K¹² International Academy Partnership Program Full Time/Part Time Schools 2015-2016
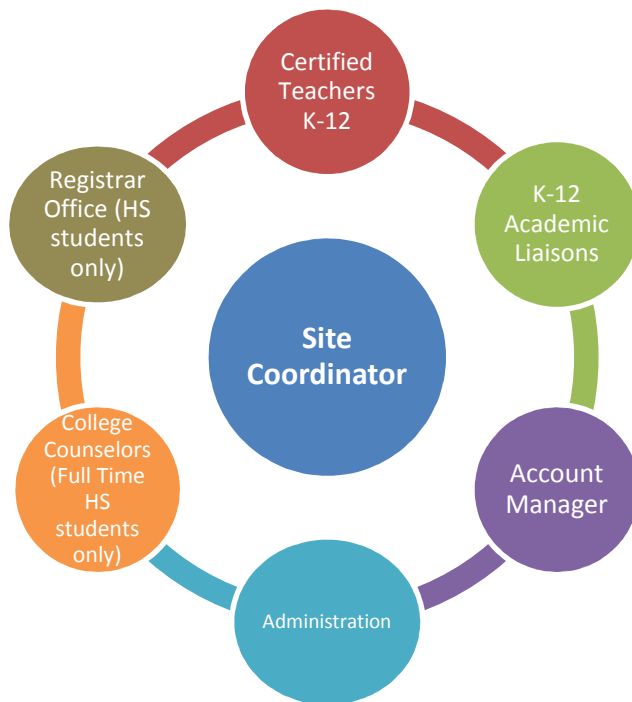
Welcome!

This document will provide you with some additional information as you consider partnering with the K^{12} International Academy. When you partner with the K^{12} International Academy your designated Site Coordinator/Learning Coach and your students have access to the following support personnel:

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                    Certified
                    Teachers
                      K-12
    Registrar                        K-12
    Office (HS                     Academic
     students                      Liaisons
      only)
                       Site
                    Coordinator
    College                         Account
   Counselors                       Manager
   (Full Time
       HS
    students
      only)
                   Administration
```

We have included information about the following:

- ✓ Key Terms of the K^{12} International Academy
- ✓ Role of Site Coordinator/Learning Coach
- ✓ Role of K-8 teachers and students
- ✓ Role of 9th-12th grade teachers
- ✓ Role of K-8 Academic Liaison
- ✓ Role of High School Academic Liaison
- ✓ Role of Account Manager
- ✓ Role of 9th-12th Student
- ✓ Additional Resources
- ✓ AP Course Expectations
- ✓ Technology Requirements

We encourage you to take some time reviewing the information to gain a better understanding of how the K[12] International Academy can work with you in creating a successful partnership for you and your students!

K[12] International Academy Partnership Team

Key Terms

The following are "Key Terms" you will see throughout this document:

OLS: Online Learning System

SC (Site Coordinator)/ LC (Learning Coach): Adult responsible for enabling student access to the K[12] curriculum, monitors progress, and oversees implementation at the program level

LS: Lower School

MS: Middle School

HS: High School

K-Mail: K[12] International Academy's internal emailing system. All K-Mails that are sent from teachers, Academic Liaisons and administration to students, the SC/LC are copied on the correspondence. It is expected that students and SC/LC's check K-Mail daily

Class Connect: Live teacher lecture sessions held at specific times. See below for K-8 Class Connects and HS Class Connects

Study Hall: Live teacher support times held daily

Blackboard: Our "Virtual" classroom

Role of Site Coordinator (Learning Coach)

The Site Coordinator (Learning Coach) is the one who enables student access to the K^{12} curriculum, monitors progress, and oversees implementation at the program level. As the designated Site Coordinator (Learning Coach) you are responsible for monitoring student progress, communication with teachers, liaisons and account managers on a consistent basis. *The K^{12} International Academy recommends (1) Learning coach per K-8 student <u>grade level</u> and (1) Learning coach for high school student's (depending upon total enrollment numbers).*

Site Coordinator/Learning Coach responsibilities (see page 5):

Monitoring Student Progress

- Ensure students have working equipment and access to high speed internet

- Working with your students to make sure they:
  - Attend the Student Orientation
  - Attend the Policy and Procedures meeting
  - Complete the Welcome to Online Learning (K-8) and/or Online Learning course (ORN010 or ORN030)
  - Complete the Student Expectations link

  - Ensure they are logging in daily and are working in their courses

- Ensure students complete Scantron Testing (Full Time 9th and 10th grade)

- Working with students on a catch-up plan when they fall behind

- Advise students on course placement

- Ensure students have teachers and Academic Liaison contact information:
  - Skype
  - Phone numbers

- Utilize resources the K^{12} International Academy provides to help Site Coordinator's be successful:
  - Recordings
  - Resource Link that contains all documents/decks/recordings for the school year

Communicating with Account Managers:

- Work with your Account Manager in creating/establishing student accounts

- Prepare and submit K^{12} enrollment forms to your Account Manager by the enrollment deadline

- Communicate when you have billing, materials or operational questions

- Complete End of Term and End of Year survey's provided from the Account Manager

Communicating with Academic Liaison and Teachers:

- Check K-Mail (our internal emailing system) daily for important information from teachers, Academic Liaisons and International Academy administration

- Meet with your Academic Liaison on a weekly, bi-weekly or monthly basis via phone or Skype

- Meet with teacher(s), student, and the Academic Liaison when a student is failing a course/missing teacher graded assignments

- Work with Academic Liaison regarding progress data, final grades, and transcripts

- Communicate with your Academic Liaison and teachers on a consistent basis

- Complete Site Coordinator Acknowledgement link

K^{12} International Academy

Effective Site Coordinator Characteristics

Effective Site Coordinators consistently demonstrate the following:

Encourages students to be responsible, organized and communicative with K[12] International Academy Staff
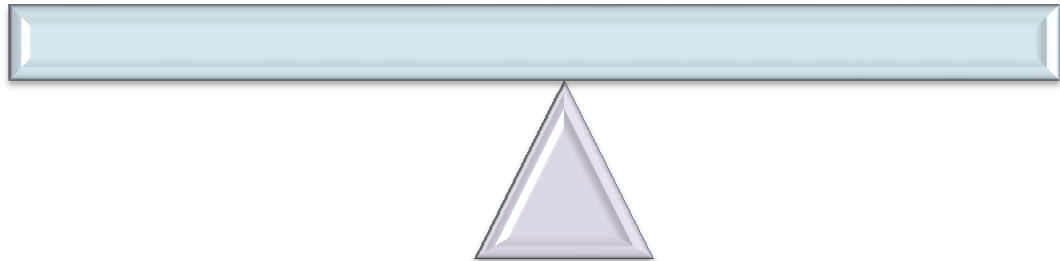
Monitors students daily (2-5 hrs. per day- depending upon student enrollments)

Is Organized

Reaches out consistently with questions and concerns

Communicates well with other professionals

Follows and Understands K[12] International Academy policies and procedures

Role of K-8 Teachers and Students

All of our K-8 teachers are certified. K-8 students work at a very flexible pace. The support and K-8 requirements are as follows:

Lower School K-5

K-5 Students are typically gaining in independence, but still generally need that 1:1 direct instruction daily from an adult SC/Learning Coach. This daily instruction is delivered by the Site Coordinator/Learning Coach onsite, utilizing the K12 provided Lesson Guides, Activity Guides and online lessons.

K-3rd grade ~ Live OPTIONAL Class Connects are offered in Language Arts and Math 4 times a week, alternating weeks (one week Math, next week Language Arts). *Days and times vary

4th and 5th grade ~ Live OPTIONAL Class Connects are offered in Language Arts and Math 3 times a week
.   *Days and times vary

Middle School 6-8

6-8th grade students have 4 OPTIONAL but recommended live Class Connect sessions each week in each of the core courses (Math, English, Science and History)

6th-8th grade students receive letter grades at semester and end of year

MS teachers may request unit checkins before taking a unit assessment in Math, History and Science.

Additional Considerations

Elementary teachers do not meet with the students in a rotational 1:1 schedule like MS/ HS.

The onsite Learning Coach/ Site Coordinator is responsible for logging all lessons completed and assessments into the K12 online School.

The Class Connect content varies within the curriculum. Some lessons may be review, some new exposure and some may be right where your student is working.

The teachers are US based, so some times may not be convenient for our overseas students.

K12 International Academy

Lower School K-5

4th and 5th grade offer 2 study hall opportunities each week in Math and Language Arts. *Days and Times Vary

Study Halls are offered for 'pop in' questions and 1:1 help.

Student should follow the daily / weekly plan.

Middle School 6-8

MS Content teachers offer 5 Study Halls a week for 'pop-in' questions and 1:1 help.

The Class Connect content varies within the curriculum. Some lessons may be review, some new exposure and some may be right where your student is working.

Middle schools require some direct instruction but have the support of more online time and Content Teachers to reach out to for help. The Site Coordinator / Learning Coach onsite is responsible for monitoring and providing the daily 1:1 instruction if needed.

MS Content teachers meet once a month via Skype, phone or in Blackboard with students or Learning Coaches to discuss course.

Additional Considerations

K-5 students do not receive letter grades. They receive progress grades at semester and at the end of the year.

LC should mark lessons/ assessments complete on a daily basis.

The Site Coordinator will meet with the Academic Liaison bi-weekly/monthly to review student progress in their course.

The **onsite** Learning Coach/ Site Coordinator manages all work completed by the student.

Class Connects are recorded and can be viewed at any time.

K12 International Academy

Role of 9th-12th grade Teachers

All of our K[12] International Academy teachers are certified in their subject area. Every high school course has a certified teacher assigned.

Teachers are available for help via

- Class Connects- live lectures held several different times per semester
- Study Halls- live support times held 5 days a week at various times
- K-Mail- internal emailing system
- Phone
- Skype

Teachers will keep students posted with late breaking and important announcements:

- School related activities
- School policies
- Assignment expectations and tips

High School Teachers will:

- Check in with students frequently (via K-Mail, Skype, IM, Phone)
- Check in with Site Coordinators as requested by the Site Coordinator
- Keep students posted on their progress (via K-Mail, gradebook, dropbox feedback comments)
- Help students when they have questions
- They will help guide students toward a successful finish
- Provide meaningful feedback on assignments (Teachers have 3 days to grade teacher graded assignments)
- Work with Academic Liaison regarding any student concerns, extensions, and accelerations

Role of K-8 Academic Liaison

Your K-8 Academic Liaison is responsible for assisting you with all issues that are not academic in nature. In other words, any course content questions/concerns would be addressed with the teacher, while the Academic Liaison assists with all other aspects of the student's education.

K-8 Academic Liaison Responsibilities:

Provides the Site Coordinator/Learning Coach with the following resources:

- Welcome Information
- Live Site Coordinator Orientations
- Resource link that contains all documents for the school year

Works with Site Coordinator/Learning Coach on:

- Accelerations, Extensions, Course Drops/Adds
- Meets 2 times a month with Site Coordinator/Learning Coach
- Course Selection for re-enrollment
- Academic concerns
- Student progress tracking
- Orientations for Site Coordinator/Learning Coach
- Orientations for students

Monitors student completion of:

- Welcome to Online Learning
- Scantron (Full Time 9th and 10th graders)
- ILP (Individualized Learning Plan- Full Time only)

Role of High School Liaison

Your High School Academic Liaison is responsible for assisting you with all issues that are not academic in nature. In other words, any course content questions/concerns would be addressed with the teacher, while the Academic Liaison assists with all other aspects of the student's education.

High School Academic Liaison Responsibilities:

Provides the Site Coordinator/Learning Coach with the following resources:

- Welcome Information
- Live Site Coordinator and Student Orientations
- Resource link that contains all documents for the school year

Works with Site Coordinator/Learning Coach on:

- Accelerations, Extensions, Course Drops/Adds
- Meets weekly, bi-weekly or monthly with Site Coordinator/Learning Coach (Weekly for first 4 weeks of start date)
- Course Selection for re-enrollment (Full Time Students only)
- Academic concerns
- Student progress tracking
- Orientations for Site Coordinator/Learning Coach
- Orientations for students

Monitors student completion of:

- Online Learning Course (ORN010 or ORN030)
- K12 International Academy Student Expectations Link
- Scantron (9th-10th grade Full Time Students)
- ILP (Individualized Learning Plan)-Full Time Students

Role of Account Manager

The Account Manager is responsible for working closely with the billing contact and/or Site Coordinator/Learning coach at the partner school. They are responsible for:

General Account Manager Responsibilities

- Manages invoicing and payments
- Gathers/enters compliancy documents
- Enters all enrollments into system
- Orders materials
- Operational Questions/Support
- Shipping, tracking and reporting of domestic and international shipments
- Entering student enrollments in a timely manner
- Ordering of materials
- Processing course changes
- Working closely with Academic Liaisons on school requests/concerns

Resources provided from your Account Manager

- Enrollment Documents/Resources
- 10 day Check In
- Mid Semester Check In
- End of Term Survey's
- Course Reminders
- Invoicing

Role of 9th-12th grade Student

The high school student has several responsibilities and resources available to them. Some of the expectations of the K[12] International Academy high school students are:

Complete the ORN course (Online Learning Course ORN010 or ORN030)

- Student should complete the Online Learning course on or before Day 1 of their start date
- Read/Print documents within Online Learning Course
- Complete all Online Learning Course units and quizzes

Work out of each course daily:

- Core/Comprehensive level: 60-90 minutes/per course/per day
- Honors 90 minutes/per course/per day
- AP courses 2 hours/per course/per day
- Read course announcements daily
- Utilize Course Calendar
- Utilize Student Guides for each lesson
  - Print or type directly into guide
- Submit course work by due date
- View Dropbox for teacher comments 2 times a week
- View Gradebook for each course daily

Additional Considerations

- Read and Reply to K-Mail from teachers and Academic Liaison (daily)
- Add teachers and Academic Liaison to Skype
- Attend Study Hall if they have questions about assignments/course content
- Attend or Listen to recording(s) of Class Connect session
- Reach out for help to their teacher/liaison right away when there are questions
  - K-Mail
  - Skype
  - Other IM (Instant Message) programs
  - Phone
- Complete Scantron Assessment in Reading and Math (Full time 9th and 10th grade only)
- Complete ILP (Individualized Learning Plan-Full time only) with Academic Liaison

K¹² International Academy Resources

Additional Resources to review:

- **K¹² Partner Strong Start Website:** http://www.k12partnerstrong.com/
  - K12 International Academy Information
  - Getting Started
  - How to enroll
  - Site Coordinator Resources

- **K¹² International Academy Website:** www.icademy.com
  - Start Dates
  - Enrollment Deadlines
  - Summer School offerings
  - School Holidays
  - Forms and Documents

- **Student/Parent Handbook:** https://fw.unitymg.com/media/77/0104-00012477-01-res-icademy_course_catalog_1505_final.pdf

- **2015-2016 K¹² International Academy Course Catalog:**
  http://www.icademy.com/sites/www.icademy.com/files/icademy_course_catalog_1410.pdf

Resource Videos:

Using the K-8 Online School (OLS)

OLS videos are short 2-6 minute instructional segments showing you how to fully utilize and navigate the online school. Press CTRL when you click on the link.

- ✓ **Setting Up and Managing Your Accounts**: How to set up and manage your student accounts.
- ✓ **Your OLS Home Page:** This video introduces the features of your Learning Coach Home Page.
- ✓ **Navigating the OLS:** Overview of the menus in the OLS.
- ✓ **Accessing Your Student's Daily and Weekly Lessons**: Review of your student's Daily and Weekly plan.

- ✓ **Adjusting your Schedule**: How to use Schedule Setup to manage your student's plans.
- ✓ **Using ClassConnect**: Finding, attending, and viewing recordings of ClassConnect sessions offered by your teacher and your school virtual academy.
- ✓ **K-8 Lessons**: Preparing for and managing your student's lessons.
- ✓ **K-8 Progress**: How to track your student's progress.
- ✓ **K-Mail for Everyone**: Features and Tools.

AP Course Expectations

AP Requirements

- AP, or Advanced Placement courses are **college-level courses** that a student can take in high school. American colleges and universities often grant **placement** and **course** credit to students who obtain high scores on the examinations- *Please contact your college of choice for specific AP credit guidelines*

- Students <u>must</u> meet course pre-requisites before enrolling in an AP course- it is the Site Coordinators responsibility to ensure the student has met the pre-requisites before enrolling

- Utilize Course Catalog to ensure pre-requisites are met: http://www.icademy.com/sites/www.icademy.com/files/icademy_course_catalog_1410.pdf

- Ensure students are placed in an AP subject area that they excel in

AP CourseTime

- AP courses require a **minimum** of 2 hours per day/per course

- Students can plan on working weekends and holidays **(at times)** on an AP course

- It is important that students read announcements, K-Mails, and attend live sessions and/or listen to AP course recordings on a **daily** basis

- The AP Exams are offered every May and test students' mastery of the AP coursework

- Students can earn scores ranging from 1 to 5 and depending upon their scores can earn college credit

- Typically, colleges will give students college credit for a score of a 3 or higher

AP Course Offering Dates

- **Fall 2015** AP courses are offered Terms 1-3 (full year AP courses); Terms 1-6 for single semester AP courses

- **Spring 2016** AP courses are offered Terms 1-2 ("B" side of full year AP courses); Terms 1-2 for single semester AP courses *AP courses are only offered at this time due to the fact that the AP test is given in early May. Coursework must be completed before this test date.*

- In order for a student to be enrolled in "B" side of AP course, they have to pass the "A" side first

- Addtional AP information/resources: https://apstudent.collegeboard.org/exploreap/for-parents

- AP Course materials are required to purchase and are non-refundable

K[12] International Academy

Technology Requirements

K¹² Computer Technical Requirements

Is your computer K¹² ready? K¹² has several online components built into its lessons and tools. To use K¹²'s program, you'll need a computer with an Internet connection and free software programs, which you can download from the Internet.

Hardware

The minimum hardware recommendations for computers with a WINDOWS operating system:

- CPU: Intel 1.8 GHz or faster processor (or equivalent)
- Browser: Microsoft Internet Explorer 8.0 or higher, Mozilla Firefox 10.0 versions or higher, Chrome 17.0 or higher
- RAM: 1GB of RAM

The minimum hardware recommendations for computers with a MAC operating system:

- CPU: PowerPC G4 1 GHz or faster processor; Intel Core Duo 1.83 GHz or faster processor
- Browser: Firefox 10.0 versions or higher, Chrome 17.0 or higher (Safari is **not** supported!)
- RAM: 1GB of RAM

Using Mobile Devices with the Online School

Unfortunately, many portable devices do **not** support the software products required to run the Online School. These devices may include (but not limited to): iPads, iPhones, iPods, Kindles, eReaders, and the newer Android phone.

Please click here to learn about K12 Apps for smart phones and other mobile devices.

Software

The free software below is for both a Windows or Mac computer unless noted:

- Adobe Flash Player 10 or higher (click here)
- Java Runtime Environment (click here)
- Mozilla Firefox 10.0 versions or higher* (click here)

K¹² International Academy

- Internet Explorer 9.0 or higher (Windows only) (click here)
- Google Chrome 17.0 or higher (click here)
- Adobe Reader 8 or later (click here)
- Apple QuickTime (click here)
- **Required software:**
  Microsoft Office (Pages for Macs)

Internet Connections

It is highly recommended that a broadband connection be used instead of dial up.
Please note the following if you are using a dial-up connection:

- ALL web acceleration software must be disabled for the school to work properly.
- If you are using NetZero, the 3G or Hi-Speed version of the NetZero software is not able to be used consistently with the Online School. The basic version of the NetZero Software should installed.
- If you are using AOL you must minimize AOL after Connecting and use an approved browser
- If you are using MSN, you cannot use MSN Explorer consistently
- You MUST meet the minimum speed of 56kbps

Gigabyte Usage

The amount of data transferred over your Internet connection each month depends on the student's enrolled course(s). We are not able to provide this information. Please contact their ISP provider if they have concerns.

Additional Concerns

- Pop-up Blockers can affect your ability to access the Online School
- Internet Security Products, such as Norton, can inhibit your online experience
- Software firewalls installed on your PC often will cause accessibility problems
- Firewalls must have port 8080 open to both TCP and UDP traffic to allow access to the OLS
- **Touch screens** and **Wacom tablets** can interfere with accessing links in the Online School - please see the manufacturer's support site for instructions on how to configure these devices to work consistently with Flash Player