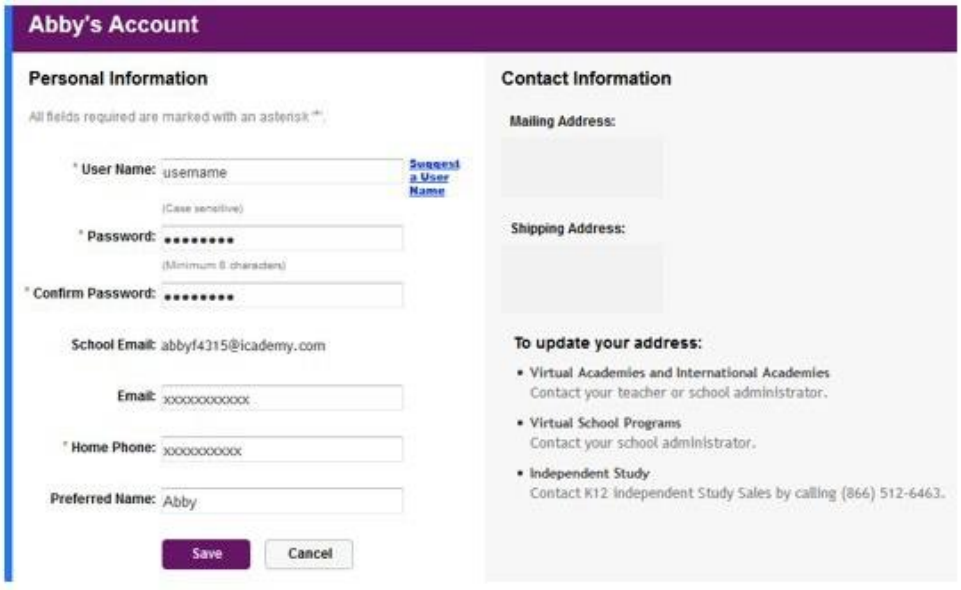
Customer Support Provided for K12 Private Academy Families

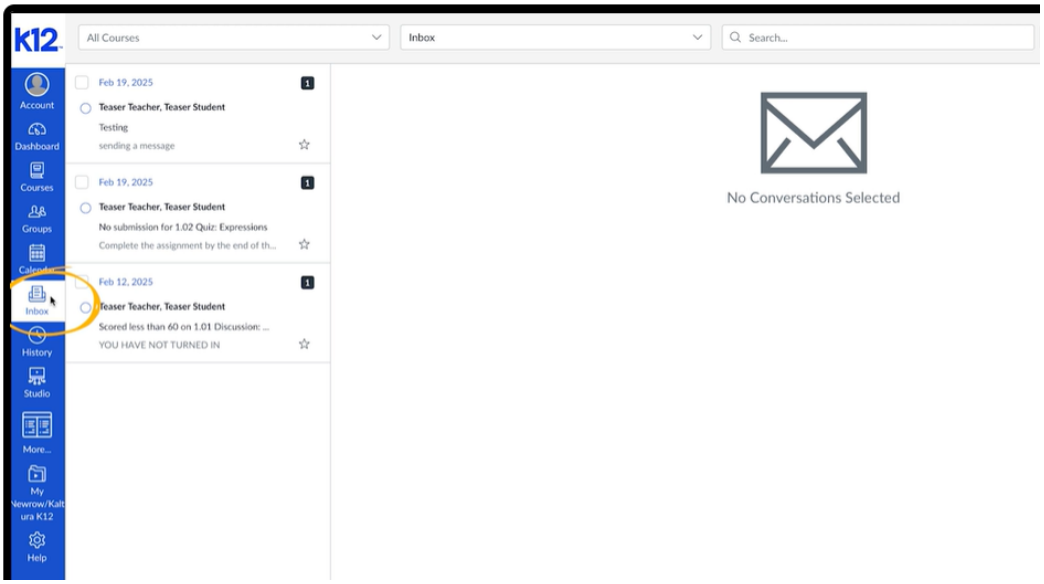
# Communication Tools

## School Provided Email

School Email, powered by Microsoft Office 365 (O365), is a mail system provided to students and school staff, and is the e-mail that should be used to communicate and to receive communication from K12 Private Academy.

The student's username is the student email address (assigned after enrollment approval); and the password is the same as the password for the student email address can be found in 'My Account' in the OLS.



## Telephone

All staff members have telephones with voicemail and texting capabilities. Faculty and support staff make and receive phone calls on a regular basis and are available if needed by phone during scheduled office hours. If they are already assisting another student, leave a voicemail message with your student's name, course, and question. All voicemails will be returned within 24 business hours on weekdays and non-holidays. Appointments can easily be made by sending an e-mail, so that a more in-depth conversation can be scheduled if needed.

## Standardized Assessment

Standardized assessments are an important part of any school in that they are an objective measure of student learning. The K12 Private Academy utilizes several standardized assessments at different levels, although they are not part of a student's formal grade. They represent an additional way to measure progress against standards. The results will be provided to Learning Coaches and teachers to identify opportunities for further individualized support. K12 Private Academy does not require individual state testing; however, we assess student progress and achievement in the curriculum and participation in the pre-and post-versions of these assessments aid in the academic personalization and support for our students. The following standardized tests are utilized:

## STAR360 Testing

Star Assessments are given in grades kindergarten through 5$^{th}$ grade. These consist of short tests that provide teachers with learning data. Star tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take). Teachers analyze the data they get from Star Assessments to learn what students already know and what they are ready to learn next, to monitor student growth, and to determine which students may need additional help. Star Assessments are heavily researched and scientifically proven to help teachers guide each student on his or her unique path to mastery. Star assessments are given at the beginning and end of each cohort.

### SAT/ACT/PSAT/ASVAB

Other examples of standardized assessment taken by students in K12 Private Academy are the college entrance examinations. The school counselor will share information about preparing, signing up for and taking these standardized assessments. As with the AP® exams, students sign up for this testing on their own at available testing locations in their area and need to provide the K12 Private Academy CEEB code at the time of testing for their results to be shared with our counselor. The K12 Private Academy is not responsible for scheduling this assessment for students or finding testing locations.

### Advanced Placement (AP®) Exams

AP® exams are given annually in May and can be taken by any student if pre-requisites are met beforehand. However, they are typically taken by students in their junior or senior year, following completion of an AP® course. A student does not need to take AP® courses to sit for an exam; however, students who perform well on these exams have typically taken the related AP® course and done well. These are standardized exams that measure how well the students have mastered college-level coursework. AP® exams are not offered by the K12 Private Academy. They are offered at testing locations in all states in the United States but are not offered in every country. Students who plan to sit for the AP® exam must contact the College Board at 888.225.5427 to find available testing locations in their area. The K12 Private Academy CEEB code needed for AP® exam registration is 471067. You will also need to provide our Online Provider Code which is 132. This will ensure that the K12 Private Academy receives the score report for each student. The K12 Private Academy is not responsible for scheduling this assessment for students.

## School Community and Student Life

### Wolfpack Check-Ins

Upper School teachers will be assigned a group of FT students called the “Wolfpack.” In the Lower School this will be with your Homeroom Teacher. The purpose of the Wolf Pack is to allow for a chance to build a school community and provide an additional layer of support for students. Weekly sessions will be held to check-in, socialize, and provide general announcements. Wolfpack leaders may also cover an assigned student skillset topic each week.

## Online Clubs

K12 Private Academy currently offers several online club options for full time students, such as the National Junior Honor Society, the National Honor Society, and the Mu Alpha Theta Math Honor Club. These clubs for grades K-12 are often initiated and brought to life by energetic teachers and students eager to share their passion for an activity or topic with other like-minded learners. All clubs are staff moderated.

Our clubs offer many of the same features as those in a traditional setting, as well as some added benefits. The only difference is that students connect through our web-based meeting tool, rather than face-to-face.

## K12 National Events

K12 Private Academy students also have the option of joining a wide variety of events offered by the larger K12 organization at the national level. Families with questions can access the events and sponsors using the following link: https://www.k12.com/extracurricular-activities/ .

## Special Events

K12 Private Academy teachers also plan and lead additional sessions for student enrichment and engagement through special events such as our school's virtual talent shows. Students can share their talents with their peers in a virtual live environment when participating during these successful events. Additionally, students from around the world get a unique opportunity to interact, learn, and gain valuable knowledge from successful guest speakers from a vast array of fields.

## Career and College Preparation at K12 Private Academy

Now more than ever, students need to see a connection between what they are learning in the classroom and their future careers. At K12 Private Academy, opportunities are provided for students in grades 6-12 through our Career and College Preparation to make this connection.

All students have access to career advising and career exploration experiences throughout the year. Career advising helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Career exploration experiences take the form of interactive presentations with professionals, job shadowing, virtual field trips, internships, and courses designed to expose students to the different career clusters.

*For more information on the Career and College Preparation at K12 Private Academy, reference page 32 in this handbook.*

## School-sponsored Publications and Productions

K12 Private Academy may sponsor student publications and productions as a means by which students can learn, under adult direction, the skills required for such activities as well as the rights and responsibilities of public expression in a free society.

The school administration reserves the right to exercise editorial control over school-sponsored publications or productions or to prohibit such publications or productions in their entirety if deemed necessary.

# SECTION 3: PREPARING FOR STUDENT SUCCESS

### Role of the Learning Coach (Parent / Other Adult)

In the online school environment, teachers, coaches, and school administrators work hard to support student learning. They are always just an e-mail or phone call away, but they do not have eyes and ears directly with students in their learning setting (typically at home). To meet this need for "on site" support, K12 Private Academy requires the designation of a Learning Coach for every student. For a student learning at home, the Learning Coach is typically a parent, relative or other trusted adult who is available at home. In a school or learning center setting, the Learning Coach may be a teacher or other support person.

For students in grades K-2, the Learning Coach plays a very active role in using both online and offline materials to guide student learning. As students move up through the grade levels, teachers and coaches play a more direct role in guiding students. As students move into the upper middle grades and high school, ideally, they take on more and more responsibility for their own learning, and the role of the Learning Coach changes to more of a support role for the student, checking in to make sure everything is on track. More details about the role of the Learning Coach are explained in both the Lower School and Upper School sections of the handbook. The orientation process will explain much more about the tools for Learning Coaches and their role.

## Orientation and Support for Using Online Tools and Systems

### Starting Strong – Week of Welcome

To facilitate a successful virtual education experience for students, K12 Private Academy implements a Week of Welcome for students. This transitions students into the online learning environment, prepares them for the start of school, and guides their success with the K12 Private Academy throughout their first cohort (semester) of enrollment. The focus of Week of Welcome is to empower students to reach high levels of learning and engagement in the online platform by providing orientation, support, and resources based on best practices for student success.

The process begins upon enrollment and includes differentiated support depending upon the student's academic needs. Outreach includes individualized non-instructional support, live group online sessions, progress monitoring, pulse checks, and Learning Coach support. All new students receive information regarding Week of Welcome during the enrollment process, which will equip them to start strong, stay strong and finish strong.

## Starting Strong in the Lower School

To ensure that students are informed and prepared for school, they will receive contact from their Homeroom Teacher within their first 5 days of school. This is to ensure they meet the expectation of logging into school by their 3rd day and clearly state school expectations and best practices for success.

Students will also be automatically enrolled in a "Welcome to Online Learning" course one week before the cohort begins to give the student and Learning Coach time to gain hands-on experience with the online platform. Students are expected to complete this course by their 10th day of school.

Learning Coaches and students in grades K-5 are required to participate in scheduled virtual conferences with their K12 teacher. The conferences are conducted quarterly throughout the year at dates and times mutually agreeable for the Learning Coach and teacher. The conference is an opportunity for Learning Coaches and/or students to voice concerns, relay good news about the student, obtain enrichment ideas, and discuss attendance and progress through the curriculum. For the teacher, the conference is also the time to discuss the student's mastery of skills and objectives for their course(s). The conferences are vital for tracking student accomplishment of assignments and attendance. Since regular attendance is required to stay enrolled in K12 Private Academy, it is expected that students and Learning Coaches will attend all scheduled conferences and provide 24-hour notice if a cancellation is required; a rescheduled conference time will be determined by the teacher.

## Starting Strong in the Upper School

To ensure that students are informed and prepared for school, they will receive contact from their Homeroom Teacher within their first 5 days of school. This is to ensure they meet the expectation of logging into school by their 3rd day and clearly state school expectations and best practices for success.

Students will also be automatically enrolled in a "Welcome to Online Learning" course one week before the cohort begins to give the student and Learning Coach time to gain hands-on experience with the online platform. Students are expected to complete this course by their 10th day of school.

Homeroom Teachers serve as the main point of contact for all non-instructional related questions, support, and general help throughout the Starting Strong process. Students can reach out to their Homeroom Teachers at any point throughout the year with questions concerning upcoming events, extensions, how/who to contact, and inactivity.

Throughout the year, students will also be invited by their Counselor to weekly live sessions that will develop their abilities in the key areas of time management,

organization, initiative, role of the parent/learning coach, being an independent learner, socializing in an online environment, and getting the most out of instruction. Students are encouraged to schedule individual sessions with their Counselor regularly to update their graduation plan as they grow stronger in specific areas.

Prior to the beginning of their courses, students will complete a required one-day Online Learning Course to introduce them to the virtual classroom environment. Students will spend most of their orientation time (two to four hours) working asynchronously in this course. There are required online assessments to complete within the course. This course provides almost all the orientation and instruction required for both new and returning students. The course content is available for reference for the remainder of the school year. Learning Coaches are encouraged to review the Online Learning Course (ORN) with their students. All portions of the ORN course must be completed prior to students starting their subject-specific classes.

On the first day of school, each student will also start his or her subject-specific courses. Each subject-specific course equates to roughly 60-90 minutes of activity per school day.

## SECTION 4: PROGRAM INFORMATION, LOWER, AND UPPER SCHOOL

Students and parents with K12 Private Academy can access our online learning system at any time—and from anywhere in the world, wherever an Internet connection exists. Once logged into our robust, yet easy-to-use system, families will discover the best of all worlds: the freedom to learn in a variety of ways, combined with just the right amount of structure.

K12 Private Academy has two distinct school levels, Lower School and Upper School. Lower School encompasses students in pre-kindergarten and grades K-5. Our Pre-K program is designed to prepare students and Learning Coaches for our elementary grades.

Grades 6-12 are part of the Upper School. Grades 6-8, the middle grades, serve as a transition for both students and Learning Coaches to the high school grades. It is during high school that credits, graduation requirements, grade point average, and college readiness become the focus.

Students use the online learning system to access their daily lessons, which include all the information and resources required for successful completion. They can also:

- Submit their assignments directly online
- Participate in live web classes
- Join interactive discussions about their subjects
- Connect with their teachers and reach out for extra help whenever they need it
- Experience our many online clubs and special events

For parents, built-in planning and progress tools let you easily schedule or view lessons online, log attendance, and monitor your child's advancement to make sure he or she is moving at the right pace. Helpful screens show which lessons have been mastered and which ones require more work.

### Lower School, Pre-K and Grades K-5

In our Pre-K program, Embark, the online curriculum includes 18 thematic units that encompass the core subjects—language arts, math, science, and social studies. These units also incorporate music, art, free play, circle time, and student driven choice.

For each grade in Lower School, the K12 online curriculum includes courses in the four core subjects—language arts, math, science, and social studies. Students also have access to music and art courses at each grade level, plus world language options.

Every course offers flexible pacing, allowing students to move at the speed that best suits their needs. Those who are ready to move on to the next lesson or unit can do so, while those who need just a little more time may take it. Nearly all courses are complemented

by a wealth of hands-on teaching tools you would find in a traditional classroom. Plus, math and reading courses feature advanced “adaptive” technology that intelligently adjusts to your student’s skill and knowledge level, offering practice in topics where it is needed most.

Students are placed in a homeroom and assigned a homeroom teacher. This person is your first point of contact with any questions or concerns and will meet with the student and learning coach 1:1 on a quarterly basis. Students also receive weekly Class Connect sessions in math, science, social studies, and language arts. These sessions are designed to provide introduction or review practice as well as an opportunity for students to interact in small group activities.

### Role of the Learning Coach in Lower School

In the Lower School, the Learning Coach, working in conjunction with an experienced K12 Private Academy teacher, facilitates progress through the daily lessons and working to modify the pace and schedule according to the child’s needs. A homeroom teacher is assigned to the student and communicates via school email, telephone, and online meetings but the Learning Coach guides day-to-day progress. A weekly lesson plan is provided, which updates automatically as the child progresses through the courses. The Learning Coach can vary the lesson plan to accommodate the child’s pace or abilities, and the teacher is available to the Learning Coach and student for support.

### Role of the Teacher in Lower School

In Lower School, students are assigned to a single homeroom teacher—a highly qualified professional with specific expertise in the lower grades. This online teacher oversees all facets of the instructional experience for every subject, while the Learning Coach works side-by-side with each student to facilitate his or her progress through the daily lessons. Throughout the week, the teacher stays in close contact with the learning coach and student, communicating regularly by school e-mail, over the phone, and in one-to-one, real-time meetings that take place online.

## Grading Scales and Course Completion in Lower School

### Pre-K Course Completion

Pre-K students will not receive traditional report cards. At the end of the academic year, students enrolled in our Pre-K program will receive a certificate of completion. This certificate is not a pre-requisite for entrance into kindergarten.

### Grading Scales

The K-5 program is mastery-based, meaning students will not receive a formal letter grade upon completion of lower school courses. At the end of the academic year, one of the following letters will be assigned to each course on the student's Report Card for grades K-5:

### M: Mastered

An "M" indicates that the student has completed the course with the highest possible level of mastery. To earn an "M," students must have mastered and achieved the goals set by their K12 Private Academy Lower School teacher (95%-100% completion of the curriculum).

### P: Passing

A "P" indicates that the student has mastered between 70%-94% of the Lower School course and is ready move on to the next course in the subject sequence at the end of the school year.

### N: Not Complete

An "N" indicates that the student has not completed or reached the goals set for the Lower School course (69% or less completed within the course). The Lower School course can be carried over to the next school year at K12 Private Academy.

### Course Credit/ Promotion

For students to be promoted to the next grade level, they must achieve a grade of M or C in both Math and Language arts for their grade level. Students who end the school year with a grade of I in either math or language arts can carry their course over into the next school year to complete. This is essential to ensure that students have all the foundational skills necessary to be successful in the next grade level. Full-Time students in grades K-5 can request mid-year course promotions by contacting their homeroom teacher in writing up to eight (8) weeks before the student's year-end date. Requests must be approved by K12 Private Academy Administration. Student progress, participation in conferences with teachers, submission of work samples, attendance and future course progression are all considered when approving a request. K12 Private Academy advises Learning Coaches to maintain samples of student work to assist teachers with the decision to advance a student to the next course level (in addition to the required work samples that must be submitted to the teacher).

## Course Completion

Grades within the Lower School are contingent upon Work Samples being submitted. Instructions for submitting work samples are included in the lower school courses. A grade of "I" or "Incomplete" will be given if work samples are not submitted.

## Course Documentation

Documentation of and success in prior coursework helps our Admissions Advisors determine the appropriate courses for students. Acceptable documents for Lower School include report cards and homeschool portfolios. These documents were likely submitted as part of the enrollment process but if there are additional courses that were not considered at the time of enrollment, they can be submitted after enrollment. All received documents are reviewed upon receipt and placed in the student's file. Official school records are those which come in a sealed envelope directly from the school of record.

## Report Cards

Each year, students receive report cards documenting the successful completion of their K12 Private Academy courses. These report cards become part of a student's permanent record.

Formal report cards will be issued to students twice per school year: at mid-cohort (90 school days) and year-end (180 school days). Students who withdraw during the school year will be issued a withdrawal report that can be used for enrolling in a future school. While official report cards will be issued twice a year, students and their Learning Coach have continued access to the displaying current progress and attendance 24 hours a day, 7 days a week for the period of their term. Learning Coaches and students should also connect with their homeroom teacher. It should be noted that students must be in "good standing," meaning that all tuition and any other owed monies has been paid before records can be released or sent to another school.

## Upper School, Grades 6-12

In some schools, grades 6-8 are considered Middle School. However, because both the middle grades and the high school courses are in the same K12 Private Academy learning management system, we are incorporating students in grades 6-8 into the Upper School.

In most cases, the policies below are the same for all Upper School students. Enrollment flexibility to meet the needs of students at all levels is one of the benefits at K12 Private Academy. Many 8$^{th}$ grade students take advantage of the opportunity to begin high school classes while they are still enrolled in grade 8. In these cases, the pacing requirements for grades 9-12 apply to the high school courses taken, and these courses will appear on the student's high school transcript. Through the Upper School years, students are gradually expected to take on more responsibility for their learning and their success. Teachers are just a phone call or an e-mail away, but Learning Coaches take on more of

a support role and students should become increasingly organized and independent in managing their workload and staying on pace.

### Role of the Student in Upper School

Students are expected to be active, engaged and committed. At all levels, students should move at a consistent pace in each subject, though there is room for flexibility. In the lower grades, students work closely with their Learning Coach to ensure they complete their course content, following the recommended due dates. In the Upper School, students follow the course plan and complete assignments by their due dates. Students have flexibility regarding due dates but are not permitted to turn in teacher graded assignments past specific points within a semester. All students are encouraged to take a pro-active approach to their education, by reaching out to teachers and attending Help Labs when they are unsure about deadlines or course content. As a student moves through the grades at K12 Private Academy, they will gain skills which will prepare them very well for college and future employment with a level of responsibility and ownership that will set the student apart from others.

### Role of the Learning Coach in Upper School

In the middle grades, the Learning Coach works closely with K12 Private Academy instructional staff, non-instructional support staff, and the student, but is less involved in the daily instructional process for their students than they would be with a Lower School student. An important role of the Learning Coach for middle school students is to help their child effectively manage any shyness they might feel about reaching out to their teachers for help. By high school, students are expected to begin managing his or her own time and schedule more directly. However, even for high school students, the Learning Coach plays an important role in helping the student stay on task and to ensure the student turns in assignments as they complete them. Remember that the Homeroom Teacher or Counselor can answer any questions about how best to motivate your student to succeed.

### Role of the Teacher in Upper School

It is important that the Learning Coach remains involved in helping students, but the Upper School teacher takes on a definite lead role in the instructional process in a way that is very different from Lower School. K12 Private Academy teachers are experienced in every subject to support and provide guidance to students.

Upper School students should be encouraged to make direct contact with the teacher for each of their courses with questions or for additional support. Students should also be encouraged to take full advantage of the instruction that occurs in each teacher's live Class Connect sessions and to view the recordings of these sessions for review or when a live session is missed. Teachers in the Upper School also conduct online Help Labs which allow students to "drop in" with questions. Please note – teachers will respond to any text messages, voicemails, and school e-mail within one school day on

weekdays and non-holidays. Furthermore, all teacher-graded assignments will be graded, with feedback, within three to five business days, depending on the complexity of the assignment/project.

### Role of the Counselor

Full-time Upper School students are assigned a Counselor. You will set up a call upon completion of enrollment with your Placement Coordinator to discuss course placement and the next steps in your admissions process with the K12 Private Academy. The Counseling team hosts weekly sessions to assist students in building the skillsets that will guide them to being successful as an online learner. You will have regular scheduled meetings with your Counselor to discuss your progress within your courses. Struggling students will also be invited to work directly with a Counselor to develop a plan that will assist them in successfully completing their semester.

### Role of the Homeroom Teacher

Your Homeroom Teacher is your point of contact for all general questions. Subject specific questions should be directed to your subject area teachers.

## Grading Scales and Course Completion

### Course Prerequisites

Many of our higher-level courses have been developed with the expectations that students have completed the identified prerequisite courses, which contain essential background information for success in the higher-level courses. Please see the K12 Private Academy Course Catalog for a listing of course prerequisites to guide course selection.

### Standard Upper School Grading Scale

Most Upper School courses follow the same grading scale and completion requirements. The only exceptions are middle grade art, music, and career explorations courses, which do not generate traditional letter grades. Students enrolled in these courses will receive a P (Pass) or F (fail), depending on how much of the course is completed at the end of the term. All other courses follow a traditional grading scale as shown below with weighting provided for AP®, honors level courses and dual enrollment.

| Percent | Grade | Quality Points |
|---|---|---|
| 90-100% | A | 4.0 |
| 80-89% | B | 3.0 |
| 70-79% | C | 2.0 |
| 60-69% | D | 1.0 |
| 59% and below | F | 0 |
| N/A | W | 0 |

AP® Courses — add 1.0 quality point
Honors Courses — add 0.5 quality point

Dual Enrollment – add 1.0 quality point

### Course Promotion

To be promoted to the next semester of a course in grades 6-12, a passing grade of D or higher in both semesters 1 and 2 of the course must be earned.

### Course Credit (High School)

High School credit is earned on a semester basis. For students to move to the next course level, full course credit must be earned in the previous semester and in the prerequisite course.

- 9th Grade (0 to 6 credits)
- 10th Grade (6 to 12 credits)
- 11th Grade (12 to 18 credits)
- 12th Grade (18 to 24 credits) *seniors must be full-time for 2 consecutive semesters.

## Transcripts

Official transcripts can be purchased using the Credentials Solutions service. For more information on setting up an account or placing an order, please view the Request of Official Transcript process information.

If you need an unofficial transcript, please reach out to your student's school counselor.

## High School Graduation Requirements

To be eligible for a K12 Private Academy diploma, students must not be older than 21 years of age at the start of their final semester. Students who are ready to begin their senior year and who do not meet this age requirement will be given information on other K12 powered options to earn a diploma.

Students who meet the age requirement must also meet the following:

- Students must successfully complete 24 credits, as outlined below, to be eligible for a diploma.
- Accreditation standards require that all students successfully complete a minimum of 6 credits with K12 Private Academy and must spend their senior year (the last 2 consecutive semesters of their academic tenure) as a full-time student.
- Only full-time students that have completed all graduation requirements by July 1, 2026, will be eligible to participate in K12 Private Academy's Virtual Commencement Ceremony.

### K12 Private Academy Graduation Credit Requirements

| | |
|---|---|
| **English** | 4 credits |
| **Math** | 4 credits (Algebra 1 and higher) |
| **Science*** | 4 credits (must include 2 lab science credits) * |
| **History** | 4 credits (must include 1 credit of US History) |
| **World Language** | 2 credits (Can be different languages) |
| **Physical Education** | 0.5 credit |
| **Health** | 0.5 credit |
| **Electives** | 5 credits |
| **Total** | **24 Credits** |
| | |

** Students who successfully complete Forensic Science or Environmental Science course(s) may use this course to fulfill science graduation requirements.*

## Course Selection and Transfer Credit

Course selection is completed initially at the time of enrollment and will occur annually toward the end of a student's enrolled courses. Documentation of and success in prior coursework helps our Admissions Advisors determine the appropriate courses for students and will guide the development of a graduation plan. Acceptable documents

include report cards (for Middle School only) and transcripts (for High School course credit). All received documents are reviewed upon receipt and placed in the student's file. Official school records are those which come in a sealed envelope directly from the school of record. Official transcripts from each issuing institution are required to transfer credits into the school. Parents are responsible for ensuring that all transcripts are sent to the K12 Private Academy for credits to be considered for transfer into the school.

If students have additional records to be considered or complete courses outside of K12 Private Academy, relevant documentation should be sent to registrar@k12.com or faxed to 866.728.3086. More specific transfer credit information is included in the Transfer Credit Policy.

## Credit Recovery

High school students may take credit recovery courses only if they have previously taken and failed the course(s). Original credit and credit recovery courses will be listed on the transcript. Grade point average (GPA) is based on the total number of courses taken. We recommend credit recovery courses for students who were just shy of passing the original credit course. Credit Recovery courses are for students who have learned enough to make complete repetition of the course unnecessary.

Credit Recovery are not approved by NCAA.

## NCAA Eligibility

Many K12 Private Academy courses have been approved by the NCAA to count toward Division I and Division II academic eligibility requirements. To ensure that you remain on track for eligibility, it is imperative that you inform your school counselor of your NCAA intentions as early as possible. Your counselor can help you develop a graduation plan that meets both your academic goals and NCAA core course requirements. Early planning is key to keeping all pathways open for collegiate athletics. Students/Learning Coaches can find the list of approved core courses here and searching CEEB code 471067.

## Dual Enrollment at a College or University

Full-time 11th and 12th grade students with a cumulative GPA of 3.0 or higher demonstrate maturity and college readiness are eligible to participate in dual enrollment coursework through K12 Private Academy's partner colleges. The standard dual enrollment package includes two college courses taken during the regular academic year. Gifted 9th and 10th grade students may also be considered for early participation on a case-by-case basis, with the potential to earn an associate's degree by the time of high school graduation. Additionally, students may pursue a Core Curriculum Certificate, earning up to 42 college credits by graduation.

All dual enrollment courses are administered by the partner colleges through their respective platforms, and students are required to follow all policies and guidelines established by those institutions. Specialized support sessions will be available throughout the school year to assist

students enrolled in college coursework. Additional charges apply to participate in the dual enrollment program. Interested students must consult with the Dual Enrollment Counselor for pre-approval.

While K12 Private Academy graduates have historically experienced strong success in transferring credits to the colleges of their choice, it is important to note that—with approximately 4,000 colleges and universities in the United States—we cannot guarantee that credits will transfer to every institution.

### College and Career Counseling for Full-Time Students

K12 Private Academy is committed to supporting students and families through every stage of college and career planning. Comprehensive resources and services are included with full-time Upper School enrollment (grades 6–12) and are designed to help students develop and achieve their post-secondary goals.

**Key Services Include:**

- Graduation planning to ensure students take courses that meet diploma requirements, support their selected academic pathways, and align with future goals
- One-on-one counseling for individualized college and career planning
- Assistance with the college application process, including essay review and Common Application support
- Scheduled group live sessions tailored to each grade level
- SAT/ACT/PSAT/ASVAB test prep resources and advisement
- Social-emotional learning sessions, small group counseling, and short-term counseling with referrals as needed
- Community-wide workshops covering financial aid, scholarships, gap year options, and life after high school
- Access to *Naviance*, our premier college, career, and life readiness platform

### Naviance Integration

Naviance is a central part of the college and career planning process at K12 Private Academy. All full-time students in grades 6–12 are provided access to this powerful tool to support self-discovery, goal setting, college research, and application management. Naviance is also integrated with Common App to ensure seamless and timely submission of supporting documents to colleges.
timeliness.

Naviance is matched with Common Application accounts so that student's information is synchronized and supporting documents are sent to the colleges students have applied through Common App.

### Community-Wide Workshops

We invite grade 6-12 full time students to weekly and monthly live sessions focused on the development of many skills that will assist them in the successful completion of their school year and Upper School experience.

### Grades 6-8 (Middle Grades)

Quarterly sessions help students build interpersonal skills, understand personal strengths,

explore careers, and develop early college awareness.

### Grades 9-10
Weekly live sessions focus on goal setting, four-year course planning, learning styles, time management, college entrance exam introductions, and preparation for AP® and dual enrollment opportunities.

### Grade 11
Programming supports graduation planning, college research, test preparation, AP® and dual enrollment options, scholarship exploration, and deeper use of Naviance tools for organizing applications.

### Grade 12
Sessions assist students with college selection and applications, post-graduation planning, resumes, interview preparation, and scholarship/financial aid guidance. Students are encouraged to use Naviance to manage applications and track deadlines. One-on-one counseling is also available.

Community-wide workshops are offered throughout the school year for students in grades 6–12, supporting academic success and preparation for life beyond high school.

## Advocating for Students
K12 Private Academy students enter the college admissions process well-prepared for college. Our school counselors work closely with admissions officers at all types of institutions to make sure they understand our curriculum and depth of academic programming. They also act as the main point of contact between the students and their prospective colleges and help manage student documents via Naviance.

## College Acceptances
Our students go on to a variety of colleges and universities around the globe. Our college acceptance list shows institutions where our students have been accepted.

## Contacting the School Counselor
Your school counselor is in your Counseling Homeroom (ex. AP11AUG25HR) and available through email, text, and phone. Regular Office Hours will also be established and accessed through the “Contact Your Teacher” under the email icon of the OLMS/OHS.

## Career and College Preparation at K12 Private Academy

Career and College Preparation at K12 Private Academy helps students build strong career skills, explore career options, and receive guidance and coaching to plan for life after high school. In addition to core courses required for graduation, students' electives allow them to explore different career fields and gain skills that can help them be successful in the workplace and in college. Students participating in pathway courses may take industry-recognized certification exams to demonstrate competency in their chosen pathway. Whether students intend to go to military, college, are working in their career field now, or plan to start their career right out of high school, the Career and College Prep programs offered can combine passion and interests with the skills needed to compete for jobs in high-demand fields.

For the 25-26 School year, K12 Private Academy's Career and College Prep Program offers twelve pathways.

- Marketing Communications
- Business: General Business Management
- Business: Entrepreneurship
- Digital/Visual Arts
- Engineering & Technology
- Health Science: Patient Health Therapeutics
- Health Science: Diagnostics
- Law & Legal Services
- IT: Video Game Design
- IT: Programming & Software Development
- IT: Network Systems & Cybersecurity
- Exploratory: Professionalism & Leadership

### Benefits of being a Career and College Prep Student:

Students enrolled in Career and College Prep can work closely with the CCP Coordinator for support in choosing pathways, work-based learning, and internship opportunities. In addition, CCP students have access to extra activities like virtual job shadows, industry certifications, and durable skills classes, all coordinated to help them build real-world experience and career-ready skills. If your student is not yet part of the Career and College Prep program, there is a $25 annual fee to enroll. For more information or to get started, please contact Lisa Fowler Day lfowlerday@strideprivateacademy.org.

- **Work-based learning**: CCP students can participate in work-based learning. Whether they are currently employed, involved in significant volunteer work, have a paid or unpaid internship, or are running their own business, K12 Private Academy recognizes Career and College Prep students' early work experiences by awarding elective high school credit. Available to high school juniors and seniors, students must complete a minimum of 60 to 80 hours of work experience during the current term.

Students interested in Work-Based Learning should contact the Career and College Prep Coordinator, Lisa Fowler Day
lfowlerday@K12privateacademy.org

- **Group and 1:1 Counselor Support:** Students enrolled in the Career and College Prep program will receive exclusive access to monthly career-building workshops, in addition to the regular programming offered by the school counselor and career and college prep coordinator. Each student will also collaborate with their assigned counselor to develop a personalized academic and career pathway plan.

*Additional opportunities are available for students to attend virtual job shadows, internship activities, and durable skill-building events provided by the CCP Coordinator.*

- **Membership in Career Student Organizations:**

CCP students are eligible to join student organizations that align with their pathway and future goals.

  - **National Technical Honor Society:** a student organization with a chapter at K12 Private Academy. This is a place to honor, recognize, and empower our Career & College Prep students. Visit the *NTHS* website for more information.

  - **SkillsUSA**
    A respected national organization known for helping students develop technical and leadership skills. Many employers across the United States prefer hiring SkillsUSA students.

  - **HOSA: Future Health Professionals**
    A national student organization for high school and college students interested in health science careers like nursing, medicine, or healthcare support.

  - **Business Professionals of America (BPA)**
    A national student organization that prepares students for careers in business, finance, information technology, and related fields through leadership opportunities, competitions, and practical skills training.

- **Esports League**: Students in our Career and College Prep program can participate in our Esports League that runs throughout the year. The K12 Private School Esports Team competes with other teams across the nation. Students can get more information about this from their Counselor.

- **Leadership Opportunities:** Students are encouraged to take on leadership roles within career clubs and the National Technical Honor Society. They are also supported and coached to develop internship opportunities and gain real-world experience.

- **Industry Events:** Students can hear directly from industry professionals through live guest speaker sessions held several times a month. These events, hosted through TALLO, connect students with leaders from a wide range of fields and give them the chance to ask questions and learn first-hand. TALLO also serves as a web-based networking platform where students build profiles to showcase their skills, experience, and interests, helping them connect with employers and colleges nationwide.

- **Networking Platform:** TALLO is a web-based networking platform that allows students to connect with employers and colleges across the country. With TALLO, students create a profile that showcases their skills, experience, and interests-allowing colleges and companies to easily find them. Students can also use TALLO's built-in scholarship app to search and apply for college scholarships.

- **Dual Enrollment opportunities**: Eligible students (see page 33) may have certain college courses taken through K12 Private Academy partner college preapproved to count toward pathway completion. Interested students must consult with the dual enrollment counselor for pre-approval.

- **Industry credentials** can be earned by taking the following exams: Students in Career and College Prep pathways can earn industry-recognized certifications to show their skills and stand out to colleges and employers. Available certifications include YouScience Precision Exams in areas like Marketing, Business Office Specialist, Customer Service, Entrepreneurship, Digital Media, Engineering Principles, Medical Terminology, Medical Anatomy & Physiology, Criminal Justice, Computer Programming (Java, Python, C++), and IT Networking. Students in health pathways may also earn the National Health Science Certificate through MedCerts as well as CMA and CCMA. These certifications help students demonstrate real-world knowledge and gain a competitive edge after graduation.

*For more information on our Career and College Prep Program, go to our K12 Career Prep Program web site, or contact our Career Readiness Education coordinator, Ms. Lisa Day lfowlerday@strideprivateacademy.org.*

## GPA and Class Rank (High School)

### Grade Point Average

The K12 Private Academy utilizes a 4-point GPA scale. Grade Point Average (GPA) is very important to students as they plan for college. High School GPAs are determined by dividing the number of quality points earned by the number of credits received. GPAs are only determined on a semester basis.

K12 Private Academy utilizes weighted grading for some high school courses (honors and AP® courses), resulting in a weighted GPA. Not all high schools utilize weighting, but colleges have policies about how they work with both weighted and unweighted GPAs, so

that all students are reviewed consistently for acceptance. The school counselor can provide more information about weighted grades upon request. It is required for students to provide all official transcripts from each of their institutions when applying to colleges. This allows colleges and universities to calculate the cumulative GPA using their own standards.

### Determining Class Rank

K12 Private Academy does not automatically compute high school class rank, nor is it reported. If a class rank is required by legislation or for scholarship eligibility, 12th grade students may request their class rank from their school counselor. Class rank will be calculated using courses taken at K12 Private Academy, as well as courses transferred in. The student must be enrolled for at least two consecutive terms on a full-time basis. The following comment will be placed on each student's transcript, "The weighted GPA for transfer courses will be based on K12 Private Academy's guidelines for assigning quality points". Class rank for the senior class will be calculated after all cohorts have started. Seniors can reach out to their school counselor in October for their rank.

### The K12 Private Academy Honor Roll

At the end of each semester, full-time students in grades 9-12 who earn a 3.0 GPA or higher (weighted or un-weighted), will be placed on the honor roll. Students that have been placed on the honor roll will be emailed an honor roll certificate.

## SECTION 5: SCHOOL POLICIES

K12 Private Academy has developed policies that guide the operation of the school, help to maintain order and fairness, and that ensure quality and academic integrity. Parents and students are expected to read and understand all school policies, and to refer to them as needed throughout the year. The policies are listed and linked here for your convenience.

Absence/Inactivity/Truancy

Academic Integrity

Course Change/Add/Drop Requests

Course Completion

Course Accelerations/Extensions

Course Failure and Repeat Credit

Course Withdrawals

Grade Appeals

Grade Level Assignment and Promotion

Holding Academic Records

Late Work Policy

Objectionable Materials

Program Withdrawal

Reshipping Materials

Responsible Use of Technology

Student Code of Conduct

Transfer Credit Policy

## Policy: Absence/Inactivity/Truancy

**Effective Date: August 1, 2025**

**Summary:**

Regular online attendance, including logging in regularly and maintaining required pacing in K12 Private Academy courses is required to remain enrolled. Students who are designated as Inactive will be required to improve their level of activity and engagement in their courses to avoid being designated as Truant. Students who cannot participate due to illness must follow the procedures listed below to notify K12 Private Academy of the situation and the timeline for returning to expected school activity levels.

**Definition of Inactivity**
A student is considered inactive if he/she does not submit work to an enrolled course for more than 10 consecutive school days. A student must log in and submit work within the 10- day window after the Start Date.

**Definition of Truancy**
A student is considered truant if he/she does not submit work into all enrolled courses for more than 10 school days.

**Policy:**

Students must be regularly engaged with their courses and submit assignments according to course schedules to be successful online students with K12 Private Academy. Inactivity is always a concern and will be monitored by the Course Level Teachers (6-12). Truancy is more serious and there are specific procedures followed for students who are truant, up to and including removal from K12 Private Academy. The Truancy and Inactivity Policy defines truancy and inactivity and outlines the specific steps taken and potential outcomes.

If a student exhibits signs of truancy or inactivity, the teacher and/or will Counselor make multiple attempts to reach out to the student and Learning Coach.

- If the student and/or Learning Coach are unresponsive to these attempts, an official warning letter will be sent.
- If the student and/or Learning Coach do not respond to this letter, a final letter will be sent, and the student will be administratively withdrawn from all courses and the program; in the case of inactivity, students will be removed from the affected courses in which they are inactive.
- Students who are administratively withdrawn for truancy will not be eligible for a tuition refund, nor will future payment obligations for the cohort be suspended.
- Students withdrawn for truancy or other administrative reasons will receive Ws on their transcript in all the courses they were enrolled in at the time of withdrawal.

**Illness/Extended Inability to Participate**

If a student is going to be out (unable to log in) for a period of 3 or more days, his or her Lower School Homeroom teacher (K-5) or Counselor (6-12)/Homeroom Teacher must be contacted in advance to report the expected absence. It is the responsibility of the student and Learning Coach to make arrangements with the teacher(s) regarding missed assignments. Students should, whenever possible, work ahead before a planned absence rather than falling behind and having to catch up. Scheduled schoolwork will not be waived.

## Policy: Academic Integrity

**Effective Date: August 1, 2025**

**Summary:**

Academic Integrity, including the authenticity of all students' submitted work is of paramount importance in all educational settings. K12 Private Academy has an obligation to inform students about academic integrity, including plagiarism, cheating, and the proper use of citations to credit sources, while holding students accountable for meeting the academic integrity standards. This policy is designed to both inform students and to identify the consequences of this very serious requirement. All K12 Private Academy teachers and coaches are well informed on the requirements for Academic Integrity and can answer questions or give clarification at any time to students.

**Academic Integrity Definitions**

**Artificial Intelligence: "the ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings." (Copeland)**

Students using material generated by Artificial Intelligence such as ChatGPT and submitting it as their own are in violation of the K12 Academic Integrity Policy.

**Cheating: The use of another person's work to gain an unfair advantage. Cheating occurs when you knowingly submit information compiled and prepared as a textual response by a source other than yourself and claim that work as your own. When you submit an exam or assignment, this signifies the desire to claim the contents as your own original work.**

Examples of violation of the Academic Integrity Policy include, but are not limited to, the following:

- Copying a classmate's work. This may be an answer to an essay question, any written assignment, or an entire exam.
- Copying from course feedback provided by the school.
- Copying responses to questions and prompts found in other sources (such as entering the question into a search engine and copying the response found online).
- Collaboration between two students results in the submission of similar answers on assignments.
- Using online translators for assignments in language courses.
- Posting K12 content or your responses to K12 assignments onto the internet.
- Hiring someone to complete your work.
- Generating a response using any Artificial Intelligence tool such as ChatGPT and submitting the AI generated response as your own.

**Plagiarism: The use of an author's work with a lack of acknowledgement of the source of that work.**

Examples of plagiarism include, but are not limited to, the following:

- Quoting work from an outside source without proper citation and attribution.
- Improper paraphrasing of another person's work – maintaining the original text with little alteration or rewording and/or not citing the source.
- Copying information from a book, play, speech, article, website or other written or spoken work without proper citation.

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it. K12 Private Academy recommends using the MLA style for resource citation. You can find information about this by going to www.mla.org and clicking on the MLA Style link. ***Note: Assignments or portions of assignments submitted on one course may not be submitted in another course.***

## Use of Copyrighted Materials

All course materials are copyrighted and provided for use exclusively to enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials or materials protected by trade secrets or other protections using K12 Private Academy computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

**Policy:**

- All work submitted by K12 Private Academy is assumed to have been completed only by the individual student.
- Students are responsible for observing the standards on plagiarism, cheating, and properly crediting all sources used during the composition of work.
- Students who fail to abide by these standards will be reported to the appropriate administrative authorities, which may result in a conference with the Learning Coach, failure of the course assignment or exam, loss of credit for Upper School courses, revoked access to course(s), and suspension or expulsion from K12 Private Academy and/or other K12 schools.
- Upper School students will have the authenticity of their submitted work verified with two important tools – **Turnitin.com (Plagiarism & Artificial Intelligence detectors)** and **Respondus Lockdown Browser**. The software programs help to prevent cheating for some written assignments and tests.

- If TurnItIn detects an exact match from a student's submitted work, the student will receive an academic integrity incident, along with a zero on the assignment, even if the submitted work was proctored.
- Turnitin compares the work the student is submitting to other student's work submitted to our school and any content on the Internet.
- If a match is found Turnitin makes the teacher aware prior to submitting a written assignment or taking an assessment.
- Prior to completing a unit test or final exam, you will be prompted to install and/or use academic integrity software (Respondus Lockdown Browser) on your computer. You must install this piece of software before continuing to take the assessment. Once you access the test, you will be unable to copy, paste, or open new browser windows or programs during the assessment. If you have trouble, contact K12 Customer Care for assistance. Contact us immediately if Customer Care cannot resolve your issue.
- Work will only be accepted via the drop box feature in your course. Work will not be accepted via email unless otherwise approved by a school administrator.
- Information on downloading and troubleshooting Respondus Lockdown browser: https://www.help.k12.com/s/article/Download-and-Install-LockDown- Browser

## Academic Integrity Violations

**Academic Integrity Violations:** Student success is a primary focus of our program. We strive to be proactive in anticipating and preventing Academic Integrity issues. We believe good academic habits to be innate, but at times, students need guidance. Prior to submitting the first incident, teachers may issue a warning or provide information and direction by employing one or more of these avenues: orientation, announcements, "how to" resources, feedback, communications, one on one meetings, or other strategies designed to help the student develop habits that maintain Academic Integrity. We strongly recommend that students and Learning Coaches read the information in Course Materials for more on how to maintain Academic Integrity. Teachers will work with students throughout the process. Incidents are cumulative across all courses in which a student is enrolled and carry over from one semester to the next.

**At the discretion of the instructor and administration, and depending on the nature of the offense, the student's grade, or ability to earn credit on a specific assignment or for the course may be affected. All students who violate the principles of academic integrity will be disciplined according to the following guidelines:**

## 25-26SY- Academic Integrity Violation Steps

**First Incident:** The first time a student violates the Academic Integrity Policy, the teacher will inform the student by email of the nature of the violation and assist the student to avoid repeat violations. The teacher will also call the parent/LC to ensure they have been notified of the violation.

**Second incident:** The second time a student violates the Academic Integrity policy, the teacher will continue to work with the student as before. The department leader will call the parent/LC to stress the importance of the Academic Integrity Policy and to review potential consequences for repetition, including possible loss of credit for the assignment.

**Third incident:** The students will be notified of their third Academic Integrity incident by the Department Chair. The Department Chair will discuss the incident with the student/family, and review guidelines on completing the work with integrity. The student will receive a zero on the assignment or assessment with no opportunity to make up the work.

**Fourth incident:** The student's fourth violation of Academic Integrity Policy will result in a conference that includes the student, teachers, parent/LC, Department Chair, and the counselor. The Department Chair will call the parent/LC to notify them of the meeting. The student will receive a zero on the assignment or assessment with no opportunity to make up the work.

**After 4 violations:** The student will receive a zero on the assignment or assessment with no opportunity to make up the work. The Executive Director or Deputy Executive Director will call the parent/LC to notify them of the violation and discuss a hearing regarding the repeated violations. The course(s) may be locked until completion of the hearing. After the hearing, the team will decide within 5 business days on either continued enrollment or expulsion.

**NOTE:**

**Multiple violations submitted within a 72-hour time-period:** At the discretion of the instructor and administration, the student's grade on these assignments or opportunity to redo them may be affected.

**Assignments or portions of assignments submitted in one course may not be submitted in another course.**

Copeland, B.J. "Artificial Intelligence". *Encyclopedia Britannica*, 16 Jun. 2023, https://www.britannica.com/technology/artificial-intelligence. Accessed 19 June 2023.

## Policy: Course Swap/Add/Drop & Cohort Change Requests

**Effective Date: August 1, 2025**

**Summary:**

Changing, adding, or dropping courses is sometimes necessary but results in challenges in the online school environment. Changing courses usually means the need to purchase and ship new books and materials, which results in extra cost and extra time. Students may begin the new course after the start date, which means a student may be starting the course at a disadvantage or may need to move to a later cohort. When course changes are necessary, the following policy applies. Admissions Advisors, coaches, and teachers can offer guidance with course planning and students and parents should make every effort to carefully select the courses and levels of difficulty that suit their child's needs and academic goals, as well as grade progression or graduation requirements.

**Policy:**

- Students wishing to add, drop or change courses within the first 30 calendar days from their course start date, may do so without academic penalty*. After this time, no course changes will be allowed.
- Course drops after the 30-calendar day window will be handled according to the Course Withdrawal Policy.
- All course changes/adds/drops require the approval of K12 Private Academy staff.
- In most cases, the student will be placed in the next cohort if the course is already in progress, meaning the course will have a later end date.
- Books and materials cannot be returned or refunded. Making course changes may result in the necessary purchase of additional books and materials at an additional cost to the student.
- Course change requests should always start with a request to the student's homeroom teacher (K-5) or the Counselor (6-12).
- Part-time students may request a course drop through a teacher (K-5) or the Counselor (6-12), but they must contact an enrollment consultant to add or purchase an additional course.
- No credit is granted for dropped courses, and they will not be calculated into a student's GPA. These courses will appear on the student's transcript as a W with zero credit value.
- Course changes after the 30-day mark may incur a $100 fee per request.

<u>Course Staggering</u>

- A Student can stagger courses under 1 tuition plan over more than one cohort in the same semester (Fall or Spring).
- Students CAN NOT spread courses paid under 1 semester tuition plan over multiple semester or years.
- Students CAN NOT 'bank' courses to take in a different semester

*Spring splits into Summer will need to be approved as one-off situations and should not be assumed.

## Policy: Course Completion

**Effective Date: August 1, 2025**

**Summary:**

K12 Private Academy courses are designed to meet rigorous content standards and are designed with the goal of requiring approximately 90 hours to complete a Core or Comprehensive level half-year course, and 180 hours to complete a Core or Comprehensive full year course. Honors and AP level courses require more work to complete. K12 Private Academy teachers prepare course calendars to guide students to their course pacing to finish the course on time. Appropriate pacing and adherence to assignment due dates is a requirement in high school courses. Middle grade courses have slightly more flexibility with due dates, but parents and students should keep in mind that taking responsibility for pacing will be a requirement in high school and college, so establishing those habits early is highly beneficial.

Middle grade students will follow the pacing guide with both online unit assessment and offline teacher graded assignments for their grades. Students enrolled in middle grade courses should review and print out the course calendar for a list of lessons and assignments required each day for each course. It is important that students adhere to the course schedule indicated in the course calendar.

**Policy:**

- It is the student's responsibility to access and complete daily assignments as outlined in each course calendar.
- Due dates for assignments are posted in each course calendar to ensure students are informed of appropriate pacing.
- Students should reference the Late Work Policy for work submission requirements.
- Students in the Lower Grades (K-5) may need to repurchase a course that is not completed during the established school year, to receive a grade report that reflects grade level completion.
- There will be a posted "last day to submit work" for each course according to the student's cohort start date; no assignments will be accepted after 11:59 PM (Eastern Time) that day.
- For assignments not submitted or assignments skipped, grades will be reflected as a zero in the student's grade book.
- Working ahead is perfectly acceptable and preferred if a student is going to be absent. A student is required to inform his or her teacher(s) and Counselor of their travel plans before a trip occurs.

Special exceptions to the established course completion policy may not be considered for students who do not communicate their travel plans to school staff.

- Course accelerations and extensions are possible, with approval from the appropriate school administration. Please see the Course Accelerations and Extensions policy for more details.
- Students must spend a minimum of eight (8) weeks in a course to be considered complete.

## Policy: Course Accelerations and Extensions

**Effective Date: August 1, 2025**

**Summary:**

At times, students have a need to finish their course earlier than the course end date or find themselves needing a little extra time to finish a course. K12 Private Academy has developed a policy to cover these situations, but the policy must be followed for the acceleration or extension to be approved. This is an important part of maintaining rigor and quality. There is a fee for course extensions.

**Policy:**

**Course Accelerations**

- Upper School courses were developed to be taught over a 90-day period (one semester). However, some students may choose to complete these courses more quickly. We allow students to request course accelerations when the student meets the following criteria:
  - Must be in the course for a minimum of eight (8) weeks
  - Must be on pace with course assignments
  - Must have a "C" average or better in all active courses
  - Upper School students who wish to request acceleration must contact their Counselor to discuss a plan for accelerating courses.
  - Acceleration requests must be submitted no later than two weeks prior to the end of the term.
  - Because our lower school courses were designed to be self-paced, requesting a course acceleration for lower school is not required or necessary.

**Course Extensions**

- Students may find that they cannot finish their course in the allotted period. In these cases, students may request course extensions*.
- Several criteria apply for approval of an extension request:
  - Students with a grade of 50% or higher in the course are eligible for extensions.
  - A student can be granted up to a maximum of 10 instructional days for an extension.
  - All assignments and final exams the students are permitted to complete must be submitted on or before their extension end date.
  - Work submitted will be limited to items with a permanent zero date of the last day to submit work and the final exam. Once the final exam has been submitted, no work or extra credit can be submitted.
  - To be considered, the Learning Coach and/or student must submit the Extension Request Form prior to the last day to submit work for the term. Forms are available from the Homeroom Teacher assigned to support the student.

- All course extensions must be complete before a student can move to the next level of a course and any extension request for more than 10 days will require additional administrative approval.
- If the student is enrolling in 2 or more courses for the next semester, their cohort start date for these courses will be moved to the next available term.
- Upper School students who wish to request an extension should send supporting paperwork to the assigned Counselor to get the link to complete for the extension.
- Lower school students needing an extension should contact their homeroom teacher.

  **If the extension fee is paid late there will not be time added to the extension period. **

- Extension Fees: Extension fees are to be determined on a cohort-by-cohort basis. Each cohort request will be considered a new request and regular extension fees are due, regardless of what was collected in previous cohorts.

**Please Note:** *AP® courses may not be eligible for an extension, as the timeline coincides with the AP® exam schedule.*

## FALL 2025

| | Approval Deadline Cohort Start | Approval Deadline 2nd Cohort (late start) | Cohort Start Date | 2nd Cohort Start Date (late start) | Last Day To Drop/ Withdraw for Refund (No W) | Last Day To Drop/ Withdraw for W (Semester) | Semester Course End Date | K12PA Extension Start Date | Extension End Date | Full Year Course End Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | 7 days BEFORE Classroom Start date | 7 days BEFORE Classroom Start date | Classroom Start Date-Access to courses | Classroom Start Date-Access to Courses | 30 calendar days AFTER Cohort Start Date | 30 instructional days PRIOR to end date | Cohort End Date (~95 day for PA; 90 day for GWU) | 1 instructional days after DC opens Lessons | 10 instructional days after extension start date | Cohort End Date (190 day for PA; 180 day for GWU) |
| August Cohort | 8/1/2025 | 8/15/2025 | 8/4/2025 | 8/18/2025 | 9/3/2025 | 11/5/2025 | 12/23/2025 | 1/12/2026 | 1/26/2026 | 5/11/2026 |
| September Cohort | 9/5/2025 | 9/19/2025 | 9/8/2025 | 9/22/2025 | 10/8/2025 | 12/15/2025 | 2/6/2026 | 2/19/2026 | 3/4/2026 | 6/11/2026 |
| October Cohort | 10/3/2025 | 10/17/2025 | 10/6/2025 | 10/20/2025 | 11/5/2025 | 1/23/2026 | 3/9/2026 | 3/19/2026 | 4/1/2026 | 7/20/2026 |

## SPRING 2026

| | Approval Deadline Cohort Start | Approval Deadline 2nd Cohort (late start) | Cohort Start Date | 2nd Cohort Start Date (late start) | Last Day To Drop/ Withdraw for Refund (No W) | Last Day To Drop/ Withdraw for W (Semester) | Semester Course End Date | K12PA Extension Start Date | Extension End Date | Full Year Course End Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | 7 days BEFORE Classroom Start date | 7 days BEFORE Classroom Start date | Classroom Start Date-Access to courses | Classroom Start Date-Access to Courses | 30 calendar days AFTER Cohort Start Date | 30 instructional days PRIOR to end date | Cohort End Date (~95 day for PA; 90 day for GWU) | 1 business days after DC opens Lessons | 10 instructional days after regular HS Term End Date | Cohort End Date (190 day for PA; 180 day for GWU) |
| January Cohort | 1/2/2026 | 1/16/2026 | 1/5/2026 | 1/20/2026 | 2/4/2026 | 4/17/2026 | 6/2/2026 | 6/12/2026 | 6/25/2026 | n/a |
| February Cohort | 2/6/2026 | 2/20/2026 | 2/9/2026 | 2/23/2026 | 3/11/2026 | 5/20/2026 | 7/10/2026 | 7/22/2026 | 8/4/2026 | n/a |
| March Cohort | 3/6/2026 | 3/20/2026 | 3/9/2026 | 3/23/2026 | 4/8/2026 | 6/19/2026 | 8/7/2026 | 8/20/2026 | 9/2/2026 | n/a |
| June Cohort | 5/29/2026 | 6/12/2026 | 6/1/2026 | 6/15/2026 | 7/1/2026 | 9/9/2026 | 10/21/2026 | 11/2/2026 | 11/16/2026 | n/a |
| July Cohort | 7/3/2026 | 7/17/2026 | 7/6/2026 | 7/20/2026 | 8/5/2026 | 10/7/2026 | 11/19/2026 | 12/1/2026 | 12/14/2026 | n/a |

## Policy: Course Failure and Repeat Credit

**Effective Date: August 1, 2025**

**Summary:**

Successful completion of courses with K12 Private Academy signifies that students have learned and mastered the specific course objectives as established within each course. K12 Private Academy's accreditation standards require that when credit is issued, or a course is successfully completed, students are prepared for the next level. For students to advance to the next level or to receive credit, the following policy will be enforced.

**Policy:**

- Students are permitted to retake failed courses or courses in which a D has been earned.
- Failed courses will be recorded as an F on the student's transcript, and a zero-quality point will be computed for the course in determining the GPA.
- Courses required for graduation must be retaken if failed and must be passed before being eligible to graduate.
- Grade retake for D or F grades is permitted under these circumstances:
  - Students must have earned a D or an F; no grade retake for anything higher than a D grade is permitted.
  - The course is offered, and the student enrolls in the identical course (course name and course number). Exceptions such as replacing a failed honors or comprehensive course with the same course at a lower level can be requested from school administration.
  - **Highly encouraged**: Enrollment in the identical course occurs in the next consecutive term. Exceptions may be approved by school administration.
- Other considerations regarding the grade retake policy:
  - All course attempts will be recorded on the transcript.
  - No grade retake offered during summer school.
  - No grade retake is offered for courses in which a W grade was issued.

- Where the identical course is not available for any reason (for example, the identical course number may no longer be offered or is not available in the consecutive term) a student will not be permitted to utilize grade retake.
- After a student utilizes grade retake, only the higher of the two grades earned for a course will be awarded credit and quality points. The course with the lower of the two grades earned will still appear on the transcript but will not be awarded credit or be factored into quality points.

## Policy: Course Withdrawals

**Effective Date: August 1, 2025**

**Summary:**

Students should carefully consider the need to withdraw from a course after the 30-calendar day add/drop period because there are implications for the official report card for grades K –8 and the high school transcript (grades 9-12).

**Policy:**

- After the course add/drop period, all course changes become subject to course withdrawal procedures. (See the table below for specific information regarding time period, financial implications, and final grade.)
- Credit will not be granted for withdrawn courses and will not be calculated into the student's GPA. The gradebook will reflect zeroes for any unfinished work at the time of the course withdrawal.
- For lower school students, this will appear as a comment on their report card and "W" in the grade table. For Upper School students, it will show as a "W" on the transcript.

| Request | Record Implication |
|---|---|
| Course Add/Drop* (within the first 30 calendar days of the cohort) | N/A – No Grade Implication |
| Course Withdrawal* (after the Course Add/Drop Period) | W - on report card/transcript |

**Tuition refunds are reviewed based on payment and refund terms*

*The Chart on the next page shows the withdrawal dates for the 2024-2025 school year.*

## K12 Private Academy – Withdrawal Dates 2025-2026

### FALL 2025

| | Approval Deadline Cohort Start | Approval Deadline 2nd Cohort (late start) | Cohort Start Date | 2nd Cohort Start Date (late start) | Last Day To Drop/ Withdraw for Refund (No W) | Last Day To Drop/ Withdraw for W (Semester) | Semester Course End Date | Full Year Course End Date |
|---|---|---|---|---|---|---|---|---|
| | 7 days BEFORE Classroom Start date | 7 days BEFORE Classroom Start date | Classroom Start Date-Access to courses | Classroom Start Date-Access to Courses | 30 calendar days AFTER Cohort Start Date | 30 instructional days PRIOR to end date | Cohort End Date (~95 day for PA; 90 day for GWU) | Cohort End Date (190 day for PA; 180 day for GWU) |
| August Cohort | 8/1/2025 | 8/15/2025 | 8/4/2025 | 8/18/2025 | 9/3/2025 | 11/5/2025 | 12/23/2025 | 5/11/2026 |
| September Cohort | 9/5/2025 | 9/19/2025 | 9/8/2025 | 9/22/2025 | 10/8/2025 | 12/15/2025 | 2/6/2026 | 6/11/2026 |
| October Cohort | 10/3/2025 | 10/17/2025 | 10/6/2025 | 10/20/2025 | 11/5/2025 | 1/23/2026 | 3/9/2026 | 7/20/2026 |

### SPRING 2026

| | Approval Deadline Cohort Start | Approval Deadline 2nd Cohort (late start) | Cohort Start Date | 2nd Cohort Start Date (late start) | Last Day To Drop/ Withdraw for Refund (No W) | Last Day To Drop/ Withdraw for W (Semester) | Semester Course End Date | Full Year Course End Date |
|---|---|---|---|---|---|---|---|---|
| | 7 days BEFORE Classroom Start date | 7 days BEFORE Classroom Start date | Classroom Start Date-Access to courses | Classroom Start Date-Access to Courses | 30 calendar days AFTER Cohort Start Date | 30 instructional days PRIOR to end date | Cohort End Date (~95 day for PA; 90 day for GWU) | Cohort End Date (190 day for PA; 180 day for GWU) |
| January Cohort | 1/2/2026 | 1/16/2026 | 1/5/2026 | 1/20/2026 | 2/4/2026 | 4/17/2026 | 6/2/2026 | n/a |
| February Cohort | 2/6/2026 | 2/20/2026 | 2/9/2026 | 2/23/2026 | 3/11/2026 | 5/20/2026 | 7/10/2026 | n/a |
| March Cohort | 3/6/2026 | 3/20/2026 | 3/9/2026 | 3/23/2026 | 4/8/2026 | 6/19/2026 | 8/7/2026 | n/a |
| June Cohort | 5/29/2026 | 6/12/2026 | 6/1/2026 | 6/15/2026 | 7/1/2026 | 9/9/2026 | 10/21/2026 | n/a |
| July Cohort | 7/3/2026 | 7/17/2026 | 7/6/2026 | 7/20/2026 | 8/5/2026 | 10/7/2026 | 11/19/2026 | n/a |

## Policy: Grade Appeals

**Effective Date: August 1, 2025**

**Summary:**

K12 Private Academy employs only certified and highly trained teachers to instruct courses. Teachers follow standard grading expectations and quality standards that have been established and approved as part of our teacher training and evaluation process. From time-to-time, a student or parent may disagree with an assignment grade or a course grade. The Grade Appeals policy gives directions on how to make these official appeals.

For assignment grades, the best approach is to informally contact the teacher first to discuss the situation before moving to a formal appeal.

**Policy:**

- Assignment or assessment grade discrepancies or disagreements should first be discussed with the course teacher for resolution.
- If there is still disagreement after this informal step, the issue can be escalated to the Department Chair level.
- Decisions by the Department Chair regarding assessment or assignment level grading are final.
- Course grade appeals require a more formal process. Course grade appeals requested simply because the student or parent is dissatisfied with the grade earned will not be approved. Appeals will only be considered based on the following situations:
    - The grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the appealing student. The student must clearly demonstrate the miscalculation. It also includes situations such as missing records, mistaken grade entries, and the like.
    - The student has documentation that he or she previously received a higher grade on a similar assignment at the same level of competency.
- Course grade appeals must be submitted in writing to the Registrar's Office within 30 days of a cohort end date.
- Reviews will be conducted internally among academic staff/administration and the Registrar's Office.
- At least 10 business days are required for staff to review a grade appeal request and issue an official decision.
- Grade appeals meeting these requirements can be submitted to registrar@k12.com or faxed to 866.539.8631.

## Policy: Grade Level Assignment and Promotion

**Effective Date: August 1, 2025**

**Summary:**

Students frequently transfer into the K12 Private Academy from other schools or from a traditional homeschool environment. For high school students, the Credit Transfer Policy describes how credits are transferred in and counted. For students in lower and middle grades, the following policy describes the placement of students at the appropriate grade level, and the requirements for moving to the next grade level.

**Policy:**

- During enrollment, a full-time student's grade level is assigned based on age and/or prior course completion and is evaluated by the registrar for final consideration at the end of each term.
- The Registrar's Office reserves the right to request and review all student academic records and any other items pertinent to making an informed grade level and promotion decision.
- The Registrar's Office also reserves the right to move grade levels based on the allocation of credits below.
- Upper School grade level assignment is evaluated at the end of the spring cohort for full-time students. At the Upper School level, grade level assignments are based on the following accumulation of credits per grade level.

| Grade Level | Earned Credits |
|---|---|
| 12 | 18 cumulative credits |
| 11 | 12 cumulative credits |
| 10 | 6 cumulative credits |

- Lower and middle school-level promotions are evaluated at the end of the academic year (based on cohort start/end date).
- Full-time students in grades K-5 can request mid-year course promotion by contacting their homeroom teacher in writing up to eight (8) weeks before the student's year-end date. Requests must be approved by K12 Private Academy administration. Student progress, participation in conferences with their teachers, submission of work samples, and attendance are considered when reviewing the request. K12 Private Academy advises Learning Coaches to maintain samples of student work to assist teachers with the decision to advance a student to the next course level (in addition to the required work samples that must be submitted to the teacher).
  - Course promotion does not signify grade level change.

## Policy: Holding Academic Records

**Effective Date: August 1, 2025**

**Summary:**

K12 Private Academy reserves the right to withhold the release of academic records according to specific requirements as stated in the policy below.

**Policy:**

- Student registration may be declined and student records, including but not limited to report cards, transcripts, and diplomas, withheld for the following reasons:
    - Breach of Financial Agreement, which results in unpaid tuition balances. Learning Coaches are informed by the Billing Department of financial obligations while enrolled through the K12 Private Academy. Questions can be sent to admissionsoffice@k12.com
    - Insufficient compliance where submitted items are incomplete or not official.

## Policy:  Late Work Policy

**Effective Date:  August 1, 2025**

**Summary:**

Pacing and adherence to assignment due dates is critical for Upper School student success. The late work policy below is applicable to all 6-12 courses.

**Policy:**

- Students are encouraged to complete assignments according to due dates on their course calendar.
- Temporary zeros are entered for overdue assignments as a reminder of late assignments and a mechanism to help students stay on pace.
- When you click on an assignment in your course, both a due date and the end date are shown. The end date is the permanent zero date, when the assignment will no longer be accepted. The times correspond to 11:59 Eastern Time but will be displayed according to your local time zone.
- Work submitted prior to the permanent zero date will be accepted and the zero will be replaced by the grade earned.
- Computer-Scored assignment and assessments will not be accepted after “the last day to submit work” for the term.
- Teacher-Graded assignments due during the first half of the course must all be submitted by the course's midpoint. Teacher-Graded assignments due in the second half of the course will not be accepted after “the last day to submit work” for the term.
- The deadlines for submitting work are also displayed on a Permanent Zero Calendar posted in the Course Materials folder of each course.

## Policy: Objectionable Materials

**Effective Date: August 1, 2025**

**Summary:**

K12 Private Academy recognizes that parents come from different backgrounds, have different beliefs and values, and at times, wish to restrict access to certain information from their child. As a private school, we have certain abilities and limitations that reflect the need to demonstrate the achievement of course objectives. This policy gives parents the ability to request an alternative lesson or plan if an objection is communicated.

**Policy:**

There may be times when a parent or the student's designated Learning Coach (if different from the parent) finds certain lessons, books, or materials objectionable for various reasons.

- If a parent or Learning Coach finds objectionable material, he/she should contact the course teacher via school email.
- Teachers will listen to the concern and determine if an alternate lesson/plan is necessary to meet the lesson objectives.
- The assessment for the lesson must be completed to show that the objectives have been met.
- Additional concerns may be escalated to the Department Chair or Executive Director.

## Policy: Program Withdrawal

**Effective Date: August 1, 2025**

**Summary:**

A program withdrawal from K12 Private Academy refers to discontinuing the program prior to the completion of the semester or year in which the student is enrolled. Students are encouraged to complete the courses and the term they are enrolled in to get the maximum benefit in terms of credit for courses and grade level advancement. If an in-term program withdrawal is necessary, the following policy applies.

**Policy:**

- Students can withdraw from the program at any time but will be subject to the course add/drop and withdraw policy and payment and refund terms on the website and found within the payment and refund terms that the parent/Learning Coach signed upon enrollment.
- Parents/Learning Coaches of students who are withdrawing from K12 Private Academy must contact their student's homeroom teacher (K-5) or Counselor (6-12) and notify him/her of their desire to withdraw in writing (e- mail or fax).
- The homeroom teacher (K-5) or Counselor (6-12) notifies the Registrar's office of the withdrawal request.
- The Registrar reviews the start date, signed payment and refund terms document, and determines if the student is eligible for refund, stopping payments or continuing to charge payments.
- Applicable refund or payment status change is processed.
- Registrar sends the withdrawal letter and withdraws the account.

Upon withdrawal, Parents/Learning Coaches may be asked to complete an exit interview with their assigned homeroom teacher (K-5) or Counselor (6-12) prior to the withdrawal request being processed. Exit interview information is critical to improving the student experience at the K12 Private Academy. If chosen, families will receive an exit interview via DocuSign as part of the withdrawal process.

## K12 Private Academy – Withdrawal Dates 2025-2026

### FALL 2025

| | Approval Deadline Cohort Start | Approval Deadline 2nd Cohort (late start) | Cohort Start Date | 2nd Cohort Start Date (late start) | Last Day To Drop/ Withdraw for Refund (No W) | Last Day To Drop/ Withdraw for W (Semester) | Semester Course End Date | Full Year Course End Date |
|---|---|---|---|---|---|---|---|---|
| | 7 days BEFORE Classroom Start date | 7 days BEFORE Classroom Start date | Classroom Start Date-Access to courses | Classroom Start Date-Access to Courses | 30 calendar days AFTER Cohort Start Date | 30 instructional days PRIOR to end date | Cohort End Date (~95 day for PA; 90 day for GWU) | Cohort End Date (190 day for PA; 180 day for GWU) |
| August Cohort | 8/1/2025 | 8/15/2025 | 8/4/2025 | 8/18/2025 | 9/3/2025 | 11/5/2025 | 12/23/2025 | 5/11/2026 |
| September Cohort | 9/5/2025 | 9/19/2025 | 9/8/2025 | 9/22/2025 | 10/8/2025 | 12/15/2025 | 2/6/2026 | 6/11/2026 |
| October Cohort | 10/3/2025 | 10/17/2025 | 10/6/2025 | 10/20/2025 | 11/5/2025 | 1/23/2026 | 3/9/2026 | 7/20/2026 |

### SPRING 2026

| | Approval Deadline Cohort Start | Approval Deadline 2nd Cohort (late start) | Cohort Start Date | 2nd Cohort Start Date (late start) | Last Day To Drop/ Withdraw for Refund (No W) | Last Day To Drop/ Withdraw for W (Semester) | Semester Course End Date | Full Year Course End Date |
|---|---|---|---|---|---|---|---|---|
| | 7 days BEFORE Classroom Start date | 7 days BEFORE Classroom Start date | Classroom Start Date-Access to courses | Classroom Start Date-Access to Courses | 30 calendar days AFTER Cohort Start Date | 30 instructional days PRIOR to end date | Cohort End Date (~95 day for PA; 90 day for GWU) | Cohort End Date (190 day for PA; 180 day for GWU) |
| January Cohort | 1/2/2026 | 1/16/2026 | 1/5/2026 | 1/20/2026 | 2/4/2026 | 4/17/2026 | 6/2/2026 | n/a |
| February Cohort | 2/6/2026 | 2/20/2026 | 2/9/2026 | 2/23/2026 | 3/11/2026 | 5/20/2026 | 7/10/2026 | n/a |
| March Cohort | 3/6/2026 | 3/20/2026 | 3/9/2026 | 3/23/2026 | 4/8/2026 | 6/19/2026 | 8/7/2026 | n/a |
| June Cohort | 5/29/2026 | 6/12/2026 | 6/1/2026 | 6/15/2026 | 7/1/2026 | 9/9/2026 | 10/21/2026 | n/a |
| July Cohort | 7/3/2026 | 7/17/2026 | 7/6/2026 | 7/20/2026 | 8/5/2026 | 10/7/2026 | 11/19/2026 | n/a |

## Policy: Reshipping Materials

**Effective Date: August 1, 2025**

**Summary:**

When materials are required for a course, the purchase and shipping of those materials is handled at the time of course enrollment. Occasionally there is a need to reship materials. This policy explains the responsibilities associated with the reshipment of materials.

**Policy:**

If customer encounters missing or damaged item(s), customer is responsible for notifying K12 Sales Support at (salessupport@k12.com) within 30 days of receipt of shipment.

- If the missing or damaged item(s) are a result of a K12 or K12 vendor error, K12 will replace the item(s) at no cost to the Customer.
- If K12 is notified of missing or damaged item(s) after 30 days of receipt of shipment and/or the item(s) missing or damaged is not the fault of K12 or K12 vendor error, customer will be sent a replacement and charged a replacement fee, as well as the cost of shipping the replacement materials.*

**** Customers are responsible for verifying shipment contents per the packing list upon arrival of the materials and will be responsible for paying any applicable shipping fees.***

## Policy: Responsible Use of Technology

**Effective Date: August 1, 2025**

**Summary:**

Technology is at the center of learning at K12 Private Academy. Using technology responsibly keeps the learning environment and the learning process meaningful and safe for all. The following policy describes important expectations and violations related to the responsible use of technology in K12 Private Academy.

**Policy:**

- All students are always expected to be responsible representatives of the school, whether they are on or off campus and whether school is in or out of session. This expectation includes students' behavior in the electronic world.
- Parents/Learning Coaches are responsible for supporting the school's standards when students use Internet resources.
- Failure to adhere to the Responsible Use of Technology Policies or other misuse of the computer or network is a violation of the student code of conduct and will result in disciplinary action.
- Information relating to illegal or inappropriate activities must be reported to a faculty member.
- The Responsible Use of Technology Policies are in effect for as long as students have a valid network account and password, including the summer months and/or any time students use the school's technology resources.
- Students are responsible and liable for maintaining the confidentiality of their assigned passwords and access codes.
    - They agree not to disclose assigned passwords and access codes or allow other people or students to use them or attempt to circumvent the school's security system.
    - Students may not interfere with another user's ability to access K12 Private Academy, disclose anyone's password, or allow them to use another user's account.
- All students will receive a school e-mail account. Students will use school e-mail for all academic work and only for legitimate and responsible communication between students and faculty. Harassing, discriminatory, or otherwise objectionable remarks and any other antisocial activities are prohibited on e-mail. (For further information, see the Student Code of Conduct Policy)
- Students may only access information they have been given permission to use by the owner.
- Malicious use of the network to download, store, or develop programs that embarrass, harass, or are otherwise objectionable to other users is prohibited.

Activities to infiltrate or overburden a computer or computing system and/or damage computer software or a computing system are prohibited.

- Using technology resources to access, purchase, or download products or services that could subject the school's technology to viruses, malicious code, back doors, or other malware designed to harm technology resources are prohibited.
- Encryption of files is prohibited.
- Posting images, video, or audio of any student, visitor, staff member, faculty member, or administrator on the Internet without receiving permission from the individual(s) is prohibited.
- Students must not publicly post their personal contact information (address and phone number), personal messages, websites or blogs, material that is intended for personal gain or profit, audio files or compressed video, any non-instructional files or any material not approved by K12 Private Academy administration.
- Using any recording device, including but not limited to video and digital cameras or camera phones to record videos or take pictures to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator on or off campus at any time is prohibited.
- Unauthorized access to the school's website is strictly prohibited.

## Policy: Student Code of Conduct

**Effective Date: August 1, 2025**

**Summary:**

K12 strives to maintain a positive learning environment where students, families, teachers, and staff are treated with respect and where they respect the personal rights and property of others. All staff members are expected to meet key standards of work performance: achieving committed goals, meeting deadlines, having a positive effect on others, and continuously seeking ways to enhance and improve the school. Students and families are expected to contribute likewise to create the most effective educational environment possible.

**Policy:**
The K12 Private Academy Honor Code is found within the K12 Private Academy Orientation Course (ORN) to be completed by each student and informs students of behavioral expectations. In addition, students enrolled in K12 Private Academy should be aware of the following guidelines and expectations. Communication and interaction with faculty and staff are to be governed by this code of conduct. This code of conduct is applicable to the online school environment as well as for any on-site/in-person school events. Any activity that is not listed here that violates local or country laws is considered a violation of the Student Code of Conduct and Terms of Use.

<u>Failure to follow these guidelines could result in the following:</u>

- A grade of zero points for the specific activity, assignment, or exam which violates the Code of Conduct.
- Failure of the course or courses in question.
- Removal of student access to K12 Private Academy instructional computing resources, which could result in the student's inability to complete learning activities
- Suspension or expulsion from K12 Private Academy and loss of paid tuition
- Involvement with law enforcement agencies and possible legal action

<u>Reporting of Incidents</u>

- K12 Private Academy encourages the individual to escalate harassment or bullying incidents to their teacher and/or School Counselor.
- However, the student is encouraged to go directly to the Executive Director if discussing harassment with other staff members is believed unsuitable.
- The school will take immediate action to investigate complaints of harassment and will take steps to stop it and prevent it from occurring in the future.
- Witnesses to harassment or bullying are responsible to report the behavior immediately to a faculty member or administrator.
- The school will follow up with all administrative files.

## Definitions and Explanations of Behavior That is Covered by this Policy

### Inappropriate Behavior

K12 Private Academy is committed to maintaining a learning environment that is free from inappropriate behavior and harassment. Inappropriate behavior includes the following:

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment: continually posting unwelcome messages to another person or use of threats.
- Posting material that is obscene or defamatory or that is intended to annoy, harass, or intimidate another person. This includes distributing spam mail, chain e-mail, viruses, or other intentionally destructive content.
- Knowingly and intentionally reporting or giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school.
- Intentionally destroying, damaging, defacing, or stealing records or property (whether physical or electronic) owned by the school or school staff
- Exhibiting lewd, indecent, or obscene behavior and/or activity, either in person or online.
- Exchanging personal information between students such as but not limited to email addresses, phone numbers, text, etc.
- Possession, sale, distribution, or use of controlled substances, including alcohol at any school-sponsored event. Students traveling abroad are required to adhere to this policy regardless of local regulations.
- Possession of knives, firearms, lighters, explosives, or any other object used or construed as a weapon at school events.
- Any conduct that disrupts the education process in any environment related to the education process, including but not limited to in person and online.

### Harassment

- Conduct that interferes with an individual's academic or work performance or that creates an intimidating, hostile or offensive environment is prohibited.
- This may come in many forms and include spam (unsolicited emails not pertaining to the course), threatening communications, and offensive communication or interactions of any kind.
- The school does not tolerate harassment or bullying of individuals based on their age, race, creed, mental disability, nationality, physical disability, religion, gender, sexual orientation or based on any other condition or characteristic protected by federal, state, or local law.

- Harassment or bullying of any member of the school's community is considered serious misconduct and will be subject to strong disciplinary action including expulsion.

**Bullying**

- Bullying is defined as a person who willfully and repeatedly exercises power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Acts of bullying can be physical, verbal, and/or psychological and are in violation of the school's Standards of Conduct.
  - Verbal: taunting, making fun of, malicious teasing, insulting, name-calling, making threats
  - Psychological: spreading rumors, manipulating social relationships, coercion or engaging in social exclusion/shunning, extortion, or intimidation
  - Physical: hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact

**Off-Campus Behavior**

- Students are always expected to be responsible representatives of the school, whether online, at an in-person school event or "off-campus" – meaning outside of school activities.
- K12 Private Academy reserves the right to address students and their families whose off-campus interactions have impacted the on-campus community.

## Policy: Transfer Credit

**Effective Date: August 1, 2024**

**Summary:**

Many new K12 Private Academy students come from other public and private schools or from a homeschool environment. K12 reviews and recognizes transfer credit for high school students and recognition of completion of coursework in the lower grades according to this policy. Appropriate documentation of homeschool courses completed requires submission of a Homeschool Portfolio to be appropriately placed in lower grades, or to receive credit for high school level work. Students who transfer in mid-year have specific requirements to submit documentation that will assist in the placement of students into the correct courses and the correct place within those courses.

The Transfer Credit policy also addresses credit for outside courses taken while a student is enrolled in K12 Private Academy, including Dual Enrollment in college courses and supplemental courses taken which may not be offered by K12 Private Academy.

**Policy:**

- K12 Private Academy allows the transfer of up to 18 High School course credits for full-time students, based on credits earned in previous schools, and documented on official transcripts.
- Students transferring from any school are subject to K12 Private Academy's diploma requirements found in this policy handbook. Accreditation requirement is that a student must be full time for their senior (2 consecutive semesters – last two) and a minimum of six total credits earned at K12 Private Academy to be eligible for a diploma.
- An unofficial credit analysis is completed during enrollment to assist in course placement.
- Full-time students must fill out/submit the Transfer Credit Request form (found on the website) and request official transcripts sent to the Registrar's office.
- Official transcripts are analyzed by the Registrar's Office, and students will receive notification of transfer credit decisions and posting of credits.
- Official transcripts from other institutions that have been presented for admission or evaluation become part of the student's academic file and are not returned or copied for distribution.
- Honors, AP®, and Dual Enrollment courses taken outside of K12 Private Academy will be weighted using K12 Private Academy's grading scale (.5 for honors and 1 point for AP®/DE).

**Mid-Year Enrolling Students**

- For students in grades K-8 enrolling in the mid-year term, prior school records must be submitted to the Admissions department prior to placement in the first or second semester of the curriculum.

- High school students enrolling in mid-year (not at the start of a term) can be placed into courses which are in progress, if there are still 8 weeks left in the term, per accreditation requirements. If there are less than 8 weeks remaining, the student will need to be placed into the next cohort.
- Enrollment will need to be delayed to the next cohort start date if the required school records are not submitted prior to the desired cohort start date. This helps to ensure that students will be placed correctly and will be successful in the curriculum.

**Homeschool Portfolio Credit**

- Students enrolled in K12 Private Academy may be offered credit for previous homeschool or independent study courses that are consistent with the high academic standards and policies of the school. The school recognizes the value of supervised independent study to enrich students' academic experience.
- Families should submit detailed documentation or student assessment documents as part of their request.
- K12 Private Academy will carefully evaluate and assess the student's previous homeschool or independent study work to determine how that work may be accepted as Upper School credit.
- Parents and students should review the Homeschool Portfolio Evaluation Form
- Families can discuss requirements for an acceptable homeschool portfolio with the Registrar.

**Dual Enrollment Credit**

The following stipulations should serve as a guideline for accepting credit under dual enrollment for K12 Private Academy:

- K12 Private Academy has a consortium agreement with select colleges and universities for dual enrollment. Taking courses through our consortium can streamline the process and give students access to additional support that may not be available to students seeking dual enrollment from outside programs.
- Students should notify K12 Private Academy prior to enrollment in the concurrent program.
- A pre-approval form is required for any program other than our consortia agreement.
- Students seeking dual enrollment will need to provide a course description that includes the credit value that will be earned for approval.
- The number of credits awarded for each college course taken will be determined on a case-by-case basis. Typically, three or four (3) college credits equate to one (1) K12 Private Academy Credit
- Only credits that count toward the K12 Private Academy diploma will be awarded on the official transcript.
- An approved dual enrollment course will earn a student one (1) K12 Private Academy credit and a 1-point GPA bump.

- Students should be aware that dual enrollment will not always count as college credit at other post-secondary institutions. Students should check college policies on transfer credits.

**Transfer Credits Taken While Enrolled**

- Fully matriculated full-time Upper School students must request pre-approval prior to taking courses outside of K12 Private Academy if they intend to transfer credits back into the school.
- Interested students should discuss this with their Counselor and fill out the Credit Acceptance Form.

**Transferring Credits Taken with K12 Private Academy**

- Course credits earned at K12 Private Academy are transferable at the discretion of the receiving school. Typically, schools accredited by one of the six major accrediting bodies will accept credits from other schools accredited by those same organizations.
- It is the right of each school to award or deny credit transfer based on its policy.
- Students who are taking one or more courses at K12 Private Academy who wish to transfer credit to another school of record are encouraged to gain pre-approval for these courses. Students can fill out a Credit Acceptance Form to take back to the school of record to verify credit acceptance prior to enrolling.