



INTERNATIONAL
ACADEMY

Student/Parent Handbook

2010-2011



unleash the xPotentialTM

K¹² International Academy
2300 Corporate Park Drive
Herndon, VA 20171
USA

phone	1-888-iCademy (422-3369)	+1-703-436-3318 (Outside of the U.S.)
fax	1-866-467-6190	+1-703-436-3499 (Outside of the U.S.)
e-mail	iCademy@K12.com	

Dear Students and Parents,

Welcome to the K¹² International Academy!

The K¹² International Academy is a private, diploma-granting school, serving students in grades K–12 from the U.S. and around the world. We use the widely acclaimed, market-leading curriculum and programs from our parent company, K¹² Inc., to help parents tap into the unique, individual potential of their children. In fact, this focus on the individual needs of students internationally is why we often refer to the K¹² International Academy as the “iCademy™.”

While the K¹² International Academy is new on the scene, K¹² is not. The K¹² curriculum and learning programs are in place at online academies throughout the United States, serving tens of thousands of students this year alone. With more than 1 million online course enrollments over the past several years, K¹² is known for bringing a world-class education to all kinds of minds, without geographic barriers.

Exceptional, engaging curriculum

The K¹² curriculum is created by some of the finest minds in education, including reading specialists, biologists, mathematicians, and artists. Working with exceptional designers and writers, these experts make learning come alive by combining the best research about how minds work with rich, engaging content.

Professional, experienced support

K¹² has dedicated its most experienced and qualified team members to the iCademy to provide extensive support for families. You will be well cared for through the extended efforts of the “xTeam” composed of teachers, advisors, counselors, enrollment and placement coordinators, and customer service and technical support representatives.

Caring family community

Around the world, K¹² families form local, national, and international communities support, advise, and befriend one another. When you enroll in the K¹² International Academy, you join a support network of more than 40,000 friends.

Flexible, individualized school experience

We at K¹² believe that all children should be able to reach their “xPotential”—their unique, innate, personal possibility. The K¹² International Academy will focus on that goal for your child.

We hope that you will join the growing number of K¹² families who are determined to let their children learn without barriers.

Best regards,

Darby Carr

Headmaster, K¹² International Academy

Table of Contents

Statement of Purpose

Our Beliefs	3
Our Mission	3
Accreditation	4

Instructional Model

The Curriculum	5
The Technology	6
The Community	6
The Students	7
The Parent (or other responsible adult)	7
The X-Team	7
Enrollment Coordinators	7
Teachers	7
Advisors	8
Guidance Counselors	8
Customer Care Representatives	9
Technical Support Representatives	9
Part-time Options	9

Enrollment and Admissions

Admission and Entrance Requirements	9
Admission Appeal Process	10
Anti-discrimination Policy	10

Academic Policies

Calendar	11
Course Placement	12
Individualized Learning Plan (ILP)	12
Transfer Credits	12
Course Changes	13
Pacing and Communications	13
Teacher Conference Calls	14
Attendance and Truancy Policy	14
Illness/Extended Inability to Participate	15
Withdrawing from Classes	15
Assessment and Grading	15
Grading Procedures	16
Course Credit	17
Course Failure and Repeat Credit	17
Grade Point Average	17
Determining Class Rank	17

Course-level Promotion	18
Transcripts	18
Graduation Requirements	19
Work Sample Policy (K–8)	19
Reports to Parents	19
Student Records	19

Standards of Conduct

Use of Copyrighted Materials	20
Academic Integrity, Plagiarism, and Cheating	21
Source Citation	21
Monitoring	21
Drug-free Schools	21
Accountability	21
Inappropriate Behavior	22
Bullying	22
Student Internet Safety	22
Network Etiquette	22
Objectionable Materials Policy	23
Harassment Reporting	23
School-sponsored Publications and Productions	23

Indemnification Provision 23

Resources and Support

Contact information	24
---------------------	----

Tuition

Full-time Tuition	24
Part-time Tuition	24
Withdrawal and Refund	25
Account Suspension/Termination	25

Required Signature Page 26

Appendix

Minimum Computer Specs	27
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Our Vision, Mission and Beliefs

Our Vision

At the K¹² International Academy, our **vision** is to create a global community of students, teachers, parents, and mentors connected through technology and dedicated to developing the unique character and intellect of each student, thereby laying the foundation for his or her success in life.

Our Mission

The K¹² International Academy is committed to bringing individualized learning to various 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 xPotential—their unique, innate personal possibility

Our Beliefs

At the K¹² International Academy, we believe in:

- Individualized learning—for every individual throughout the world
- Giving parents meaningful ways to be involved in their children's education
- The mastery of concepts and skills being possible for all kinds of kids—not just the “best and brightest”
- Outstanding teacher engagement
- Rich, engaging curriculum content that gets kids into learning, so learning gets into them
- High-touch counseling and support to complement learning
- Using 21st-century tools to prepare 21st-century students
- Helping students achieve their personal goals vs. imposing goals upon them
- The need to develop children's character, not just their minds
- Being directly accountable and responsive to all of our families
- An unyielding passion to shape our children's lives and that it is our greatest strength

Accreditation

K¹² International Academy is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), an accreditation division of AdvancED (Advancing Excellence in Education), and is also officially recognized by the Commonwealth of Virginia as an accredited institution.

Founded in 1895, SACS CASI accredits more than 13,000 schools and school systems throughout the United States and overseas. AdvancED is the parent organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). AdvancED is the world's largest education community and currently engages 27,000 public and private schools and districts across the United States and in 65 countries worldwide and educates 15 million students.

The K¹² International Academy is also recognized by the Commonwealth of Virginia as an accredited, diploma-granting institution on the authority of the Virginia Council for Private Education (VCPE).

VCPE oversees the accreditation of private preschools, elementary, and secondary schools in the Commonwealth, guaranteeing the transfer of student credits from a state-recognized, accredited private school to a public school, as well as ensuring recognition of teacher licensure credits for time served in an accredited private school.

As noted by AdvancED, the accreditation process breeds a culture dedicated to excellence, and always striving for greatness. Accreditation is about making the quest for excellence a habit; it's about being the best a school can be on behalf of the students it serves.

Learn More

Learn more about **VCPE** at www.vcpe.org

Learn more about **SACS CASI** at www.sacscasi.org

Learn more about **AdvancED** at www.advanc-ed.org

Also, student athletes can visit the NCAA website for information on NCAA eligibility and approved courses. Please use CEEB code 471067 when looking for approved K¹² International Academy courses. Additional questions can be directed to the student's school counselor.

Program Overview

The experts at K¹² have defined instructional models for K–8 and high school after extensively researching optimal learning environments for children of all ages and academic levels. Key components of our program include the following:

- Curriculum
- Technology
- Community
- Student
- Parent/Learning Coach/Mentor
- The “xTeam”
 - Enrollment Coordinators
 - Advisor
 - Teachers
 - Guidance Counselors (for grades 7–8 and high school students)
 - Customer Care Representatives
 - Technical Support Representatives
- Part-time Options

The Curriculum

The K¹² curriculum offers rich, challenging, and engaging content. Hands-on materials, including textbooks, CDs, videos, and hands-on manipulatives, complement online interactive elements of the overall schooling experience to cater to different learning styles and to maximize the learning objectives.

K–8 Curriculum

Throughout our K–8 course offerings, you will find certain recurring themes that build on the previous grade’s teaching and weave an ever-richer tapestry of knowledge. Our individualized approach means your child can go as fast or slow as he or she needs to. And with more than 700 lessons per subject, he or she can delve deeply into specific areas of interest.

Each lesson is created by a team of experts at K¹², using tried and true educational approaches for instruction across six core courses—Language Arts/English, Math, Science, History, Art, and Music. The lesson plans for each subject are integrated, so your child may be reading literature from the same time period as the art or history lesson he or she is studying—what begins as a story about a king who lost his wife may end up as an examination of the architecture and history of the Taj Mahal, built as a monument to a queen.

Finally, the K¹² curriculum brings lessons to life with a rich mixture of on- and offline teaching tools, including interactive animations, award-winning printed books with beautiful illustrations and narratives, original CDs and videos, and materials for hands-on experiments. Lessons are followed by assessments, so parents can be sure that their child has mastered a particular area before moving on, and built-in planning and progress tools make it easy to keep on track.

High School Curriculum

K¹² International Academy provides more than 90 high school courses designed to help students earn their high school diploma, find their own path, and follow it to post-high school success—whether that’s in college or in the workforce. K¹² International Academy offers Math, English, Science, and History courses in **multiple versions—Core, Comprehensive, Honors, Remedial, Credit Recovery and, where applicable, Advanced Placement® (AP®)**—to meet the needs of diverse learners. Students can also take up to four levels of world languages (depending on the language), and choose from a variety of electives, including anthropology, Web design, and digital photography.

Unlike other programs where a student must already be committed to a particular “academic path,” the K¹² program allows students to chart their own course, choosing from among four levels of courses to match their aptitude and goals. So, if a student excels in Math and Science, he or she may take all Honors/AP courses in those subjects, while choosing from among the Core and Comprehensive English and History courses. These multiple course levels prevent a student from being “locked in” to one level of a particular subject, and they account for natural progress and growth.

The Technology

K¹² offers a suite of robust, easy-to-use tools that give you the freedom you want, and the structure you need. The tools include a K–8 learning management system, often referred to as the Online School (OLS), as well as a high school Learning Management System, and TotalView/MyInfo, a central online location for communications between teachers/advisors, parents, and students.

The state-of-the-art K¹² tools help students organize their time, complete the online lessons, and stay connected to what’s going on at the iCademy. Students can also submit assignments, connect with teachers, get extra help when they need it, and participate in clubs and activities—all online. Additionally, the technology also enables K¹²-monitored, interactive course discussions and enhanced functionality for clubs and activities. Parents and students have access to their own online accounts and can log on at any time to view reports of student academic progress and attendance.

Technology Requirements

Students enrolling in the K¹² International Academy must have Internet access, preferably high-speed (though dial-up speed (56Kbps) is acceptable). Students must supply their own computers and peripheral devices (printer, scanner for certain courses). To access the online portion of the K¹² curriculum, computers must meet the **minimum hardware and software specifications** listed in the appendix of this handbook.

The Community

There are plenty of opportunities to interact with student and parent comrades and to stay connected throughout your learning journey. From student bulletin boards and school art competitions to a variety of online clubs and activities, K¹² gives you plenty of ways to share ideas and experiences with fellow students. We are committed to connecting students to students and families to families. The K¹² International Academy is a vehicle to create new friendships and to socialize in a vibrant virtual community.

Student Activities

Student activities have become an increasingly important part of the school community for the K¹² International Academy, and they are established based upon student interest. Students in the greater K¹² community participate in student government/council, join book or chess clubs, visit online coffee shops where students can share their original/favorite poetry or music, or participate in a science club or an online school newspaper. Most clubs are offered at various grade levels. This provides opportunities for staff leaders to tailor the activities and ensure all students are comfortable participating. We are continuously evaluating and adding clubs and activities that are of interest to our students. Feel free to make a suggestion.

The following clubs are offered by the K¹² International Academy:

- Student Government
- Student Ambassadors (Peer Mentoring)
- Literature Lovers Club
- Newsletter Club
- Photography Club

- Speech and Debate Club
- Art Club
- Chess Club
- Flix Clique (Movie Club)
- International Club

The Students

Students are expected to participate in school on a daily basis. Student performance on assessments as well as interests and college/career goals will provide the framework for the development of an individualized learning plan for every student.

The Parent (or other responsible adult)

The parent (or other responsible adult) role is different for K–8 and high school. In K–8, you as the parent (or other responsible adult), working in conjunction with a certified teacher, serve as a “Learning Coach” to your student, helping to facilitate progress through the daily lessons and working to modify the pace and schedule according to your child’s needs. One certified or licensed teacher is assigned to your student and communicates with you through e-mail, telephone, online web meetings, and physical meetings. A suggested lesson plan is provided to you each week and it updates automatically as your child progresses.

In our high school program, students have one subject-specific teacher for each subject studied, and these teachers are responsible for reviewing all student work and providing instructional feedback. The teachers work together on a teaching team, and employ a cooperative team-teaching approach. This method allows you as the parent to focus on serving as a mentor and guide to your child to help him or her achieve academic excellence.

The “xTeam”

The K¹² International Academy has developed a team structure with the purpose of delivering end-to-end support to students and parents. The team is tasked with guiding students and parents on a personalized journey to success—in short, they are here to ensure your child reaches his or her xPotential. Members of this support team include the following:

- Enrollment Coordinators
- Advisors
- Teachers
- Guidance Counselors (for grades 7–8 and high school students)
- Customer Care Representatives
- Technical Support Representatives

Enrollment Coordinators

The enrollment coordinator is the primary contact prior to enrollment for all students and families and is responsible for all questions concerning the admissions process, including all financial-related issues. Shortly after payment is received, parents are contacted by a placement counselor who is a member of a specialized team that reviews placement test results and transcripts and hosts a conference with parents and students to ensure the course selection in the highly acclaimed K¹² curriculum is the best fit for the student.

Teachers

In K–8, our certified teachers are assigned to your child(ren) and communicate with you on a regular basis through e-mail, telephone, and online. Teachers remain involved to help with teaching techniques, pacing issues, comprehension challenges, positive reinforcement techniques, and other facets of the instructional experience.

The K¹² high school courses are taught by teachers specifically experienced in their respective subjects. They grade students' assignments and assessments, respond to student questions via e-mail or phone, conduct online tutorial sessions to reinforce difficult topics, and conduct online "office hours" to allow students to "drop in" with questions. With qualified, experienced teachers at the helm, parents don't need to worry about having their own expertise in high school subjects.

Contact a teacher any time

The primary role of all our teachers is to make your child(ren)'s education as successful as it can be. The teachers are available each school day to answer questions, address issues, and provide support. If they are not available immediately, they respond with a call or e-mail within 24 hours during the school week.

Advisors

In general, advisors are assigned to families of high school students and will be the primary point of contact for students and parents with regards to non-instructional issues. In our K–8 model, the teacher performs the duties of the advisor. Advisor responsibilities include, but are not limited to, the following:

- Acting as the primary and first point of contact for students and parents after the completion of the admissions and placement process
- Creating an Individualized Learning Plan (ILP), a personalized curriculum program assembled to meet each student's individual needs and learning objectives, in consultation with the student and parent
- Conducting regular calls with the student and parent/learning coach/mentor to check progress as it relates to the ILP and recommending course changes if necessary
- Partnering with teachers to provide regular progress updates and monitor attendance
- Working with students and parents who need support with technical or materials issues to put them in touch with the appropriate resources to resolve the problem

Guidance Counselors

In grades 7–8 and high school, students and parents have access to a trained school counselor for assistance in developing college and/or career plans and in making decisions throughout the school years. It is the school counselor's job to help students make choices that will be good for them, especially regarding:

Academic Concerns—choosing courses suited to a student's needs, abilities, achievement levels, and future goals.

Personal Concerns—exploring feelings about themselves, their values, and their relationships with their families, friends, or school.

Counselor responsibilities include, but are not limited to:

- Counseling students toward future career and college paths
- Helping students navigate college and career planning resource tools
- Identifying requirements for college admissions or career preparation
- Facilitating relationships with colleges throughout the United States
- Organizing student and parent orientations at the beginning of each semester
- Providing support for at-risk and struggling students

Customer Care Representatives

Advisors may direct families to a customer care representative who is able to assist with material kit questions, username/password inquiries, and shipment issues. Additionally, the customer care team can provide assistance with using the various tools and systems that are a part of the K¹² International Academy.

Technical Support Representatives

Advisors may direct families to a technical support representative who is able to assist with any technical issues.

Part-time Options

The part-time program at the K¹² International Academy is very flexible to meet the diverse needs of students throughout the world. Students can take up to three individual courses from the full K¹² catalog of courses from kindergarten through high school. Each of these courses is led by a teacher and comes with a certificate of completion to enable the student to earn credit at his or her regular school (see Enrollment and Admissions section for more information about obtaining credit).

Part-time enrollees enjoy the same curriculum, the same teacher support, and the same online school platform. Assignment of an xTeam is reserved for full-time students only.

Enrollment and Admissions

Admission and Entrance Requirements

The K¹² International Academy will admit students with approved applications and fully processed payments during regularly scheduled enrollment periods. Parents of enrolling students must agree to the Payment and Refund Terms as well as provide documentation exhibiting proof of age for the student. Enrollment forms, as well as the K¹² International Academy's Payment and Refund Terms can be found on www.K12.com/int.

Full-time Students

Full-time students attend K¹² International Academy as their primary school. The high school program of study is for students who intend to receive a high school diploma. Full-time K-8 students take six courses per semester, and full-time high school students typically take five or six courses per semester.

The following documents are required for a full-time student to be successfully enrolled in the K¹² International Academy:

- K¹² International Academy enrollment form via EPR
- Placement tests (required for 1st through 9th grade students)
- Payment and Refund Terms
- Release of Records
- Signed Handbook Page
- Transcript, if high school (not required for first year 9th grade students; use report card and placement test)
- Birth Certificate or other acceptable proof of age
- Students must meet the following age guidelines
 - must be 5 years old by September 1—children below the age of 5 will be handled on a case-by-case basis and will require approval from the Admissions Director
 - must be at least five years old and no more than 21 years old on or before September 1

Part-time Students

The following documents are required for a part-time student to be successfully enrolled in the K¹² International Academy:

- K¹² International Academy enrollment form via EPR
- Placement tests (optional for 1 through 9th grade students)
- Payment and Refund Terms
- Signed Handbook Page
- Birth Certificate or other acceptable proof of age
- Students must meet the following age guidelines
 - must be 5 years old by September 1—children below the age of 5 will be handled on a case by case basis and require approval from the Admissions Director
 - must be at least five years old and no more than 21 years old on or before September 1

Getting Course Credit

We know how important it is for students to receive the credit they deserve for completing part-time coursework at the K¹² International Academy. If a student is enrolled full-time in another school, however, that credit must be issued by the school or school district in order to be applied to his or her transcripts. But the K¹² International Academy can help make this happen.

Although it's certainly not required, we recommend that you secure approval from your school or district before enrolling in the course, to ensure that they will accept the credit on your transcript. We have a standard pre-approval form that you can use to submit this request for approval. We recommend that you bring this completed form to your guidance counselor, who should be able to advise you regarding any additional steps that would need to be completed before beginning the online course. Following completion of your iCademy course, the K¹² International Academy will issue an official certificate of completion with your final grade(s) shown, which you can then supply to your school or district contact to receive full academic credit.

Part-time students in K–8 will receive an official certificate of completion, with final grade shown, which can be used as “proof,” where needed, that the student completed a teacher-led online course at the K¹² International Academy.

Admission Appeal Process

Any applicants who are denied admission and wish to appeal the decision may do so by submitting a letter of written appeal to the K¹² International Academy Admission Appeal Committee. The Committee will review all written appeals to determine whether a student is eligible for admission due to special circumstances. Parents/guardians will be informed of the appeal decision no later than 30 calendar days after K¹² International Academy receives the written appeal. All K¹² International Academy appeal decisions are final.

Anti-discrimination Policy

The K¹² International Academy does not discriminate, exclude from participation, or deny the benefits of an educational program or activity for which the Academy is responsible on the basis of race, color, religious preference, or national origin.

K¹² International Academy complies with the American Disabilities Act of 1990.

Academic Policies

Calendar

Students in the K¹² International Academy will be grouped into cohorts. Cohort start and end dates are as follows:

COHORT START DATES	DURATION	SEM 1 START	SEM 1 END	SEM 2 START	SEM 2 END
08/23/10	87 school days	08/23/10	01/14/11	01/18/11	06/07/11
09/07/10	90 school days	09/07/10	01/28/11	02/01/11	06/17/11
10/04/10	90 school days	10/04/10	02/25/11	03/01/11	07/14/11
11/01/10	90 school days	11/01/10	03/30/11	04/01/11	08/18/11
01/18/11	90 school days	01/18/11	06/07/11		
02/01/11	90 school days	02/01/11	06/21/11		
03/01/11	90 school days	03/01/11	07/19/11		
04/04/11	90 school days	04/04/11	08/18/11		

The K¹² International Academy will observe the following American holidays in 2010/2011:

July 5, 2010
 September 6, 2010
 October 11, 2010
 November 24, 2010
 November 26, 2010
 December 20–December 31, 2010 (school resumes January 3)
 January 17, 2011
 February 21, 2011
 April 18–April 21, 2011 Spring Break (school resumes April 26)
 May 30, 2011
 July 4, 2011

Students may complete schoolwork during school holidays, but teachers will not be available on those days. The K¹² International Academy recognizes that students and families, whether living in the United States or any other country, may require holidays in addition to the official school holidays. Students in the Academy should inform their teachers of any additional holidays that they will be observing, with as much advance notice as possible, so that lesson schedules and assignment due dates can be adjusted as necessary. Approval for additional holidays will not be withheld, provided students are able to complete all required coursework by the end of the school semester.

* Limited high school courses offered. Please contact an enrollment coordinator at 877-512-7748 for complete details.

** Indicates cohort start dates for students in K–8 only. The next available start date for high school students begins in January 2011.

Course Placement

Course placements in the K¹² International Academy are made in cooperation with school administration, teachers, parents, and students.

Grades K–8

In grades K–8, students are expected to take placement tests in math and language arts (except kindergarten) to help inform placement decisions in these courses. Once placement tests are completed, parents will be expected to participate in a placement conference to determine appropriate placements for students. Many points of reference are used in deciding placement in math and language arts courses, including, but not limited to, placement test scores, prior school grades, and parental input. Although parental input is an important part of the placement decisions, the K¹² International Academy reserves the right to make final placements for students.

Full-time K–8 students take four to six courses. Four courses must be in the core subjects—math, language arts, science, and history. The remaining two courses are selected by the parent/student from the list of available electives (see course catalog), including art, music, and world languages.

Grades 9–12

Students entering the 9th grade are expected to take placement tests in math and language arts to help inform placement decisions in these subjects. Once placement tests are completed, parents and students will be expected to participate in a placement conference to determine appropriate courses for students. Many points of reference are used to determine the course selection for high school students, including, but not limited to, placement test scores, prior school grades and courses, graduation requirements, and student and parental input.

Full-time 9–12 students typically take five courses but can choose four to six depending upon individual needs and credit progress toward graduation requirements. Most of the courses for students in 9th and 10th grades are from the core subjects while 11th and 12th grade students have more flexibility to take electives (see course catalog).

Individualized Learning Plan (ILP)

According to research on how students learn, students who have clearly identified their academic goals (in writing) are more likely to achieve academic success than those who do not have a goal or who have not committed it in writing. The K¹² International Academy uses an Individualized Learning Plan (ILP) for each student in order to involve the parent, student, and the Academy staff in the academic goal-setting process. The ILP is designed to assist with organizing the student's academic workload and to help articulate academic goals, including post-secondary goals for college and/or career. The development of the ILP is a collaborative team process involving the student, parent, Academy staff, advisor, and school counselor. The ILP will help to formalize achievement test results, K¹² course sequencing, and other resources and academic planning that may assist the student in achieving his/her academic goals.

Transfer Credits

Grades K–8

No transfer credits will be granted for students grades K–8. All K–8 students are required to take four courses each semester, regardless of prior course completion.

Grades 9–12

For full-time students, the K¹² International Academy will consider accepting credits earned at other institutions when an official transcript has been received. Transfer credits are awarded on a case-by-case basis. Transcript analysis will sometimes require further research and contact with prior institutions to determine eligibility of transfer credits. International records may require translation and/or evaluation prior to being considered for transfer credits. 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.

Course Changes

Course changes in grades K–12 will be made on a case-by-case basis. Students wishing to change courses within the first 21 calendar days of the semester may do so without penalty. After this time period, no course changes will be allowed, with the exception of changes to ensure proper academic placement for the student. All course changes require the approval of Academy staff.

Pacing and Communications

Grades K–8

The K¹² curriculum allows students flexibility in the allocation of time spent on schoolwork. The K¹² International 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
Kindergarten	712	20	4
Grades 1–3	712	20	4
Grades 4–6	890	25	5
Grades 7–8	1,068	30	6

Certified K¹² teachers are an essential and vital piece of the educational model used by the K¹² International Academy. The teacher is responsible for validating student attendance, curricular mastery, and assigning course grades.

The teacher is also the first point of contact for parents and students with all issues regarding the curriculum. Resources provided by K¹² teachers include instructional and curricular support, organizational assistance, and 'good old-fashioned' encouragement. A healthy working relationship between the student/learning coach and the assigned teacher is essential. Parents of K-8 students are required to participate in conference calls with their K¹² teacher.

The TotalView/MyInfo platform is the primary source of contact between the K¹² teacher and the parents/students; therefore, parents and students are encouraged to check their account at least twice a day (morning and evening). Parents and students are asked to reply promptly to any communication received from K¹². K¹² International Academy teachers are encouraged to allow their voice mail to answer all in-coming calls. This allows teachers to thoroughly research the answer to questions or problems posed by parents and to prioritize returning calls to make the most efficient and effective use of their time. This also allows long-distance calls to be charged to the Academy and not to the parent. The Academy does not reimburse parents for long-distance calls; however, for international families our staff will gladly schedule calls via e-mail so they incur the cost. Parents and students are expected to inform their teacher of any changes to contact information. Parents must also update contact information within the account set up on the learning management system.

The learning management system (LMS) includes a 'landing page' for each parent and student account. The landing page provides families easier access to all aspects of the learning management system. The K¹² International Academy posts important, school-wide information in the Announcements section of the landing page.

Grades 9–12

Students are responsible for accessing pacing guides and their calendar when they begin each of their courses. Pacing guides are provided by teachers through the learning management system. Pacing guides specify the expected assignments that should be submitted within an appropriate time period to complete the course in the time allotted. Students who do not submit the required assignments within the first two weeks of being enrolled in the course will be referred to their advisor for a conference.

Teacher Conference Calls**Grades K–8**

One of the strongest points of the school's program is the close monitoring of each student's educational progress. K–8 parents and students are required to participate in scheduled conference calls with their K¹² teacher. The conference calls are conducted bi-weekly at the beginning of the year. The teacher and the parent may mutually agree this contact should become less frequent as the parent becomes more familiar with the K¹² content and instructional method. The required conference call schedule may not be less than monthly, but could be more frequent. The date and time of the conference call are arranged at a mutually agreeable time. The conference call is an opportunity to voice concerns, relay good news about the student, obtain enrichment ideas for the child, and discuss attendance and progress through the curriculum.

The teacher also speaks to the student during conference calls. The conference calls are vital for tracking student accomplishment of assignments and attendance. Since regular attendance is required to stay enrolled in the K¹² International Academy, it is expected that students and parents attend all of their scheduled conference calls, provide 24-hours notice if a cancellation is required, and reschedule a new appointment (at the time of cancellation) for the same week. Failure to participate in the conference calls may result in the removal of the student from the program.

Grades 9–12

Conference calls between teachers and parents/students are conducted at the discretion of the teacher as needed, or at the request of students and parents. Advisors have regular contact with students and parents to ensure overall success in the program.

Attendance and Truancy Policy

The Online School is designed to collect and record data that substantiates the academic progress of our students. Therefore, it is mandatory that the Online School be used to enter attendance and assessment data that reflects the standing of the student. The Online School data serves as the primary tool for determining course grades and advancement into subsequent course levels.

In high school, your courses are designed to be interactive and require that you participate in the course several times each week. Your learning and the success of other students depend upon your participation. Extended periods of absence from an online class will be evident in the following ways:

- Failure to make required classroom discussion posts
- Failure to complete lessons or assignments
- Failure to communicate with other students
- Failure to communicate with teachers and other Academy staff
- Failure to log in or failure to work within the window once logged in

In any instance where technical difficulties are a problem, please notify your advisor by other means, such as telephone, to communicate your issues and find an alternative way to access the Internet.

A student is considered truant if he/she fails, without a legitimate excuse or pre-approved absence, to log attendance for 10 consecutive calendar days. K¹² International Academy staff follows the procedures outlined below to notify parents of a truancy situation. Truancy may result in the student's withdrawal from the Academy. Please be aware that after three consecutive days of absence the school will be in touch with the parent to see if we can provide assistance or support to ensure the student is engaged and attending school.

All attendance data records are kept by the school. Teachers and advisors monitor student attendance to ensure that it matches the student's progress through the course.

Process for Withdrawal of Truant Students:

1. Teachers and advisors monitor student attendance as entered by the parent in the Online School. If a student has 10 consecutive days of no attendance hours, or if a student has no lesson activity in 10 days, the teacher or advisor will contact the parent and communicate that the student is in danger of being withdrawn due to excessive absenteeism. Parents must log attendance and students must demonstrate lesson activity within two school days of the contact by the teacher.
2. If the teacher is unable to make contact with the parent within two school days after 10 consecutive days of no attendance for lesson activity, the teacher will forward the student's name, contact information, and file documentation (number of missed days, etc.) to the Academy administration. A letter is sent to the family by both e-mail and ground postage that notifies the family that the child(ren) has been withdrawn from the K¹² International Academy due to excessive absenteeism.

Illness/Extended Inability to Participate

If a student is going to be out (not logging in) for a period of three days or more, the advisor should be contacted in advance. The advisor will inform all Academy staff of the expected absence. It is the student's responsibility to make arrangements with the teacher(s) regarding missing assignments. It is the preference of the Academy that students, whenever possible, "work ahead" before a planned absence rather than falling behind and having to "catch up."

Withdrawing from Class

Parents of students who are withdrawing from the K¹² International Academy must contact their teacher (K–8) or advisor (9–12) and notify him/her of their desire to withdraw. K¹² International Academy staff will contact students and parents to schedule an exit interview.

Assessment and Grading

K¹² International Academy does not require testing; however, we do offer several opportunities to assess student progress and achievement in the curriculum. Also, where proven and effective, we will use diagnostic tools to assist in the development of an appropriate educational program for your student. These standardized tests will be administered by the Academy, and results will be provided to parents and teachers to individualize further the delivery of the curriculum for the student.

To that end, we utilize the following tests:

- DIBELS testing for students in grades K–3. The DIBELS benchmark and progress monitoring assessments are used as a diagnostic tool to ensure that our students get a strong literacy foundation.
- Scantron Performance Series: The K¹² International Academy offers the Scantron Performance Series standardized tests in reading (grades 2–10), language arts (2–8), mathematics (2–9), and life science and inquiry (2–8). The Scantron tests are computer-adaptive assessments that enable the K¹² International Academy instructional staff and families to pinpoint quickly proficiency levels individually and in aggregate. This acts as a guide for accurate placement, diagnosis of instructional needs, and measurements of student gains across reporting periods. The Scantron tests are administered up to three times per year and records are maintained to monitor student achievement over time. Tests are administered remotely and are proctored by parents.

Grades K–8

Because the K–8 program is mastery based, students will not receive letter grades in courses. At the end of each semester, one of the following grades will be assigned to each course:

- M:** Mastered. An “M” grade indicates that the student has completed the course with the highest possible level of mastery. To receive an “M,” students must have mastered 80% or more of the course material.
- C:** Completed. A “C” grade indicates that the student has mastered enough of the course to move on to the next course in the subject sequence. “C” grades do not apply in math or language arts, as these courses must be mastered before the student can move on to the next course in the sequence.
- I:** Incomplete. An “I” grade indicates that the student has not yet completed the course. An “I” does not have any negative connotations; it simply implies that the student has not yet finished enough of the course to move on to the next course in the sequence.

Grades 9–12

Throughout the year, students have the opportunity to demonstrate their acquisition of course academic objectives through the use of various assignments, participation in synchronous discussion activities, quizzes, tests, and exams. K¹² International Academy teachers collect student work samples to assist in assessing a student’s academic progress.

Graded activities in K¹² International Academy high-school-level courses will be assigned points, and a student’s final grade will reflect the actual points earned compared with the total points possible. A percent grade can be calculated using these points, and the Academy will then assign letter grades according to the grading procedures for that course.

Grading Procedures

Grades will be determined based on how students perform on teacher-graded activities within each course. Teacher-graded activities include:

- Daily assignments
- Labs, journal entries, projects
- Interactive discussions
- Quizzes
- Tests
- Exams

Depending on the assignment, student work will be teacher-graded or computer-graded. During the semester, students can view grades in TotalView/MyInfo or the student gradebook sections of the learning management system. Teachers, administrators, and parents also have access to grade information.

K¹² International Academy High School Grading Scale (%)

Classroom Grading Scale			Quality Points
A+	100	97	4.0
A	96	93	3.7
A-	92	90	3.5
B+	89	87	3.3
B	86	83	3.0
B-	82	80	2.7
C+	79	77	2.3
C	76	73	2.0
C-	72	70	1.7
D+	69	67	1.3
D	66	63	1.0
D-	62	60	0.7
F	Below	59	0
AP Courses – Add 1 Point to Quality Point			

Course Credit

High school credit is earned on a semester basis. In order for students to move to the next course level, full course credit must be earned. Although course credits are earned on a semester basis, grade-level promotions take place once a year except when a student is eligible to move from 11th to 12th grade. Actual percentages earned rather than letter grades will be used in the calculation to determine final grades.

Course Failure and Repeat Credit

Students are permitted to retake failed classes. Failed courses will be recorded as an “F” on the student’s transcript, and a zero will be computed for the course in determining the GPA. Courses required for graduation must be retaken and passed. Credit will be removed from the lower (failing) grade, and the passing letter grade will replace the failure on the student’s transcript.

Grade Point Average

Grade point averages are determined by dividing the number of quality points achieved by the number of credits received. GPAs are determined on a semester-basis only. The cumulative (composite) GPA is determined using the semester averages beginning with the first semester of the freshman year.

Determining Class Rank

Class rank is a numerical rank assigned to students according to their cumulative grade point average relative to their classmates. All academic subjects are used in computing class rank; however, the following prioritization of academic courses will be used in cases where more than one student is positioned at the identical class rank position:

- K¹² courses take precedence over transfer credits received.
- AP courses take precedence over Post-secondary (college) courses.

Course-level Promotion

Grades K–8

The K¹² International Academy encourages students to complete all lessons in a course, if possible, since courses in the subsequent grade levels assume completion of lessons in the prior grade. A lesson is completed when the student has mastered the objectives as measured by the lesson assessment. It may not be necessary to complete every lesson if the student can demonstrate mastery of the objectives on the assessments. The K¹² International Academy understands that it is not always possible for students to complete 100% of each course and we encourage parents to give first priority to the language arts and math courses, second priority to the Science and History courses, and third priority to the elective courses. Mid- and end-of-year progress report marks are based on this prioritization. A student must complete at least 90% of his or her enrolled English and math courses before he or she will be allowed to move to the next language arts or math course in the course sequence.

The K¹² International Academy suggests that parents maintain samples of student work to assist teachers with the decision to advance a student to the next course/grade level (in addition to the required work samples that must be submitted to the teacher). Examples of materials/work to keep on file include, but are not limited to, the following: handwriting samples, artwork, creative story samples, math worksheets, and spelling tests.

At the K¹² International Academy, we understand that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding. Our certified teachers are here to assist parents and learning coaches to meet the associated challenges. Parents and learning coaches may use their expertise as their students progress through our program.

Course-level advancements within the K¹² curriculum may be made during the school year and are based on the individual student's overall academic progress within all courses in the Online School. Students may be asked to verify progress through work/portfolio samples and may be asked to complete additional assessments that can further demonstrate competency for necessary advancement. Course-level advancements are subject to approval by Academy staff.

Grades 9–12

Each student shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. The procedure for establishing the class placement of a student will be based on the following accumulation of credits:

- **Grade 10** requires 5 cumulative credits
- **Grade 11** requires 10 cumulative credits
- **Grade 12** requires 16 cumulative credits

Students progress from one grade level to another at the conclusion of each school year based on their accumulated earned credits. With approval from Academy staff, a student may progress from 9th to 10th or from 11th to 12th after the first semester based on an accumulation of earned credits.

K¹² International Academy will notify the parent/guardian of a student who has not earned enough credits to be promoted to the next grade level. Students who are not promoted to the next grade level may attempt to make up missed credits during subsequent terms, including summer school.

Transcripts

Transcripts are sent at no cost to the student. Original transcripts must be requested through the school administration and are not issued until all financial obligations to K¹² International Academy have been fulfilled.

Graduation Requirements

In order to graduate and receive a high school diploma from the K¹² International Academy, students must complete 22 credits in the following subject areas:

Subject	Credits
Language Arts	4
Math	4
Science , including two credits of biological and physical sciences	3
Social Studies , including one U.S. History and 0.5 U.S. Government	3
World Language , must be two credits of the same language	2
Health	.5
Physical Education	.5
Electives	5
TOTAL	22

Students must complete a minimum of five credits through the Academy to be eligible for a K¹² International Academy diploma. Individual exceptions will be considered for students with credits from a public school or accredited private institution with a grade of C or above in all courses.

Work Samples Policy (K–8 only)

Three work sample submissions are required each month for every K–8 student enrolled in the Academy. Monthly work samples will consist of one Language Arts sample, one Math sample, and one sample from a course of the student's choosing. During orientation, parents will get specific instructions from teachers in regards to submission of work samples. Work samples can be scanned and submitted via e-mail to defer the cost of postage, especially for international students.

Reports to Parents

One of the many features afforded by the TotalView/MyInfo platform is a current report of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, he/she may print a copy of the progress assessment screen in the TotalView/MyInfo account for the student.

A detailed progress report for each student will be provided mid-semester. Formal report cards will be issued to students twice per school year. Report cards will be issued once after the end of the first semester and again shortly after the end of the school year. Students who withdraw during the school year will be issued withdrawal reports that can be used for enrolling in a future school.

While report cards will be issued twice a year, students and their parents have access to their grades 24 hours a day, seven days a week. Grades can be found in TotalView/MyInfo or on your learning management system.

Student Records

Student biographical and academic records are maintained at the K¹² International Academy office. As students move, or apply for jobs or college, etc., they will often need to have these records forwarded. Parents/legal guardians may contact the office to obtain a copy of student records. A copying fee may be assessed. If parents change their address, telephone number, e-mail address, or place of employment, they are asked to notify their teacher immediately. Parents are responsible for keeping contact information current within the account setup section of the Online School or TotalView/MyInfo.

Standards of Conduct

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, living the values, 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.

Students enrolled in the K¹² International Academy should be aware of the following guidelines and expectations. 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.

Failure to follow these guidelines could result in the following:

- Removal of student access to K¹² International Academy instructional computing resources, which could result in his/her inability to complete learning activities
- Suspension or expulsion from the K¹² International Academy and loss of paid tuition
- Involvement with law enforcement agencies and possible legal action

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by 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 International Academy computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

Academic Integrity, Plagiarism, and Cheating

All work submitted is assumed to have been completed only by students. Students are responsible for observing the standards on plagiarism, cheating, and properly crediting all sources used during the composition of work. Failure to abide by these standards is reported to the appropriate administrative authorities and may result in a conference with the parent, loss of credit for high school courses, revoked access to course(s), and suspension or expulsion from the K¹² International Academy.

Plagiarism is defined as copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. **The following are specific examples of plagiarism, which is not tolerated:**

- Copying or rephrasing another student's work
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it)
- Directly copying student aids (for example, CliffsNotes), critical sources, or reference materials in part or in whole without acknowledgment
- Indirect reproduction of students aids, such as CliffsNotes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment

Cheating is defined as using, accepting, or distributing test answers, answer keys, or another person's work, representing it to be a student's own work. Any student found cheating is in violation of the school's Academic Integrity policy.

Source Citation

Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a website, he/she must provide the complete Web page or site title, URL, author if known, page number if applicable, publication date of the site, if available, and date of access.

Monitoring

The K¹² International Academy reserves the right to review any material transmitted using the K¹² International Academy instructional resources or posted to a K¹² International Academy instructional resource to determine the appropriateness of such material. K¹² International Academy may review this material at any time, with or without notice. E-mails transmitted via K¹² International Academy resources are not private and may be monitored.

Drug-free Schools

The K¹² International Academy prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related activity. Drugs include alcoholic beverages, anabolic steroids, and dangerous controlled substances or substances that could be considered “look-a-like” controlled substances. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by law, the Academy will also notify law enforcement officials. Students and their parents should contact the school administration or the counseling office whenever such help is needed.

Accountability

- Posting anonymous messages is not permitted unless authorized by the course’s online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own user names and passwords, and must not share these with anyone.
- Students may not interfere with other users’ ability to access the K¹² International Academy or disclose anyone’s password to others or allow them to use another user’s account. Students are responsible for all activity that is associated with their usernames and passwords.
- Students should change their password(s) frequently; at least once per semester or course is encouraged.
- Students must not publicly post their personal contact information (address and phone number) or anyone else’s.
- Students must not publicly post any messages that were sent to them privately.
- Students must not download, transmit, or post material that is intended for personal gain or profit, non-K¹² International Academy commercial activities, non-K¹² International Academy product advertising, or political lobbying on a K¹² International Academy owned instructional computing resource.
- Students may not use K¹² International Academy instructional computing resources to sell or purchase any illegal items or substances.
- Software may not be uploaded or posted on K¹² International Academy instructional computing resources that is not specifically required and approved for student assignments.
- Students may not post any MP3 files, compressed video, or other non-instructional files to any K¹² International Academy server, unless approved by the Academy.
- Unauthorized access to the school’s website is strictly prohibited.

Inappropriate Behavior

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
- Bringing weapons, firearms, explosives, alcohol, or illegal drugs/substances to school property or to a school-sponsored event/activity
- Any conduct that disrupts the educational process

Bullying

Bullying is defined as a person willfully and repeatedly exercising 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

Student Internet Safety

- Students must not reveal on the Internet personal information about themselves or other persons. For example, a student should not reveal his/her name, home address, telephone number, or display photographs of himself/herself or others to persons outside of the K¹² International Academy.
- Students cannot agree to meet in person anyone they have met only on the Internet and who is not affiliated with the K¹² International Academy. First meetings with K¹²-International-Academy affiliated students should be at school-sponsored events.
- Students must not reveal direct reference to any personal web pages (URLs) that are unaffiliated with the K¹² International Academy.

Network Etiquette

K¹² International Academy students are expected to follow the rules of network etiquette or netiquette. The word “netiquette” refers to common-sense guidelines for conversing with others online. Students are encouraged to abide by these standards:

- Establish instant message user names and e-mail addresses that are appropriate for the school setting.
- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.

- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Do not broadcast online discussions, and never reveal other people's e-mail addresses.

Objectionable Materials Policy

There may be times a parent finds certain lessons, books, or materials objectionable for various reasons. If a parent finds objectionable material, he/she should contact his/her teacher via e-mail. Teachers will work with parents to find alternative lessons to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met. Parents should also contact K¹² directly using the feedback option of the Online School.

Harassment Reporting

If a student is harassed in the school environment, it is important to report the harassment immediately to a teacher and/or advisor. Harassment comes in many forms, including spam (unsolicited e-mails not pertaining to the course), threatening communications, and offensive communications of any kind.

School-sponsored Publications and Productions

K¹² International 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.

For purposes of this policy, "publications" shall include any audio, visual, virtual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. "Productions" shall include theatrical performances as well as speeches, skits, and impromptu dramatic presentations, whether live or presented virtually.

In sponsoring a student publication or production, the school administration is mindful of the fact that it may be heard, viewed, or received by students of varying ages and maturities, and must accordingly be suitable for those students who are likely to be exposed to such publication or production, either directly or indirectly, live or virtually.

Opposing points of view on topics of general interest may be presented in a responsible manner, which will ordinarily require that equal opportunity for expression be given to each viewpoint. As with all publications and productions, expressions of opinion must be made in a manner that does not violate prevailing community standards.

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.

K¹² International Academy Indemnification Provision

The K¹² International Academy assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate, or offensive. The K¹² International Academy assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. K¹² International Academy also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of K¹² International Academy, its affiliates, or its employees. The K¹² International Academy assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the K¹² Terms of Use that the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Terms of Use, the Terms of Use shall prevail.

Resources and Support

Contact Information

For further information on the contents of this handbook or other information regarding K¹² International Academy, please contact us:

Enrollment Information: 1-877-512-7748 (+1-703-436-3316 Outside the U.S.)

Academics: 1-888-iCademy (+1-703-436-3318 Outside the U.S.)

Via E-mail: iCademy@K12.com

Or **on the Web:** <http://www.K12.com/int/>

Or, for families residing in the United Arab Emirates, Kuwait, Saudi Arabia, Qatar, Bahrain, or Oman, you can call our regional office at +971-4-374-8248

Tuition

K¹² International Academy Full-time Tuition

	Semester Tuition	Annual Tuition
Grades K–8	Not Available	\$4,995
Grades 9–12	\$3,499	\$6,995

Payment plan options are available for an additional fee. Shipping fees to countries outside of the U.S. are additional.

Our full-time tuition includes:

- Up to 6 courses per student
- Course materials
- Teacher support
- Academic advisor support
- Individualized Learning Plan (ILP)
- Online attendance and progress tools
- Participation in school clubs and activities
- Official transcripts
- Academic diploma upon graduation
- College and career planning resources (7–12)
- School counseling (7–12)

Families may qualify for a multiple sibling discount* of 10% off tuition for each subsequent child. (Not combinable with any other offer.)

K¹² International Academy Part-time Tuition

	One-Semester Course Fee	Full-Year Course Fee
Grades K–8	Not Available	\$475
Grades 9–12	\$375	\$750 \$790 for AP® courses

Materials may be required and are sold separately. Standard U.S. and international shipping rates will apply.

Our per-course fee includes:

- Online course content
- Teacher support
- Online learning management systems
- Certificate of completion to obtain credit from full-time school or district

Withdrawal and Refund

Refunds are calculated based on the withdrawal date. The parent/guardian must send a letter, fax or e-mail to the K¹² office requesting a withdrawal. Withdrawal date is defined as the postmarked date of the letter or the electronic imprint date on the withdrawal fax/e-mail.

Paid in Full Refund

- 100% of tuition is refunded if the withdrawal date is prior to start date of the courses, and if no materials have been shipped.
- 75% of tuition is refunded if the withdrawal date is prior to start date of the courses, and materials have been shipped.
- 50% of tuition is refunded if the withdrawal date is within twenty-one calendar days after the start date of the courses.
- No refund is available if the withdrawal date is more than twenty-one calendar days after the start date of the courses.
- For Part-time enrollments, tuition is defined as the course fee and materials fee (if applicable).
- Any applicable shipping charges are non-refundable if materials have been shipped.

Payment Plan Refund

- 100% of down payment is refunded if the withdrawal date is prior to the start of the courses, and if no materials have been shipped.
- 0% of down payment is refunded if the withdrawal date is prior to the start of courses, and if materials have been shipped.
- 0% of down payment shall be refunded and a termination fee of \$1,000 shall be charged if the withdrawal date is within twenty-one calendar days after the start of courses.
- The outstanding tuition balance shall be charged if the withdrawal date is greater than twenty-one calendar days after the start of courses.
- No monthly payments shall be refunded.
- Any applicable shipping charges are non-refundable if materials have been shipped.

Account Suspension/Termination

K¹² may suspend your access to the Academy, without additional notice, for operational reasons. In addition, K¹² may terminate any enrollment if you breach or otherwise fail to perform any material obligation and do not cure the breach within 30 days after K¹² has notified you of it.

Required Signature Page

Dear Parents and Students:

You have just reviewed the K¹² International Academy Student/Parent Handbook. We have attempted to cover all the important rules, requirements, and procedures for which you are responsible during this school year. Your success at the Academy is equal to your effort and desire. Please sign and return the bottom section of this page to the K¹² International Academy office listed below within 30 days of your enrollment in the school.

(This bottom section must be returned to the K¹² International Academy.)

We have read and reviewed the K¹² International Academy Student/Parent Handbook. In signing, we indicate an awareness and understanding of the school practices and procedures set forth herein.

Student's Signature: _____ Date: _____

Student's Printed Name: _____

Parent's Signature: _____ Date: _____

Parent's Printed Name: _____

Sign and return to:

K¹² International Academy

2300 Corporate Park Drive
Suite 200
Herndon, VA 20171 USA

Phone: 1-888-iCademy (441-3369) / +1-703-436-3318 Outside the U.S.

Fax: 1-866-467-6190 / +1-703-436-3316 Outside the U.S.

Or, for students residing in the United Arab Emirates, Kuwait, Saudi Arabia, Qatar, Bahrain, or Oman:

K¹² International Academy

Dubai Knowledge Village

Block 12, Floor 1, Units 111 & 112
PO Box 502981
Dubai UAE

971-4-374-8247

971-4-374-8248

Appendix – Minimum Computer Specifications

Minimum Hardware Specs:

OS	Windows XP
Processor	Pentium 3 500 MHz
RAM	256 MB
Hard Drive	40 GB
Audio	Sound card with speakers and microphone (or headset)
Video	1024x768 resolution at 256-bit color
CD-ROM	12x
Browser	IE 6.0 or greater (highly recommended), Netscape 7.1, Safari 2.0, Firefox 1.5
Internet	33.6k Dial-up (Broadband recommended as the content was designed for this. The user experience may be diminished on dial-up.)

Minimum Peripheral Specs:

Printer	Color compatible
Scanner	8 bit / 200 DPI
Fax	Required
Copy	Required
Monitor	1024x768 resolution

Minimum Software Required (Free):

Java 2	www.sun.com
Flash 9	http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash&promoid=BIOW
Acrobat Reader	http://www.adobe.com/products/acrobat/readstep2.html
Shockwave 10	http://www.adobe.com/shockwave/download/
Windows Media Player 10	http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx
QuickTime 4	www.apple.com/quicktime/download
Math Player (for IE only, Virtual Sage courses only)	www.dessci.com/en/products/mathplayer/versionhistory.htm
Multi-page TIFF image viewer	
E-mail client with working e-mail address	

Minimum Other Software Required:

Word Processing	Microsoft Word and Excel
Antivirus	Required

Browser Settings:

Pop-ups	Enabled
JavaScript	Enabled
Cookies	Enabled