



**INTERNATIONAL
ACADEMY**

Student & Parent School Handbook 2011-2012



unleash the xPotential[™]

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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 learning coach/mentor company, K¹² Inc., to help learning coach/mentors 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 our talented faculty and staff.

Caring family community

Around the world, K¹² families form local, national, and international communities who support, advice, and befriend one another. When you enroll in the K¹² International Academy, you are connected with like-minded learners in over 50 countries across the globe. Full-time students are invited to participate in our robust social community including The Big Think (TBT) networking platform, virtual field trips, online clubs, and K¹² sponsored contests and competitions.

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,

K¹² International Academy
Administration/Faculty/Staff

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Statement of Purpose: Our Vision, Mission and Beliefs

Our Vision

At the K¹² International Academy, our **vision** is to create a global community of students, teachers, learning coach/mentors, 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 learning coach/mentors 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
- comprehensive 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, diploma granting institution on the authority of the [Virginia Council for Private Education \(VCPE\)](#).

Additional Accreditation/license:

- NCAA
- National Association of Independent Schools (NAIS)
- National Council for Private School Accreditation (NCPSA)
- Approved for licensure by the Knowledge and Human Development Authority (KHDA)
- Ministry of Education in the UAE

AdvancED is dedicated to advancing excellence in education worldwide. 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) are accreditation divisions of AdvancED. For more information visit www.advanc-ed.org.

Instructional Model: 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
- Learning Coach/Mentor
- Administration/Faculty/Staff
- Part-time Options
- Supplemental Course Enrollments
- Summer School
- Credit Recovery Program
- The opportunity for your school to Partner with the International Academy

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, as well as World Language and MARK¹²- mastery reading remediation program. 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 learning coach/mentors 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—Credit Recovery, Core, Comprehensive, Honors, 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, psychology, journalism, music appreciation, 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 as well as a high school Learning Management System, and TotalView/MyInfo, a central online location for communications between teachers, student service coordinators, mentors, and students.

The state-of-the-art K¹² tools help students organize their time, complete the online lessons, and stay connected to what is going on at the iCademy. Students can also submit assignments, connect with teachers, get extra help when they need it, and participate in clubs, virtual field trips, and activities—all online. Additionally, the technology also enables K¹²-monitored, interactive course discussions and enhanced functionality for social interactions. Mentors 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 high-speed, Internet access. 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 learning coach/mentor and to stay connected throughout your academic and social 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.

Students residing in the UAE and neighboring countries are invited to participate in the K¹² International Academy’s Dubai campus outings and academic workshops. High school students may complete schoolwork in the Dubai Campus lab. These additional activities are a great opportunity for families to network and establish friendships within the UAE.

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. 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. For more information, please email International Academy Community.

K¹² Community Offerings – offered to all full time K¹² Virtual Academy and iCademy Students:

Service Learning Program

TheBigThink¹² (social networking tool)

K¹² sponsored contests and competitions

Clubs including: Sports, Travel, Culinary, Stock Market, Health & Fitness, Geocaching, Music, debate, Book Buddies, Show & Tell, and Children's Theater

K¹² International Community Offerings – offered to full time iCademy Students:

TheBigThink¹²

K¹² sponsored contests and competitions

Festivals, fairs, and fun online workshops – Winter Wonderland, Alex's Lemonade Stand, Art Contest

Club offerings which include: Make an iMPACT Club, iCademy Globe (student newspaper), Yearbook, Digital Photography, Creative Writing Club, Science, International Model United Nations (iMUN), Music, Explorer's, Dance, Student Council, National Honor Society, Science Photography

K¹² International Virtual Field Trips SY2011-2012:

Pi Day

Christmas Around the World

Journey to Savanna, Georgia

How It's Made: Candy

Life Cycle of a Butterfly & Tour of a Butterfly Conservatory

Exploring the Deep Blue Sea & Tour of the Aquarium

Life of a Lego & Tour of Legoland

History of Chocolate

Explore Wisconsin – 4 part series

San Diego Zoo,

Washington DC

The Secrets of Disneyland,

Vacation Land: Maine

The White House

Ancient Egypt

Solar System

The Human Body

Chasing the Storm

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 full-time students.

The Learning Coach/Mentor

Students require the guidance of a network of supporting adults in their academic endeavors. One of the key influences in the child's life is that of the parent, or caring adult that serves as the primary care giver of the student. We refer to this role as the learning coach (K-8) or the mentor (high school). This could be a parent, guardian, family member, tutor or site coordinator.

K-8/Learning Coach

In K-8, you as the learning coach, facilitate progress by preparing for and delivering daily each course(s) lessons using K¹² curriculum, the provided teacher guides and the online school plan. The learning coach will work in conjunction with the iCademy teacher to modify the pace and schedule according to your child's needs. A certified teacher is assigned to your student and communicates with you through k-mail, telephone, and scheduled conferences/online web meetings. A suggested lesson plan is provided to you and it updates automatically as your child progresses as you log lessons complete daily. Student work is provided to the teacher by the learning coach and/or student for feedback.

High School/Mentor

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 mentor to focus on serving as a mentor and guide to your child to help him or her achieve academic excellence. In addition, the mentor is responsible for entering attendance on a daily basis and monitoring student progress and engagement regularly.

Administration/Faculty/Staff

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

Placement/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, learning coach/mentors are contacted by a placement counselor who is a member of a specialized team that for full-time students reviews placement test results and transcripts and hosts a conference with learning coach/mentors and students to ensure the course selection in the highly acclaimed K¹² curriculum is the best fit for the student. Part-time students receive a Student Services Coordinator who orients the student/partner school to the system and provides start-up guidance. Once placement is completed, students are assigned a direct point of contact at school for additional support and assistance. Full-time students are assigned an Academic Coach and part-time students remain connected with a Student Service Coordinator for non-instructional issues and ongoing support.

Teachers

In K-8, our certified teachers are assigned to your child(ren) and communicate with you on a regular basis through K-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 certified and experienced in their respective subjects. They grade students' assignments and assessments, respond to student questions via K-mail or phone, conduct online tutorial sessions to provide supplemental instruction, and conduct online study hall hours to allow students to "drop in" with questions. With qualified, experienced teachers at the helm, mentors do not need to worry about having their own expertise in high school subjects.

Teacher Contact

The primary role of 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 immediately available, they respond with a call or k-mail within one business day during the school week.

Academic Coach – Full Time Students

In general, An Academic Coach is assigned to families of full-time, high school students and will be the primary point of contact for students and mentors with regards to non-instructional issues. In our K-8 model, the teacher performs the duties of the Academic Coach. An Academic Coach's responsibilities include, but are not limited to, the following:

- Acting as the primary and first point of contact for students and mentors after the completion of the admissions and placement process
- Conducts orientations to assist in the startup process
- Monitors and leads students through their online course
- 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 mentor
- Conducting regular calls with the student and parent/learning coach/mentor to check student progress and achievement levels. Also checks progress as it relates to the ILP and recommending course adjustments if necessary
- Partnering with teachers to provide regular progress updates
- Working with students and mentors who need support with technical or materials issues to put them in touch with the appropriate resources to resolve the problem
- Acts as an escalation point for course concerns

School Counselor – Full Time Students

Starting in the 7th grade and throughout high school, families of full time students have access to a comprehensive school counseling program and the support of a certified (College) Counselor in the development of their academic, career and college plans. A School Counselor's responsibilities include, but are not limited to, the following:

- Assisting students in creating and monitoring academic, career, and college plans
- Supporting student through the college admissions process
- Presentations on college opportunities, financial aid, and academic success
- Hosting college and career fairs
- Providing individual support for student success
- Conducting a middle school to high school transition program

Student Service Coordinator – Part- Time Students

- Acting as the primary and first point of contact for students and parents after the completion of the admissions and placement process
- Conducts orientations to assist in the startup process
- Monitors and leads students through their online course
- Conducting regular calls with the student and parent/learning coach/mentor to check student progress and achievement levels
- Partnering with teachers to provide regular progress updates
- Working with students and mentors who need support with technical or materials issues to put them in touch with the appropriate resources to resolve the problem
- Purchase additional courses
- Acts as an escalation point for course concerns

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 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 an official transcript 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. Access to extracurricular activities is reserved for full-time students only.

*Students are responsible for contacting their school for pre-approval of transferability of credits earned at the K¹² International Academy.

Onboarding

K-8

Teacher will host an orientation session for K-8 students and learning coaches to help familiarize them with the online learning system and tools associated with the program. They will also be enrolled in an online learning course at the beginning of the term.

High School Students

iCademy utilizes a staggered start of courses to allow students to gradually ease into the online learning model.

Day 1: Online Learning Course

Day 2: Begin English Course

Day 3: Begin Math Course

Day 4: World Language Course/Begin History Course

Day 5: Begin Science Course/Begin Elective

Enrollment and Admissions

Admission and Entrance Requirements

Transcripts must be in English with an original copy attached. For transcripts not in English, transcripts must be evaluated at an outside agency at the Parent/Guardian's cost to determine transfer credit standing. K¹² International Academy utilizes Arizona International Credential Evaluators- www.iceinaz.com. For additional information, please contact the iCademy Registrar at: jyeager@k12.com or 703-483-7182.

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 students take up to six courses per semester.

The following documents are required for a full-time student to be 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). Must be in English with an original copy for those with international transcripts.
- Birth Certificate or other acceptable proof of age
- Students must meet the following age guidelines: must be 5 years old by their term start date—children below the age of 5 will be handled on a case by case basis and will require approval from the Admissions Director – can be no more than 21 years old on their term start date

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 eCommerce
- Placement tests (grades 1-9)
- 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 their term start date—children below the age of 5 will be handled on a case by case basis and will require approval from the Admissions Director – can be no more than 21 years old on their term start date

Receiving Course Credit

We know how important it is for students to receive the credit they have earned 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 that school or school district in order to be applied to his or her transcripts. However 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 school 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 transcript with your final grade(s) shown, which you can then provide to your school or district contact to receive full academic credit.

Part-time students in K-8 will receive an official progress report/report card, 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.

Course Placement

Full-Time Placement

Course placements in the K¹² International Academy are made in cooperation with school administration, teachers, learning coach/mentors, and students.

Grades K-8

In grades K-8, students may take placement tests in math and language arts to help inform placement decisions in these courses. Once placement tests are completed, learning coach 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 learning coach input. Although learning coach input is an important part of the placement decisions, the K¹² International Academy reserves the right to make final placements for students. If a parent wishes to appeal a placement decision, they are directed to contact the International Academy Course Appeal Committee.

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 learning coach/mentor/student from the list of available electives (see course catalog), including art, music, and world languages.

Grades 9-12

Students entering the 9th grade may take placement tests in math and language arts to help guide placement decisions in these subjects. Once placement tests are complete, mentors 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. Although input by the mentor is an important part of the placement decisions, the K¹² International Academy reserves the right to make final placements for students. If a parent wishes to appeal a placement decision, they are directed to contact the International Academy Course Appeal Committee.

Part-Time Placement

Course placements in the K¹² International Academy are made in cooperation with school administration, teachers, learning coach/mentors, and students.

Grades K-8

Many points of reference are used in deciding placement in math and language arts courses, including prior school grades and parental input. Although learning coach input is an important part of the placement decisions, the K¹² International Academy reserves the right to make final placements for students. If a parent wishes to appeal a placement decision, they are directed to contact the International Academy Course Appeal Committee. Students in the 7th and 8th grade may choose to take a high school course.

Grades 9-12

Many points of reference are used to determine the course selection for high school students, including prior school grades and courses, graduation requirements, and student and parental input. Although input from the mentor is an important part of the placement decisions, the K¹² International Academy reserves the right to make final placements for students. If a parent wishes to appeal a placement decision, they are directed to contact the International Academy Course Appeal Committee.



Academic Policies Calendar

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

| Term Name | Term Start Date | HS Term End Date | K-8 Term End Date |
|---------------|-----------------|------------------|-------------------|
| Fall Term 1 | 8/8/2011 | 12/16/2011 | 5/16/2012 |
| Fall Term 2 | 8/22/2011 | 1/13/2012 | 5/31/2012 |
| Fall Term 3 | 9/6/2011 | 1/30/2012 | 6/18/2012 |
| Fall Term 4 | 9/26/2011 | 2/17/2012 | 7/3/2012 |
| Fall Term 5 | 10/17/2011 | 3/9/2012 | 7/26/2012 |
| Fall Term 6 | 11/7/2011 | 3/30/2012 | 8/15/2012 |
| Spring Term 1 | 1/2/2012 | 5/16/2012 | 9/24/2012 |
| Spring Term 2 | 1/17/2012 | 5/31/2012 | 10/9/2012 |
| Spring Term 3 | 2/2/2012 | 6/18/2012 | 10/25/2012 |
| Spring Term 4 | 2/21/2012 | 7/3/2012 | 11/12/2012 |
| Spring Term 5 | 3/13/2012 | 7/26/2012 | 12/6/2012 |
| Spring Term 6 | 4/10/2012 | 8/15/2012 | 1/7/2013 |

The K12 International Academy operates a number of terms over the course of the academic year, giving students the flexibility to join our school at different times during the year. Regardless of which start date is chosen, each cohort follows the same guideline of important dates throughout the course of the semester and/or school year chosen. Those important dates are:

K-8 Important Dates:

- Enrollment Deadline – 2 weeks prior to term start date
- Onboarding – 1 week prior to cohort start date
- **Term Start Date**
- Last Day to Drop for a Refund (paid in full only) – 30 days after start
- Quarter 1 Ends – 45 instructional days after term start date
- Quarter 2 Ends – 90 instructional days after term start date
- Quarter 3 Ends – 135 instructional days after term start date
- Last Day to Promote Into Next Level Course – 8 weeks prior to term end date
- Last Day to Request Preference to Re-Enroll in Next term – 2 weeks prior to next term start date
- **Quarter 4 Ends/Term End Date** – 180 instructional days after term start date
- **Report Cards/Progress Reports Issued** – within two weeks following the term end date



High School Important Dates:

- Enrollment Deadline – 2 weeks prior to term start date
- Onboarding – 1 week prior to term start date
- **Cohort Start Date**
- Last Day to Drop for a Refund/No W on Transcript (paid in full only) – 30 days after term start date
- Last Day to Drop, with a W on Transcript – 6 weeks prior to term end date
- Last Day to Request Extension – 2 weeks prior to term end date
- Last Day to Request Preference to Re-Enroll in next term – 2 weeks prior to next term start date
- **Cohort End Date** – 90 instructional days after term start date
- Transcripts Issued – within 3 weeks following the term end date
- Last Day To Appeal – 30 days after the term end date

Academic Calendar/Important Dates:

Grades Entered/Transcripts Issued:

Once final exams have concluded, the Final Course Grade is not immediately available. Transcripts will be sent within three weeks of the students course end date.

The K¹² International Academy Policy:

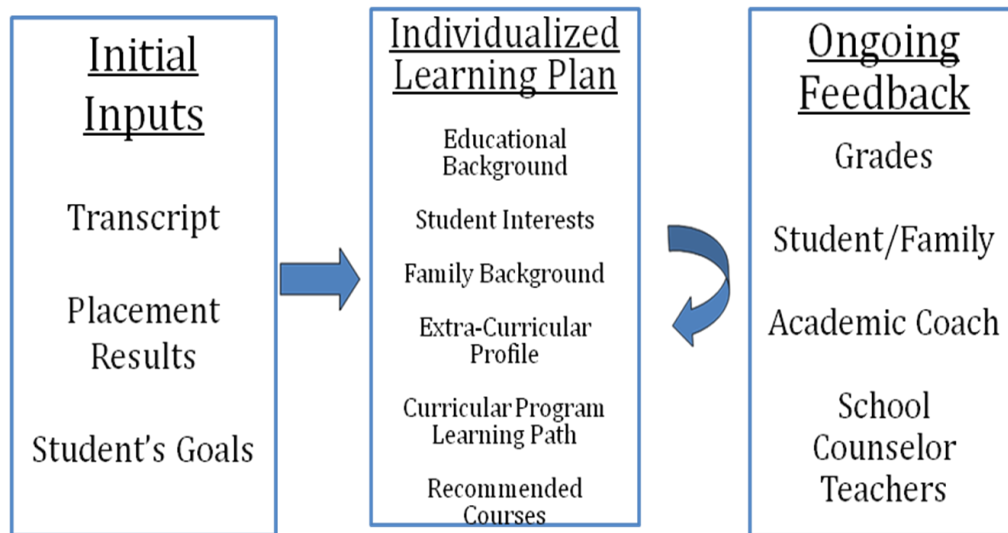
Students may complete schoolwork during school holidays, but teachers will not be available on those days. The K¹² International Academy recognizes that students and families, whether living in the United States or any other country, may require holidays in addition to the official school holidays. Approval for additional holidays will not be withheld, provided students complete all required coursework by the end of the school semester.

The K¹² International School Holiday's

| Date | Holiday | Date | Holiday |
|------------|---------------|-----------|------------------------|
| 9/5/2011 | Labor Day | 1/2/2012 | Winter Break |
| 11/11/2011 | Veteran's Day | 1/16/2012 | Martin Luther King Day |
| 10/10/2011 | Columbus Day | 2/20/2012 | President's Day |
| 11/23/2011 | Thanksgiving | 4/2/2012 | Spring Break |
| 11/24/2011 | Thanksgiving | 4/3/2012 | Spring Break |
| 11/25/2011 | Thanksgiving | 4/4/2012 | Spring Break |
| 12/22/2011 | Winter Break | 4/5/2012 | Spring Break |
| 12/23/2011 | Winter Break | 4/6/2012 | Spring Break |
| 12/26/2011 | Winter Break | 4/9/2012 | Spring Break |
| 12/27/2011 | Winter Break | 5/28/2012 | Memorial Day |
| 12/28/2011 | Winter Break | 7/4/2012 | Fourth of July |
| 12/29/2011 | Winter Break | | |
| 12/30/2011 | Winter Break | | |

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 full-time student in order to involve the learning coach/mentor, student, and the iCademy 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, learning coach/mentor, iCademy staff, Academic Coach, and school counselor. The ILP will help formalize achievement test results, K¹² course sequencing, and other resources and academic planning that may assist the student in achieving their academic goals.



Course Changes

Full-time/K-8 & HS

Course changes in grades K-12 will be made on a case-by-case basis. Students wishing to change courses within the first 30 calendar days from their course start date may do so without penalty, provided that they followed the Placement Counselor recommendations on course selection. After this time period, no course changes will be allowed. All course changes require the approval of iCademy staff. In most cases, the student will be placed in the next term start if the course is already in progress.

Part-Time/K-8 & HS

Course changes for part-time students in grades K-12 are permitted in the first 30-days. However, books and materials cannot be returned or refunded. Making course changes may result in additional books and materials to be purchased at an additional cost to the student. In most cases, the student will be placed in the next term start if the course is already in progress.

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 | 720 | 20 | 4 |
| Grades 1-3 | 720 | 20 | 4 |
| Grades 4-6 | 900 | 25 | 5 |
| Grades 7-8 | 900-1,080 | 25-30 | 5-6 |

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 learning coach/mentors and students with all issues regarding the curriculum. Resources provided by K¹² teachers include instructional and curricular support, organizational assistance, and encouragement. A healthy working relationship between the student/learning coach and the assigned teacher is essential. Learning coach/mentors of K-8 students are required to participate in conferences with their K¹² teacher in order to support the learning coaches in their daily delivery of lessons.

The TotalView/MyInfo platform is the primary source of contact between the K¹² teacher and the learning coach/mentors/students; therefore, learning coach/mentors and students are encouraged to check their account at least twice a day (morning and evening). The iCademy does not reimburse learning coach/mentors for long-distance calls; however, for international families our staff will gladly schedule conferences by web conference, Skype, or telephone so we will incur the cost. Learning coach/mentors and students are expected to inform their teacher of any changes to contact information. Learning coach/mentors 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 learning coach/mentor 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 daily assignments and their calendar when they begin each of their courses. Daily assignments are provided by teachers through the learning management system. Daily assignments specify the expected activities 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 will be referred to their Student Service Coordinator for a conference.

High School Late Submission Policy

- Computer-Scored (CS) assignments must be completed and submitted no later than midnight (Mountain Standard Time) on the Sunday after the due date.
- Zeros are entered as grades for every assignment not received by the Sunday deadline
- Teacher-Graded assignments (TGA) are accepted up to 2 weeks after the Sunday deadline. This grade will replace the zero in the Gradebook.
- In most cases, you can complete Computer-Scored (CS) assessments after the Sunday deadline, up to the last day work is submitted in the course for the term.
- In most cases, Teacher-Graded (TGA) assignments and assessments received two weeks after the due date will not be accepted or graded unless prior arrangements have been requested.
- Please contact us as soon as possible to discuss your circumstances and need to submit work past the above-listed deadlines.
- Due date extensions on assignments are permitted under some circumstances, with advance approval from the high school administrator. Please do not assume that teachers will automatically grant these requests. Extensions must be requested on a school day before the actual due date of the assignment.

High School Course Extensions

Under special circumstances, a parent/mentor may request up to ten school days as an academic extension through their Academic Student Service Coordinator. All extensions must be made in writing at least two weeks prior to the end of the term date. Requests will be considered only if the student is actively engaged in the course and has a reasonable expectation of passing their course(s) by mathematically calculating the assignments left to complete. Students may only request one extension while enrolled in iCademy. Final approval of all extensions will be determined by the high school administrative team. Only one extension will be granted during the student's tenure with iCademy.

Academic Appeal Process for Grade Disputes

Any student wishing to appeal a course grade must do so in writing within 30-days of the course end date. This appeal is to be submitted in writing with specific details (including course name, teacher name, grade earned, grade expected, and reason for appeal) to the Student Service Coordinator. Appeals will be investigated by the high school administrator within 30-days. All decisions are final.

Teacher Conference Calls

Grades K-8

One of the strongest points of iCademy's K-8 program is the close monitoring of each student's educational progress. Learning coaches and students are required to participate in scheduled conferences with their K¹² teacher. The conferences are conducted bi-monthly at the beginning of the year. The teacher and the learning coach may mutually agree this contact should become less frequent as the learning coach becomes more familiar with the K¹² content and instructional method, as long as the student is reaching their progress goals. The required conference schedule may not be less than monthly, but could be more frequent. The date and time of the scheduled conferences are arranged by the teacher at a mutually agreeable time, with the understanding that the student has a school work day. Time zone differences will be taken into account. The conference is an opportunity for learning coaches and/or students to voice concerns, relay good news about the student, obtain enrichment ideas for the child, and discuss attendance and progress through the curriculum. For the teacher, the conference is also the time for the assessment of student mastery of skills and objectives for their course(s). The conferences are vital for tracking student accomplishment of assignments and attendance. Since regular attendance is required to stay enrolled in the K¹² International Academy, it is expected that students and learning coaches attend all scheduled conferences, provide 24-hours notice if a cancellation is required, with a rescheduled conference to be set by the teacher. Failure for full time students to participate in the conferences may result in the removal of the student from the program or grade level retention for the academic school year.

Grades 9-12

Conference calls between teachers and learning coach/mentors/students are conducted at the discretion of the teacher as needed, or at the request of students and learning coach/mentors. Student Service Coordinators/Student Services Managers have regular contact with students and mentors 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 daily the 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. For full time K-8 students, non-compliance letters will result from lack of progress, lack of attendance recorded, missed conferences, and/or missing work samples. Non-compliance could affect year end grade level promotion.

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 as posted in daily schedule
- Failure to communicate with teachers and other iCademy 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 Student Service Coordinator by other means, such as telephone or e-mail, 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 learning coach/mentors of a truancy situation. Truancy may result in the student's withdrawal from the iCademy. Please be aware that after three consecutive days of absence the school will be in touch with the learning coach/mentor 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 Student Service Coordinators monitor student attendance to ensure that it matches the student's progress through the course.

Process for Withdrawal of Truant Students:

1. Teachers and Student Service Coordinators 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 Student Service Coordinator will contact the learning coach/mentor and communicate that the student is in danger of being withdrawn due to excessive absenteeism. Learning coaches/mentors 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 learning coach/mentor 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 could be sent to the family by both e-mail and ground postage that notifies the family that the student(s) 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 Student Service Coordinator should be contacted in advance. The Student Service Coordinator 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. If a student misses work due to absence, this work will be due by the modified deadline. Work will not be waived.

Withdrawing from K¹² International Academy

Learning coach/mentors of students who are withdrawing from the K¹² International Academy must contact their teacher (K-8) or Student Service Coordinator (9-12) and notify him/her of their desire to withdraw. K¹² International Academy staff will contact students and learning coach/mentors to schedule an exit interview. Please see Appendix for information on the iCademy Refund Policy.

Dropping a Course

Although course changes can only be made during the first 30 days of course enrollment, students can choose to drop a course until six weeks prior to the course end date. If a course is dropped during the first 30 days there will be no mention of that course enrollment made on either the K-8 report card or the HS transcript. However, if a course is dropped after the 30th day but before six weeks prior to the course end date the course enrollment will be referenced on the report card or the transcript. For K-8 this will appear as a comment on their progress report while for HS it will show as a W on the transcript. Course drops cannot be made during the last 6 weeks of the term, unless there are extenuating circumstances. Course drop requests made during the last 6 weeks of the term need to be approved by iCademy administration.

Standardized Assessment

K¹² International Academy does not require individual state 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 iCademy, and results will be provided to learning coach/mentors and teachers to further individualize the delivery of the curriculum for the student.

To that end, we utilize the following tests:

- DIBELS testing for students in grades K-2. 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 learning coach/mentors.

Grading

Grades K-8

Because the K-8 program is mastery based, students will not receive letter grades in courses. At the end of the academic school year, one of the following grades will be assigned to each course on the student's Progress Report for grades K-5:

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 and achieved the goals set by their iCademy teacher.

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 or reached the goals set for the course.

E: Extend. An "E" grade indicates that the student has not yet completed the course, but is on track with the goals set. This 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 and may continue the course into the next school year with iCademy.

Grades 6-8

iCademy recognizes the need to prepare middle school students for high school. As a part of the preparation process, students will receive letter grades, A,B,C, D or F for the 4 core areas in middle school.

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, projects, quizzes, tests, and exams.

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 percentage grade can be calculated using these points, and the iCademy will then assign letter grades according to the iCademy Grading Scale.

Grading Procedures

There are three types of grading assessments: discussions, computer-scored assessments and teacher-scored assignments.

Discussions are asynchronous, collaborative interactions within the classroom on specific topics or themes. Computer-scored assessments can be multiple-choice, or true-false questions. Teacher-graded assignments may consist of: labs, journal entries, projects, essays, or oral assignments. 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 learning coach/mentors 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 1.0 Point to Quality Point Honors Courses- Add .5 Point to Quality Point | | | |

*Dual Enrollment with University of Maryland University College- Add 1.0 to Quality point.

*This opportunity is only offered to full-time students who meet high academic standards.

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.

Course Failure and Repeat Credit

Students are permitted to retake failed courses. Failed courses will be recorded as an “F” on the student’s transcript, and a zero quality point will be computed for the course in determining the GPA. Courses required for graduation must be retaken and passed. The “F” will not be replaced with the new grade.

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

We do not automatically compute Class Rank because of our highly mobile population. Each school has different grading policies and different curriculum requirements making it too difficult to compare students among each other within our school.

If a class rank is required by legislation or is needed for scholarship eligibility then you may request your Class rank from your Academic Coach. Since it will need to be hand calculated by our Registrar you will need to make your request early enough to allow us to prepare it so that you are able to meet the established deadlines. Class rank will be calculated only using courses taken at K12 International Academy and the student must have been enrolled for at least 2 consecutive terms on a full-time basis.

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 learning coach/mentors 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.

For full-time students, mid-year course promotion requests can be submitted to the teacher in writing up to 8-weeks before the student year-end date. Requests must be approved by iCademy administration. Student progress, participation in conference with their teachers, submission of work samples, and attendance can all be taken into account when considering the request.

The K¹² International Academy suggests that learning coach/mentors 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 learning coaches to meet the associated challenges.

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 iCademy staff.

Full-Time/Grades 9-12

Each student shall be moved forward in a continuous pattern of achievement and progression that is aligned with the student's own development. The procedure for establishing the class placement of a student will be based on the following accumulation of credits:

- **Grade 10** requires 6 cumulative credits
- **Grade 11** requires 12 cumulative credits
- **Grade 12** requires 18 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 iCademy 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 learning coach/mentor 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 active students. Original transcripts must be requested through the iCademy Registrar and are not issued until all financial obligations to K¹² International Academy have been fulfilled. Transcripts can be requested in writing by the student and/or their parent or legal guardian. All requests must include the full name of the student, student's date of birth including year, and last date of attendance.

K12 International Academy will be incorporating Secure Transcript® in the second (Spring 2012) term. This service will provide a web-based transcript request feature which will be the required method of requests for all full-time students in the future. Detailed information will be messaged to our students and families upon launch of this enhanced service.

Please e-mail requests for transcripts to the iCademy Registrar at: jyeager@k12.com

Graduation Requirements

In order to graduate and receive a high school diploma from the K¹² International Academy, students must complete 24 credits in the following subject areas, and be enrolled as a full-time student for two, consecutive semesters in the K¹² International Academy.

| Subject | Credits |
|--|---------|
| Language Arts | 4 |
| Math , Algebra I or above | 4 |
| Science , including two credits of lab sciences | 4 |
| Social Studies | 4 |
| World Language , must be two credits of the same language; must be a non-native, non-English language course. | 2 |
| Health | .5 |
| Physical Education | .5 |
| Electives | 5 |
| TOTAL | 24 |

Students must complete a minimum of six credits through the iCademy 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, provided that the student has completed two, consecutive, full-time semesters of enrollment with the iCademy.

FULL-TIME senior year (2 consecutive semesters and must be the 2 last semesters) is required for a diploma.

Transfer Credit for Existing Students

Grades K-8

No transfer credits will be granted for students grades K-8. All full-time, K-8 students are required to take four core courses per academic school year, 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.

Full-time, high school students will have an unofficial transcript review at the time of placement. Once enrolled, the official transcript review will be completed prior to the end of the 1st term of full-time study in order to align with ILP.

Any credits taken outside of iCademy must be pre-approved by administration in order to recognize credit of outside coursework.

Outside Courses

Please contact your Academic Coach for a request form for pre-approval. Or refer to the document at the end of this Handbook.

Homeschool Credits

Many students who enroll in K¹² International Academy have been homeschooled, or have learned in similar programs. In order to grant credit for homeschool credits, K¹² International Academy has developed the following policies:

- Student enrolled in the K¹² International Academy may be offered credit for previous home school or independent study courses that are consistent with the high academic standards and policies of the school. The school recognizes the value of supervised independent study to enrich students' academic experience.
- Families should submit detailed documentation or student assessment documents as part of their request.
- The K¹² International Academy will carefully evaluate and assess the student's previous home school or independent study work to determine how that work may be accepted as high school credit.

Submitting home school credits for approval as transfer credits

K¹² International Academy provides a comprehensive evaluation process to assess a student's level of home or independent study coursework. Students may pursue the examination or portfolio option to demonstrate academic competency. Students may attempt to receive K¹² equivalent credits by the following procedures:

Eligibility

In order for a student's home school or independent study course to be considered for credit from the following requirements must be fulfilled:

1. Applicant must be enrolling/enrolled as a full time high school student in the K¹² International Academy.
2. Maximum total amount of total home school transfer credits is 8.
3. Students can receive a maximum of 2 total credits in any one department. These departments are: English/Language Arts, History, Science, Mathematics, World Languages, and Electives.

Students must be enrolled in K¹² International Academy in 2 semesters as a full-time student in order for homeschool credits to be recognized on a K12 International Academy transcript



Examination

Final Exam Equivalent

Students may demonstrate mastery in a subject area they have studied in a previous school where course equivalency is in question by taking the final exam in the equivalent K¹² International Academy course. Credit will be granted if a score of 80% or higher is achieved. **The grade is not recorded, only the credit. There is a \$150 fee for each exam.**

For example, a student who has completed an Algebra I course via homeschooling and they want to receive K¹² International Academy credit for the course, they would take the Algebra I final and would receive transfer credit with a score of 80% or higher. Note: There is a \$150 fee for each Final Exam taken. The grade will not be recorded, only credit will be recorded.

In the case of a student seeking credit for a previously taken AP course, the student will need to provide evidence of the course and earn a score of 3 or higher on the AP exam. Standard AP testing fees will apply.

Portfolio Review

A student may submit a portfolio of home school work to K¹² International Academy to request transfer credits. The following is due, at one time, for submission to the K¹² International Academy Home School Review Board:
A detailed portfolio that demonstrates strong competency and/or mastery in the subject.

Credit Recovery (HS)

Students may take credit recovery courses only if they have previously taken, and failed, the course(s). Original and re-taken courses will be listed on the transcript and GPA is calculated on the total number of courses taken.

Work Samples Policy (K-8 only)

Work sample submissions are required each month for every K-8 student enrolled in the Academy. During orientation, learning coach/mentors 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 Learning Coaches/Mentors

K-8

Formal progress reports will be issued to students twice per school year, at mid-term (90 school days) and year-end (180 school days). Students who withdraw during the school year will be issued withdrawal reports that can be used for enrolling in a future school. While progress reports will be issued twice a year, students and their learning coach have access to their Online School 24 hours a day, seven days a week.

High School

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 mentor may log on to the system at any time and view this information. If a mentor 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 progress report for each student will be provided mid-semester. A transcript will be issued at the end of each semester. Students who withdraw during the school year will be issued withdrawal reports that can be used for enrolling in a future school. While transcripts will be issued twice a year, students and their mentors 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 for the duration of the semester.



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 learning coach/mentors change their address, telephone number, e-mail address, or place of employment, they are asked to notify their teacher (K-8) or Student Service Coordinator/Student Services Manager (HS) immediately. Parents/legal guardians 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, 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 the student's 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 learning coach/mentor, loss of credit for high school courses, revoked access to course(s), and suspension or expulsion from the K¹² International Academy.

Dictionary.com defines plagiarism as follows:

pla-gia-rism [pley-juh-riz-uh m, -jee-uh-riz-] –noun

1. the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
2. something used and represented in this manner.

plagiarism. (n.d.). *Dictionary.com Unabridged*. Retrieved May 17, 2010, from Dictionary.com website: <http://dictionary.reference.com/browse/plagiarism>



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

- The first offense will be handled between the teacher and the student with the teacher providing additional instruction as to what constitutes plagiarism and/or cheating and the student receiving a zero on the assignment. Depending on the severity of the infraction, the student MAY have an opportunity to make up the assignment, at the discretion of the teacher.
- A second offense will result in a phone call to parents/guardians, and an escalation to the student's advisor/school representative, as well as a zero on the assignment, with no opportunity for making up the work.
- A third infraction will result in a meeting with the school administration. Students will have no opportunity to make up questionable work. The grade of zero will prevail. Further action may be taken as needed following the discipline policy.
- **The fourth infraction, the student will be removed from all iCademy courses with loss of credit and denied readmission.**

Academic Integrity Prevention

We may utilize a technology that helps to prevent cheating for some written assignments and tests. Prior to submitting a written assignment or taking an assessment, you may be prompted to install and/or use a small piece of software on your computer. You will be required to install this piece of software before continuing on to take the assessment. Once you access the test, you will be unable to copy, paste or open new browser windows or programs during the assessment. If you have trouble, contact K¹² Customer Care for assistance. Contact us immediately if Customer Care cannot resolve your issue.

A mandatory Academic Integrity, Plagiarism & Cheating workshop is held at the beginning of each semester. Students must attend this session, and sign a memorandum of understanding after successfully completing this training to ensure their compliance with the policies related to academic integrity Policies outlined by the iCademy administrative team. Failure to attend and sign this memorandum will result in removal of course access.

The 2006-2007 academic year marks the first year that colleges and universities are requesting high schools, both public and private, as part of the college "common application" process, to disclose student disciplinary records. The College Common Application asks **both** students and guidance counselors to respond to the following

Disciplinary History

1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? __ Yes __ No

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/K-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 iCademy will also notify law enforcement officials. Students and their learning coach/mentors 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, student should not reveal their 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 learning coach/mentor finds certain lessons, books, or materials objectionable for various reasons. If a learning coach/mentor finds objectionable material, he/she should contact their teacher via k-mail. Teachers will listen to the concern and determine if an alternate lesson/plan is necessary to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met. Learning coach/mentors 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 or Student Service Coordinator/Student Services Manager. 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 learning coach/mentor have to use the instructional computing resources as required in the K¹² Terms of Use that the learning coach/mentor 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 any information regarding K¹² International Academy, please contact us:

North American/South American Region

877.512.7748

K¹² International Academy
2300 Corporate Park Drive
Herndon, VA 20171
Fax: 866.467.6190
Email: icademy@k12.com

Arabian Gulf Region

+971 4 440 1212

K¹² International Academy
Block 12, Floor 1, Units F11 & F12
Knowledge Village
PO Box 502981
Dubai UAE
Fax: +971 4 426 4728
Email: icademy@k12.com
[Map to iCademy Dubai](#)

Asia/Singapore Region

+65 3158 1367

K¹² International Academy
89 Kampong Bahru Road, #02-01
Singapore 169382
Email: asia@k12.com

European Region

Phone: +41 (0) 31 528 0106
UK Phone: +44 (0) 20 331 84 199
Toll-free (in Switzerland): 0800 44 66 55

K¹² International
Schulhausstrasse 6
3600 Thun
Switzerland
Email: europa@k12.com



Tuition

K¹² International Academy Full-time Tuition

| | K-5 | Middle School (6-8) | High School (9-12) |
|------------------|-------------------|---------------------|--|
| Full-time | \$4,995/ 180 days | \$5,995/ 180 days | \$6,995/2 semesters \$3,499/ 1 semester |

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
- Access to Online Course Content and Online Learning Management System
- Course materials
- Teacher support
- Academic Student Service Coordinator support
- Individualized Learning Plan (ILP)
- Scantron Testing
- K¹² International Community
 - K¹² sponsored contests and competitions
 - Virtual Field Trips
 - Online Clubs
 - Model UN (iMUN), Yearbook Club, Service Learning Program, International Club
 - Festivals, fairs, and online workshops
 - College Week Live Events
- Online attendance and progress tools
- Official transcripts
- Academic diploma upon graduation
- College and career planning resources (7-12)
- School Counseling Services (7-12)

K¹² International Academy Part-time Tuition

| | K-5 | Middle School (6-8) | High School (9-12) |
|-----------|-----------------------------------|-----------------------------------|--|
| Part-time | \$550 per course/ <i>180 days</i> | \$650 per course/ <i>180 days</i> | Core, Comprehensive, Honors, and Credit Recovery Courses: \$425 per course/ <i>1 semester</i> , AP Courses: \$475 per course/ <i>1 semester</i> |

Materials may be required and are sold separately. Standard U.S. and international shipping rates will apply. For more information, please call: 1.866.512.6463

Our per-course fee includes:

- Access to Online Course Content and Online Learning Management System
- Teacher/Student Services Coordinator support
- 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 notify in writing the Academic Student Service Coordinator (HS) or Teacher (K-8) requesting a withdrawal. The withdrawal date is defined as the postmarked date of the letter or the electronic imprint date on the withdrawal fax.

Full-Time/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 thirty calendar days after the start date of the courses.
- No refund is available if the withdrawal date is more than thirty 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.
- No refunds are available for international students.

Full-Time/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.
- The outstanding tuition balance shall be charged if the withdrawal date is greater than thirty 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.

Part-Time/Paid in Full Refund and Summer School

- 100% of tuition is refunded if the withdrawal date is prior to start date of the courses.
- No refund is provided for materials or shipping.
- No refund is provided after the 1st day of class for summer school.

Account Suspension/Termination

K¹² may suspend your access to the iCademy, 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 Learning Coach/Mentors and Students:

You have just reviewed the K¹² International Academy Student/Learning coach/mentor 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/Learning coach/mentor 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: _____

Learning coach/mentor's Signature: _____ Date: _____

Learning coach/mentor's Printed Name: _____

Sign and return to:

**North American/South
American Region**
877.512.7748

K¹² International Academy
2300 Corporate Park Drive
Herndon, VA 20171
Fax: 866.467.6190
Email: icademy@k12.com

Arabian Gulf Region
+971 4 440 1212

K¹² International Academy
Block 12, Floor 1,
Units F11 & F12
Knowledge Village
PO Box 502981
Dubai UAE
Fax: +971 4 426 4728
Email: icademy@k12.com

Asia/Singapore Region
+65 3158 1367

K¹² International Academy
89 Kampong Bahru Road, #02-
01
Singapore 169382
Email: asia@k12.com

European Region

Phone: +41 (0) 31 528 0106
UK Phone: +44 (0) 20 331 84
199
Toll-free (in Switzerland): 0800
44 66 55
K¹² International
Schulhausstrasse 6
3600 Thun
Switzerland
Email: europa@k12.com

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 7.0 or earlier version, Netscape 7.1, Firefox 1.5 |
| Internet | 55.6k Dial-up |

Minimum Peripheral Specs:

| | |
|----------------|---------------------|
| Printer | Color compatible |
| Scanner | 8 bit / 200 DPI |
| 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 |
| *Various elective courses require additional software purchase* | |

Browser Settings:

| | |
|-------------------|---------|
| Pop-ups | Enabled |
| JavaScript | Enabled |
| Cookies | Enabled |



Dear Parent/Guardian or Learning Coach,

The following is a placement waiver form that is to be signed and returned upon receipt. This form documents that courses outside of the recommendation of the school have been requested. Should the student need a placement change during the first 30 days of the course(s), the cost of shipping and materials will be the responsibility of the parent. The International Academy will not be responsible for any transferred credits due to course selection. Thank you for your cooperation, and we look forward to serving your students educational needs.

Parent/Guardian _____

Learning Coach _____

Sincerely,

The International Academy



Pre-Approval Form for Courses Taken Outside of the K¹² International Academy

Instructions:

1. Complete this form with the courses you would like to take from the below-described educational institution/provider and submit to the K¹² International Academy. Indicate your anticipated start date, semester/course length, and projected time to be spent in the course.
2. Submit this form along with the school/institution's detailed course description and/or scope and sequence. Approval for courses will be considered on a case-by-case basis and is not guaranteed.

| | | | |
|-------------------|------------|-------------|---------------|
| Student Last Name | First Name | Middle Name | Email address |
|-------------------|------------|-------------|---------------|

| | | |
|-------------|---------|--------------|
| School Name | Website | Phone Number |
|-------------|---------|--------------|

| | | | | |
|---------|------|-------|---------|-----|
| Address | City | State | Country | Zip |
|---------|------|-------|---------|-----|

Courses:

| | | | |
|--------------------|---------------------------|--------------------|-------------------|
| <i>Spanish 101</i> | <i>September 28, 2009</i> | <i>2 semesters</i> | <i>5 hrs/week</i> |
|--------------------|---------------------------|--------------------|-------------------|

| | | | |
|--------------|------------|---------------------|-------------|
| Course Title | Start Date | Number of Semesters | Total Hours |
|--------------|------------|---------------------|-------------|

| | | | |
|--------------|------------|---------------------|-------------|
| Course Title | Start Date | Number of Semesters | Total Hours |
|--------------|------------|---------------------|-------------|

| | | | |
|--------------|------------|---------------------|-------------|
| Course Title | Start Date | Number of Semesters | Total Hours |
|--------------|------------|---------------------|-------------|

| | | | |
|--------------|------------|---------------------|-------------|
| Course Title | Start Date | Number of Semesters | Total Hours |
|--------------|------------|---------------------|-------------|

For K¹² International Academy use only

Approved: Credit units to be granted _____

Denied: Reason _____

Postponed: Reason _____



Additional Notes:

- Following completion of your course, the K¹² International Academy will require an official certificate of completion or transcript with your final grade(s) shown.
- Once transcript(s) have been submitted to the K¹² International Academy, the Admissions department will review the educational records and evaluate the grade. The K¹² International Academy reserves the right to deny transfer credit for the completed course if information included on the request for pre-approval is incomplete or incorrect.
- Pre-Approval of courses does not guarantee that transfer credit will be granted. Each grade will be treated on a case-by-case basis.
- Please contact the K¹² International Academy with any questions regarding academics or curriculum.



Request for Official Transcript

K12 International Academy
2300 Corporate Park Drive
Herndon, VA 20171
Phone- 703-483-7182
Fax- 703-483-7330

A parent/guardian signature is required for students under the age of 18 prior to our release of this form. This information cannot be processed via email. You must mail or fax this form to our office. Incomplete forms will not be processed. Please allow ten (10) business days for requested transcripts to be processed. Please make transcript requests in advance of established deadlines to ensure delivery in a timely fashion.

Student name (please print) _____ Dates of attendance: _____

Parent/Guardian name (please print) _____

Student Date of Birth _____ Home Phone _____

Home Mailing Address _____

I give permission to K12 International Academy to release ____ total transcripts to my home address.

Please send ____ transcripts to the following school(s) or institutions:

1. Name of school or entity: _____

Mailing Address _____

Attention of/ phone number: _____

Please send ____ transcripts to the following school(s) or institutions:

2. Name of school or entity: _____

Mailing Address _____

Attention of/ phone number: _____

***Parent or Guardian Signature _____ Date _____