K¹² ACADEMIC INTEGRITY POLICIES AND PROCEDURES AND POLICIES RELATED TO REQUIREMENTS AND ROLES OF PARENTS FOR SUPERVISION AND INSTRUCTION

These policies and procedures will be recommended for adoption by charter school boards of virtual charter schools which have contracted with K¹² Florida LLC for virtual instruction services. These policies and procedures will also be applied in district Virtual Instruction Programs which are receiving virtual instruction services under contract to K¹² Florida LLC unless directed to use district policies instead.

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 your teacher or by a specific assessment, you 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 you may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless your teacher or the specific assessment otherwise instructs (for example, you are specifically told to refer to certain pages in a book as part of the assessment).
- Students will treat the assessment as “single browser”—meaning that during the assessment you may not log in a second time to your course, or open your course or related materials on another browser on another computer.
- 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– Dismissal from the school and district notification.

Attendance Policy

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.

Compliance with state attendance statutes and regulations is a parental responsibility for students ages 6-16 as provided in Section 1003.21, Florida Statutes. The Florida Department of Education requires all public schools to record a minimum of 180 days of attendance and a minimum of 720 hours for students in K-3 and 900 hours for students above third grade. The student’s school is obligated to keep an accurate record of school attendance.
Attendance applies to K¹² virtual charter school/virtual instruction program students in the form of regular, logging in and participation in the educational activities of school/program’s courses. Attendance time can occur at anytime 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 on the OLS server daily.

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.

**Student Information Changes**

Parents are required to notify their teacher immediately of any change in pertinent information (ex. 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 mailed to your 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.

**Individual Learning Plans**

Teachers will work with learning coaches and students to develop individual learning plans (ILP) within the first two weeks of enrollment. The ILP will include current educational data regarding any previous assessment results, current course placement, and relevant academic history as well as outline the student’s progress goals for the current school year and beyond. The ILP will be reviewed and updated on a regular basis by teachers and learning coaches 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 Online School (OLS). 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.

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 Online School (OLS) offers an on-going 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, they may print a copy of the progress and attendance screens in the OLS account for the student. Report cards are issued by teachers via Kmail on a quarterly basis.

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 schools/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 Inc. as soon as possible. The parent/responsible adult may be responsible for the cost of replacing lost or damaged materials. In the case of damage to a K¹² provided computer, the price of computer damage may be up to $1,200. 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 suggest that families keep the boxes they receive. Boxes will not be supplied for reclamation of any materials. K12 Inc. 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. Students enrolled in district virtual instruction programs should contact their district to learn about optional outings.

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 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 K\textsuperscript{12} virtual charter school will also notify the district stating that the student has withdrawn from the school and identify the new school. 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.

Parents who decide to withdraw their student from district virtual instruction programs served by K\textsuperscript{12} are required to communicate their intentions to their assigned teacher prior to the withdrawal. When a family withdraws from the virtual charter school for whatever reason, it is the parent’s responsibility to report to the local school district and follow the district’s procedures for withdrawal. 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.