



## **K12 FLORIDA LLC ACADEMIC INTEGRITY POLICIES AND PROCEDURES AND ROLES OF PARENTS FOR SUPERVISION AND INSTRUCTION**

Unless directed to use district policies instead, these policies and procedures will be applied in district Virtual Instruction Programs which are receiving virtual instruction services from K12 Florida LLC (“K12”). These policies and procedures will also be recommended for adoption by boards of virtual charter schools which have contracted with K12 for virtual instruction program services.

### **Integrity in Assessments and Assignments**

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about a student’s progress toward mastery. This information is helpful only when accurate. It can be accurate only if the assessment represents the student’s work alone. Unless otherwise instructed by a teacher or by a specific assessment, students are expected to honor the following principles while taking assessments:

- The student alone will take assessments.
- Students will not copy or redistribute any part of an assessment in any way—electronically, verbally, or on paper.
- Students will treat the assessment as “closed book”—meaning that they may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless the teacher or the specific assessment otherwise instructs (for example, a teacher may allow students to specifically reference certain pages in a book as part of the assessment).
- Students will treat the assessment as “single browser”—meaning that during the assessment they may not log in a second time to their course, or open course or related materials on another browser on another computer or device.
- Answers will represent only the student’s work, free of any outside assistance.
- The student will not plagiarize in any way.
- Students will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

Student written work should be completely free of plagiarism. Plagiarism is copying another person’s work without providing direct reference to the author, original print material or website. Put simply, always give credit where credit is due. Students should ask their teachers if they have questions regarding citing sources. Web tools that check for student plagiarism are used regularly.

Unless the teacher or specific directions inform students of exceptions, they are expected to follow these principles while taking assessments and completing written assignments. Only by honoring these principles can they assure both academic and personal integrity.

## **Plagiarism**

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying, paraphrasing or summarizing another person's work without citing that source.
- Using material, including photographs, from the Internet or any other source and representing as your own, even if you have changed some of the words.
- Having someone else write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.

### *Consequences of Plagiarism*

First offense– The student and parent will attend a conference with the school administration and teacher. The student will not receive credit for the plagiarized assignment. The student will be allowed to complete the assignment for a possible 50% of the original points.

Second offense– The student and parent will attend a conference with the school administrator. The student will not be allowed to rewrite the assignment. A score of “0” will be entered as a grade.

Third offense– Recommended dismissal from the school to the school district.

## **Attendance Policy**

As required by Section 1002.45(6)(a), F.S. and as agreed to in the Assurances in our virtual instruction provider renewal application, each student enrolled in a district virtual instruction program served by K12 or virtual charter school that K12 provides management and/or instruction services to must comply with the compulsory attendance requirements of Section 1003.21, F.S. Each parent of a child within the compulsory attendance age is responsible for that child's attendance as required by law. The FLDOE requires all public schools to record a minimum of 180 days of attendance or a minimum of 720 hours for students in kindergarten through third grade and 900 hours for students above third grade. The school is obligated to keep an accurate record of school attendance.

The faculty and staff of K12 virtual charter schools and district virtual instruction programs firmly believe that a good attendance record is essential to academic and work place success. The correlation between attendance and grades is so strong that every effort must be given to maintaining good attendance. State attendance requirements also affect grade level promotion opportunities and truancy issues. Students are expected to comply with the school/program attendance policy beginning with their first day of enrollment. Attendance and progress are prorated for students who enroll after the official first day of school.

Each virtual instruction program or virtual charter school served by K12 will keep an accurate record of student attendance on a regular and ongoing basis. Teachers and administrators will verify and confirm the recorded attendance. They will do this by checking participation metrics such as student login data; lessons, assignments, projects and assessments completed; kmail and phone records; and student participation in synchronous and asynchronous instruction. Each virtual instruction program or virtual charter school served by K12 will maintain attendance records and provide attendance information to the applicable school district(s) for verification as required by Section 1002.45, F.S. and state-required reporting to FLDOE Automated Student Information

System during Survey 5.

Attendance applies to students enrolled in virtual instruction programs or virtual charter schools served by K12 in the form of regular logging in and participation in the educational activities of their courses. Student attendance requirements at Class Connect sessions will follow guidelines in the respective virtual instruction programs' and virtual charter schools' handbooks. Attendance time can occur at any time during the day and on any day of the week within the school calendar. Upon teacher approval, students may school on non-instructional days or substitute vacation days during a marking period as long as they are schooling adequate hours and completing coursework. Parents are to log attendance hours daily in the applicable learning management systems for grades K-12 (Online School (OLS) for grades K-8/Online High School for grades 9-12).

Kmails or telephone calls from the Learning Coach are required before or after an absence and the work shall be made up within a reasonable time period during the marking period. Administration reserves the right to request a doctor's note for 3 or more days out of school.

### **Student Information Changes**

Parents are required to notify their teacher immediately of any change in pertinent information (e.g., name, mailing and/or shipping address, phone number, emergency contact, responsible adult, or court order designating a change in guardianship, etc.) This information is part of each student's educational record and must be kept current.

### **Student Work Samples/Semester Tests**

Parents are required to maintain samples of student work for accountability purposes. Work samples are a tool that teachers utilize to assure adequate educational progress. Each family will be supplied a list of the required work samples that are to be submitted to a child's teacher on a regular basis. Students failing to submit work samples will be considered non-compliant. Work samples and semester tests will not be returned to families. Teachers will provide families with submission guidelines. Submitting work samples as requested will count towards a percentage of each student's final grades. Any work assigned to students that is not collected should also be kept until the end of the school year in case a class portfolio is needed for grade recovery.

### **Individualized Learning Plans**

Teachers will develop Individualized Learning Plans (ILPs) at the start of the school year as outlined in the School Handbook (Florida Virtual Academies (FLVA)) or Learning Coach Success Guide (district virtual instruction programs). The ILP will outline the student's progress goals and relevant support interventions. The ILP will be reviewed and updated as needed to ensure that students are meeting expectations, and if not, that appropriate supports and interventions are put in place to assist the student in meeting state standards and personal academic goals.

### **Computer and Internet Requirements**

Each family will be required to have a computer system that meets the minimum specifications necessary to access the K12 OLS/Online High School. Families must also have Internet access in order to participate in the school. In certain cases based on financial need, a family may be eligible for a computer loan and reimbursement for Internet service.

The learning coach or mentor needs to have at least basic computer skills. Use of the computer is an important part of the program, but in the early grades it is mostly the parent (or other responsible

adult) who interacts with the computer. The program is user-friendly.

### **Parent/Teacher Conferences**

Parents are required to participate in scheduled conferences. The date and time of the conference will be arranged at a mutually agreeable time. Teachers will conference with the parents and students. The teacher will determine with the family whether conferences will be held via phone, Class Connect, or both. There are times that the teacher may deem it appropriate for face-to-face conferences. Face-to-face conferences will be conducted at a public place, like public libraries, local community centers, etc. Parents are required to keep all scheduled conferences, or provide a 24 hour notice if a cancellation is necessary and reschedule a new appointment (at the time of cancellation). Failure to participate in the conference may result in implementation of the non-compliance procedure.

### **Parent Involvement**

K12 virtual charter schools/virtual instruction programs encourage all parents to become involved in school/program activities sponsored in their geographical area in order to help develop a stronger education community. Many opportunities for involvement are provided through K12 virtual charter school/virtual instruction program sponsored events such as parent trainings, student outings, meet and greet sessions, and Graduation/End-of-the-Year events.

### **Progress Reports and Report Cards**

The OLS/Online High School offer an on-going report of a student's academic progress and attendance information. A parent may log on to these learning management systems at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, they may print a copy of the progress and attendance screens in the applicable OLS/Online High School account for the student. Report cards are issued by teachers via Kmail according to virtual charter school or school district (for district virtual instruction program) requirements as applicable, a minimum of once per semester.

### **School Property**

K12 virtual charter schools/virtual instruction programs provide materials, books and other curricular supplies. These materials are school/program property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student while enrolled in the K12 virtual charter school/virtual instruction program.

### **Missing Materials**

K12 virtual charter schools/virtual instruction programs provide students with complete sets of materials for each subject. Families are provided with a packing list for each subject, and it is the responsibility of the parent/responsible adult to check the packing list against the items shipped. If items are missing, the parent/responsible adult is responsible for notifying K12 Inc. within two weeks of receiving the materials so that a missing materials report can be submitted to have the item provided. Missing materials that are reported mid-year may be considered lost materials and could result in charges to the family for replacement.

Lost or Damaged Materials - Materials that are lost or damaged should be reported to K12 as soon

as possible. The parent/responsible adult may be responsible for the cost of replacing lost or damaged materials. All K12 provided materials must be treated with the utmost care.

### **Consumable Materials vs. Returnable Materials**

At the beginning of the school year, parents/responsible adults will be provided with a list of returnable items. All items on the returnable list cannot be written in and must be returned. It is suggested that families keep the boxes they receive. Boxes will not be supplied for reclamation of any materials. K12 will arrange for pick-up of these materials at the end of the school year. The parent/responsible adult will be responsible for the replacement cost of items on the list that are not returned. Consumable materials are not required to be returned.

**PLEASE NOTE:** When a student withdraws prior to the end of the school year, all items, regardless of condition, must be returned. This includes student and teacher printed pages. Exceptions for liquids and certain consumable items may be specified in the reclamation process.

### **Optional Outings**

K12 virtual charter schools will sponsor optional outings for students and families on a regular basis that enhance the K12 curriculum/learning activities. While attendance is not mandatory, it is an opportunity to meet other school participants, have conversations, share practices that work and academic enrichment. While credit for student outings is not offered in lieu of the regular curriculum, time can be counted as supplemental activities hours in the OLS.

Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

K12 virtual charter school parents and students are expected to conduct themselves appropriately at all optional student outings. Parents /guardians are responsible for the supervision of their children at all times and must attend outings with their students.

Any person who is a registered sex offender shall not attend K12 virtual charter school outings.

For students enrolled in some K12 district virtual instruction programs, K12 and the districts sponsor opportunities for families to get together and meet instructors and other families throughout the school year. Monthly newsletters with both virtual and face to face events will be sent via Kmail. K12 also offers National Virtual Student Clubs on a variety of topics. Club information will be communicated out with dates and times via Kmail.

### **Withdrawal from K12 Virtual Charter Schools/District Virtual Instruction Programs**

Parents who decide to withdraw their student from K12 virtual charter schools are required to communicate their intentions to their assigned teacher prior to the withdrawal. When a family withdraws a student from the virtual charter school for whatever reason, it is the parent's responsibility to report to the local school district to enroll and/or declare their intentions to participate in traditional home school, enroll in private, or another public school. The K12 virtual charter school will also notify the district stating that the student has withdrawn from the school and identify the new school if that information is known. The supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments.