



K¹² International Academy



K¹² International Academy

Site Coordinator Guide 2017-2018



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Introduction

The K¹² International Academy is an accredited private institution serving students worldwide. While the K¹² International Academy is a fully functioning, diploma granting school in itself, we also partner with other schools to provide opportunities for students in our part-time and full-time student models. The K¹² International Academy is staffed by highly-qualified, state-certified teachers spanning Kindergarten through 12th grade with experience and training to teach K¹² courses using our own National Instructional Model tailored for the virtual environment.

K¹² International Academy School Terms

Courses led by K¹² International Academy teachers' start during multiple times throughout each fall and spring semester. The term schedule for **Fall 2017 and Spring 2018** is as follows:

FALL 2017	Documentation & Tuition Deadline	Start Date	Semester Course End Date	Full Year Course End Date
August Cohort	07/26/2017	08/02/2017	12/21/2017*	05/22/2018
	08/02/2017	08/09/2017		
	08/09/2017	08/16/2017		
	8/16/2017	08/23/2017		
September Cohort	8/30/2017	09/06/2017	02/09/2018	06/26/2018
	9/6/2017	09/13/2017		
	09/13/2017	09/20/2017		
October Cohort	09/27/2017	10/04/2017	03/12/2018	07/25/2018
	10/04/2017	10/11/2017		
	10/11/2017	10/18/2017		
November Cohort	10/25/2017	11/01/2017	04/16/2018	08/22/2018
	11/01/2017	11/08/2017		
	11/8/2017	11/15/2017		

- Students who would like to enroll within AP courses may enroll in either full year and one semester courses during the August, September and October cohorts.

* Students enrolled within the August Cohort have ability to complete the semester finals either before or after winter break. If an August Cohort final exam is taken after winter break, the last date to complete the exam is January 4, 2018.



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SPRING 2018	Documentation & Tuition Deadline	Start Date	Semester Course End Date	Full Year Course End Date
January Cohort	12/27/2017	01/03/2018	06/01/2018	10/09/2018
	01/03/2018	01/10/2018		
	01/10/2018	01/17/2018		
	01/17/2018	01/24/2018		
February Cohort	01/31/2018	02/07/2018	07/06/2018	11/13/2018
	02/07/2018	02/14/2018		
	02/14/2018	02/21/2018		
March Cohort	02/28/2018	03/07/2018	08/02/2018	12/13/2018
	03/07/2018	03/14/2018		
	03/14/2018	03/21/2018		
April Cohort	3/28/2018	04/04/2018	08/23/2018	01/14/2018
	04/04/2018	04/11/2018		
	04/11/2018	04/18/2018		

- Students who would like to enroll within AP courses may enroll in one semester courses during the January and February cohorts.

K¹² International Academy Holiday Calendar

The K¹² International Academy will observe the following American holidays and in-service days during the 2017-2018 school year:

Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Break	November 22–24, 2017
Winter Break	December 22, 2017 – January 2, 2018
Martin Luther King Day	January 15, 2018
Presidents Day	February 19, 2018
Spring Break	March 26-30, 2018
Memorial Day	May 28, 2018
Independence Day	July 3-4, 2018



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Students and families, whether living in the United States or any other country, may require holidays in addition to the official K¹² International Academy school holidays. Students must inform their teachers and Student Experience Coordinator of any additional holidays that they will be observing, with as much advance notice as possible. Students are required to complete all required course work by the end of the school semester. K¹² International Student Experience Coordinator can work with Site Coordinators to exchange holidays if our calendar is not in line with the desired partner holidays. Teachers would need to be notified of this arrangement. Students are advised to work ahead if they need to take additional holidays.

Student Onboarding Program

To facilitate a successful virtual education experience for your students, K¹² has developed the Student Onboarding Program to introduce them to the K¹² online learning environment and to start their specific courses on a gradual basis over the first week of school.

On (or before) Day 1 of the start date, your students will take a **required** one-day *Online Learning (ORN030)* course to introduce them to the virtual classroom environment. Your Student Experience Coordinator will oversee the progress and completion of this course. Students will spend the majority of their orientation time (**two to four hours**) working asynchronously in the *Online Learning (ORN)* course. This course provides almost all of the orientation and instruction required for both new and returning students. The course content is available for reference for the remainder of the school year.

The *Online Learning* course has a modular structure allowing it to meet the differing needs of new and returning students. It covers:

- Transition from other school models
- Time and effort requirements of K¹²courses
- Roles of the student, learning coach, teacher, SEC, and other school staff
- Differences for returning students from last years' program
- Setting up an effective home learning environment
- Organization and time management skills and a typical day in the life for a student
- Overview of typical online course activities, submitting assignments, scanning files
- Helping students recognize signs that they are struggling or failing
- Communicating with staff online
- Academic integrity
- What to do when students encounter a problem or become frustrated
- Guided tour of the K¹² International Academy learning management system and tools (student landing page, O365 Email, etc.)
- A workflow to follow to complete work each day: landing page, review O 365 Email, Class Connect sessions, review assignments due, new announcements, "What's New", etc.
- Synchronous and asynchronous communication and tools including threaded discussions
- Graded assignment completion



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Included in the course are multi-media pieces such as “real student” audio stories about their K¹² experience and how they are successful in the program. It also includes video demonstrations about critical tools and skills. In addition, the final unit of the course provides support for synchronous sessions designed to supplement and augment the course content. **New and returning students are asked to complete all units, all quizzes and review/print documents found in the Online Learning Course.**

Live Orientation for students and Site Coordinators:

Within a week of your term start date, your Student Experience Coordinator (SEC) will host a Site Coordinator orientation that will take about 60 minutes. Please plan on scheduling a day/time to go over important 2017-2018 SY information.

Prior to the first day of school, or on the first day of school, your Student Experience Coordinator (SEC) will host a 45-60 minute Orientation session with all of your students. This will be held in our Blackboard room as a virtual presentation on how to log into the K¹² system, expectations for the term, as well as a high level discussion on how to use our system. **All students must attend this Orientation (new and returning students).**

Entry Date:

For the 2017-2018 school year, we have revised our enrollment dates to offer more flexibility for students, with dates within weekly start each cohort as displayed in the chart below. Students will continue to have the ability to accelerate and complete the semester early, if desired.



FALL 2017	Documentation & Tuition Deadline	Start Date
August Cohort	07/26/2017	08/02/2017
	08/02/2017	08/09/2017
	08/09/2017	08/16/2017
	8/16/2017	08/23/2017
September Cohort	8/30/2017	09/06/2017
	9/6/2017	09/13/2017
	09/13/2017	09/20/2017
October Cohort	09/27/2017	10/04/2017
	10/04/2017	10/11/2017
	10/11/2017	10/18/2017
November Cohort	10/25/2017	11/01/2017
	11/01/2017	11/08/2017
	11/8/2017	11/15/2017

- ***Day 1 of start date***

- Students work on and complete the **Online Learning Course**
- Site Coordinators read and complete the **Site Coordinator Acknowledgement link:**
<https://forms.office.com/Pages/ResponsePage.aspx?id=LUmWRm1kPE2UZWxaNvMaFn1kmGuMcIIovcBYZN3IsFpURFJWSDRITH1U1pYQIIBNU9TWko3U0xZTi4u>

Site Coordinator Responsibilities

Our Site Coordinator slogan is: ***"Supportive, involved, communicative and knowledgeable Site Coordinators are the foundation for successful online students."***

The Site Coordinator has a critical role served by a member of the partner school. The Site Coordinator's primary responsibility is to serve as the liaison between their students and the K¹² academic (teachers and SEC's) and operational staff that serve the school. Responsibilities include (but are not limited to):

1. **Creating Student Accounts - As a Site Coordinator it will be your responsibility to create all the student accounts.** If you have questions or problems, please contact your Account Manager.
 - Log in with Learning Coach ID



- Click on *My Account*
- Follow the directions to set up a separate account for each student
- Student accounts **must** have a working email address listed

A screenshot of a web page titled "My Account | New Log In | Log Out". On the left, there's a sidebar with "2010" and "K-Mail". The main area has a "Quick Links" section with a link to "TotalView School". At the top, there's a search bar with "Enter lastname, firstname" and a "Search" button. To the left of the search bar is a "Help" dropdown menu with a red arrow pointing to it.

2. **Complete a transcript evaluation/translation for Full Time Students:** For proper **full time** student course placement with the K¹² International Academy, the student(s) prior school transcripts are to be provided in English. For those transcripts that are not in English, it is the responsibility of the Partner School to have the transcript translated. This evaluation/translation is to be completed and submitted **before** the student can be assigned courses. Below is a list of agencies we approve for this purpose:

Josef Silney and Associates http://www.jsilny.com/
Arizona International Credential Evaluators http://www.iceinaz.com/
International Academic Credential Evaluators, Inc. www.iacei.net
World Education Services www.wes.org
Educational Credential Evaluators www.ece.org
Education Evaluators International www.educei.com
Foreign Credentials Service of America www.foreigncredentials.org
Global Credential Evaluators www.gceus.com

3. **Diploma Seeking students-** Ensure the following documents are submitted when enrolling a Full Time student:

- Official transcripts from previous schools



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- Birth Certificate or other government-issued proof of age
 - Signed Payment and Refund Terms page (for Parent pay schools only) • Signed Release of Records page
4. **Monitoring Student Progress in our Online System** - This is done very simply by logging into www.icademy.com with your Learning Coach Username/Password. Your LC Username/Password is unique to you and is different from the Username/Password used by your student.
5. **Monitoring E-Mail** – O365 E-Mail is found on the Learning Coach home page. O365 E-Mail is our internal “emailing” system. Teachers and SEC’s will be sending E-Mails weekly to the student regarding course progress, course tips and tricks and course concerns. The Learning Coach is automatically cc’d on all these E-Mails so it’s important you check E-Mail daily. We realize everyone’s schedule varies, so if you are not able to check daily, pick one or two days a week you can spend some time going through E-Mail. Teachers are only permitted to communicate in our closed internal E-Mail system, IM/Skype, Blackboard Collaborate or telephone.
6. **Supporting Student in Course Consistency and Teacher Communication** - Many Site Coordinators wonder if a student is required to log into their course at a certain time each day. The answer to that question is “No”.
 - a. Teachers will hold online study hall times at set times each school day, so the student will need to log-in at that time should they wish to take advantage of this interaction.
 - b. Teachers will hold Class Connect sessions several times a semester. These sessions are recorded so the student can watch at their leisure.
 - c. Otherwise, the student is free to work within his/her own time-frame and pace as long as they complete all of the assignments in their course for that week by **Midnight (Eastern Time)** on Sunday. Students should spend:
 - d. 60-90 minutes per course, each day
 - e. Honors students should spend at least 90 minutes per honors course
 - f. AP students should spend approximately 2 hours per course each day (see below for additional AP information).
 - g. AP Course start dates for 2017-2018
 - i. Fall: August, September, October 2017
 - ii. Spring: January, February 2018
7. **Ensure students in grades 6-12 complete** the following in a timely manner:
- Student Orientation (live or recorded session)
 - High School Students: Online Learning Course ORN030
 - All Units
 - All Quizzes
 - Review and/or print documents provided in course
- *Students who do not complete the Online Learning course within the first 5 days of the term start date will lose access to courses until Online Learning is completed**
- Attend Policy and Procedures Meeting (live or recorded session)



8. **Please encourage your students to reach out to the teachers and their SEC via E-Mail, phone, Skype, IM, and office hours/study hall should they have any questions in the course.** In addition, please don't hesitate to reach out to the teacher and SEC yourself with any course-specific questions. In order to streamline the amount of calls for Site Coordinators, teachers will not be making calls to students or Site Coordinators on a consistent basis.

9. **Encourage Students to Set Up Skype Accounts** - Sometimes it can be difficult for students to access their teachers due to either: location, or student daily schedule. Encouraging all partner students to set up Skype accounts and adding their teachers and SEC will create a direct "pathway" to that person. The student can easily contact their teacher with any questions, concerns, or updates. Spend some time helping students get this account set up – it's free- and very helpful! (www.skype.com)

10. **Communicating with Student Experience Coordinator (SEC) and Account Manager**-Site Coordinators will communicate on a regular basis with the SEC and Account Manager within the K¹² International Academy to ensure that the instructional needs of their students are being met.

All operational issues can be communicated to your assigned Account Manager. Examples of operational issues include:

- Student enrollment
 - Invoice payments must be up to date before enrollments can be processed. **If payment is not received within fourteen days of the invoice date, K¹² reserves the right to suspend course access and enrollment.**

- Student materials delivery

Materials FYI:

I understand that I am responsible for any course materials ordered. This includes materials that are stopped at customs and/or are lost at a freight forwarder. I understand that no credit will be given back to my invoice due to these shipping issues that are out of K¹² International Academy's control.

- Operational Issues/Concerns
- Contract questions

11. **Complete Enrollment form for each semester (for PT students/schools only)**- The Site Coordinator is responsible for completing the K¹² International Academy Enrollment form for each student. **This form is to be submitted by the enrollment deadline:**

- Invoice payments must be up to date before enrollments can be processed. **If payment is not received within fourteen days of the invoice date, K¹² reserves the right to suspend course access and enrollment.**



- **Enrollment Deadline Calendar:**
<http://www.icademy.com/content/dam/icademy/documents/iCademy-Enrollment-Calendar-SY-2017-2018-4-060617.pdf> (*If enrollments are not received by the deadline, to ensure student success, the student(s) will be moved to the next available term)
- **Course Catalog Link:** http://www.icademy.com/content/dam/icademy/documents/iCademy_Course-Catalog_2017-2018_1704_050317.pdf

12. Complete the Site Coordinator Acknowledgement 2017-2018

<https://forms.office.com/Pages/ResponsePage.aspx?id=LUmWRm1kPE2UZWxaNvMaFn1kmGuMcIIovcBYZN3lsFpURFJWSDRITII1U1pYQlIBNU9TWko3U0xZTi4u>

Site Coordinator Resources

Please review the following additional resources to help you be a successful Site Coordinator.

English Department Overview

Math Department Overview

History Department Overview

Science Department Overview

World Language Department
Overview

Electives Department Overview

Link:

<https://fw.unitymg.com/rdr/D:2889>

Documents to review and reference

All documents that you will need throughout the school year can be found at this link:

<https://fw.unitymg.com/rdr/D:2889>

Documents/Resources include (but are not limited to):

- a. Site Coordinator Guide 2017-2018



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- b. Site Coordinator Acknowledgement 2017-2018
- c. AP Course Acknowledgement 2017-2018
- d. Enrollment Documents
- e. 2017-2018 Finals Schedule
- f. 2017-2018 Course Catalog
- g. 2017-2018 Student Handbook
- h. Department Overview Decks



AP Course Information

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 must 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:
- 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, emails, 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 2017** AP courses are offered August, September and October
- **Spring 2018** AP courses are offered January and February **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
- Additional AP information/resources: <https://apstudent.collegeboard.org/exploreap/for-parents>
- AP Course materials are required to purchase and are non-refundable



AP Course Difficulty Ratings (Difficulty Ranking 1-5; 1 being the easiest, 5 being the hardest):

- AP English Language and Composition **5**
- AP English Literature and Composition **5**
- AP U.S. History **5**
- AP U.S. Government and Politics **5**
- AP Macroeconomics **5**
- AP Microeconomics **5**
- AP European History **5**
- AP World History **5**
- AP Psychology **4**
- AP Calculus AB **5**
- AP Calculus BC **5**
- AP Statistics **4**
- AP Biology **5**
- AP Environmental Science **5**
- AP Chemistry **5**
- AP Spanish Language **5**
- AP French Language **5**
- AP Art History **5**
- AP Computer Science **5**



Checking Student Progress

Online Middle and High School Courses:

From the learning coach account, access courses by either:

- Clicking the **K12 Online High School** quick link from the OLS home page, or
- Choosing a course in the **My Students** area of the OLS home page, from the **Courses** dropdown menu.

The screenshot shows the OLS home page with a purple sidebar on the left and a white main content area. At the top, there's a navigation bar with links for Home, Plan, Progress, Courses (which is highlighted with a red box), K-Mail, Community, and Help. The main content area has a green header bar with 'TODAY'S TO DO LIST' and the date 'Wednesday, May 20, 2015'. Below this, there are three items in the 'TO DO LIST': 'Attendance' (with a red box around it), 'Class Connect', and 'Advance Prep'. To the right of the 'TO DO LIST' is a 'Quick Links' sidebar with several links, one of which, 'K12 Online High School', is also highlighted with a red box. At the bottom of the main content area, there's a section titled 'MY STUDENTS' with two student profiles: 'Laura' and 'Mary', each with a 'School: DemoVA' label and 'Daily Plan', 'Weekly Plan', 'Progress', 'Courses', and 'Lessons' links.



Click on Student Summary under **My Students** to show Grade, Overdue assignments and last time the student logged into the course:

The screenshot shows the K12 Demo VA dashboard. On the left, there's a sidebar with "Today's Class Connect" and "My Plan" sections. The main area is titled "My Students" and contains two entries, each with a red box around its "Student Summary" section. Each entry includes a bar graph icon and a person icon.

CorporateStudentSix NewOnlineHS
Last Login: Mar 16, 2015

Course	Grade	Overdue	Visited
ENG010_Journal_Sec21_Sem	-	0	Never
ENG203B_LAC 2_Sec21_Sem	-	0	Never
HST303B_US Hist_Sec21_Sem	-	0	Never
MTH303B_Algebra 2_Sec21_Sem	-	0	Never
SCI303B_Chemistry_Sec21_S	-	0	Never
SCI303BX_Chemistry_Sec21_	-	0	Never
SCI304BX_Chemistry_Sec21_	-	0	Mar 16, 20...
WLG200: Spanish II*_Sec21_	GNR	0	Never

CorporateStudentThree NewOnlineHS
Last Login: Jun 02, 2015

Course	Grade	Overdue	Visited
ENG010_Journal_Sec21_Sem	-	0	Jun 02, 2015
ENG203B_LAC 2_Sec21_Sem	-	0	Never
HST303B_US Hist_Sec21_Sem	-	0	Jun 02, 2015
MTH303B_Algebra 2_Sec21_Sem	-	0	Mar 17, 20...
SCI303B_Chemistry_Sec21_S	-	0	Jun 02, 2015
SCI303BX_Chemistry_Sec21_	-	0	May 26, 20...
SCI304BX_Chemistry_Sec21_	-	0	Never
WLG200: Spanish II*_Sec21_	GNR	0	Never

To view more specifics about each student click on the “bar graph” icon:





Courses will be listed on left hand side, and you are able to click on **Summary, Grades, Objectives, Content, Discussions, Dropbox, Quizzes, Checklist, Surveys and Login History** to view more course specifics:

NewOnlineHS,
CorporateStudentThree
CorporateStudentThree.NewOnline

ENG010_Journal_Sec21_Sem2_14-15
Semester 2 2014

[Summary](#)

[Grades](#)

[Objectives](#)

[Content \(Required and Optional Topics\)](#)

[Discussions](#)

[Dropbox](#)

[Quizzes](#)

[Checklist](#)

[Surveys](#)

[Login History](#)

ENG203B_LAC 2_Sec21_Sem2_14-15
Semester 2 2014

HST303B_US Hist_Sec21_Sem2_14-15
Semester 2 2014

MTH303B_Alg 2_Sec21_Sem2_14-15
Semester 2 2014

SCI303B_Chemistry_Sec21_Sem2_14-15
Semester 2 2014

SCI303BX_Chemistry_Sec21_Sem2_14-15
Semester 2 2014

SCI304BX_Chemistry_Sec21_Sem2_14-15
Semester 2 2014

WLG200: Spanish II*_Sec21_Sem2_14-15
Semester 2 2014

Progress Summary

Print Help

Last 7 Days Last 30 Days All Time

Grades

Grades Received: 0

Objectives

Learning Objectives Passed
0 % (0/0)

In Progress: 0

Passed: 0

Needs Remediation: 0

Content (Required and Optional Topics)

# Visits	Time Spent	Topics Visited	Visited: 0 / 292
0	0d 0h 0m 0s	0	0 %

Topics Visited: 0

Discussions

Posts Read	Threads Created	Replies Posted
0	0	0

Posts Authored: 0



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Account Manager Role

Partner schools are assigned an Account Manager. The Account Manager's role is to assist with:

- K¹² International Academy Educational Program
- First point of contact for any student questions/concerns
- Enrollment processing
- Materials
- Billing
- Other initial support questions you may have

Student Experience Coordinator (SEC)

Partner schools are assigned a Student Experience Coordinator. The SEC's role is to assist with:

- guiding students through the Online Learning class
- to assist students and Site Coordinators with organizational skills and time management
- a resource and support for your K¹² International Academy experience

Teacher

- Course content questions
- Grading questions
- Concerns about course progress
- Catch up plan support

Academic Policies

*Please also review the K¹² International Academy Student Handbook (found on www.iacademy.com), and attend the Policies and Procedures meeting held at the beginning of each term.

Attend a Policy and Procedures Meeting

- a. Link to meeting is found under your Class Connect Link
- b. Recording will be posted after the session in Class Connect

Course Work

K12IA courses are designed to meet rigorous content standards and are designed with the goal of requiring approximately 90 hours to complete a Core or Comprehensive level half-year course, and 180 hours to complete a core or Comprehensive full year course. Honors and AP level courses require considerably more work to complete. K12IA



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teachers prepare course calendars to guide students as to their course pacing to finish the course on time. Appropriate pacing and adherence to assignment due dates is a requirement in the high school courses. Middle grade courses have slightly more flexibility with due dates, but parents and students should keep in mind that taking responsibility for pacing will be a requirement in high school and college, so establishing those habits early is highly beneficial. Middle grade students will follow the pacing guide with both online unit assessment and offline teacher graded assignments for their grades. Students enrolled in middle grade courses should review and print out the course calendar for a list of lessons and assignments required each day for each course. It is important that students adhere to the course schedule indicated in the course calendar.

Policy:

- It is the student's responsibility to access and complete daily assignments as outlined in each course calendar.
- Due dates for assignments are posted in each course calendar to ensure students are informed of appropriate pacing.
- Students should reference the [Late Work Policy](#) for work submission requirements.
- Students in the Lower Grades (K-5) may need to repurchase a course that is not completed during the established school year in order to receive a grade report that reflects grade level completion.
- There will be a posted "last day to submit work" for each course according to the student's cohort start date; no assignments will be accepted after 11:59 PM (Eastern Time) that day.
- For assignments not submitted, or assignments skipped, grades will be reflected as a zero in the student's grade book.
 - Working ahead is perfectly acceptable and preferred if a student is going to be absent. A student is required to inform his or her teacher(s) and Academic Coach of their travel plans before a trip occurs. o Special exceptions to the established course completion policy will not be considered for students who do not communicate their travel plans to school staff.
 - Course accelerations and extensions are possible, with approval from the appropriate school administration. Please see the Course Accelerations and Extensions policy for more details.

Accelerations/Extensions

At times students have a need to end their course earlier than the course end date, or find themselves needing a little extra time to finish a course. K12IA has developed a policy to cover these situations, but the policy must be followed in order for the acceleration or extension to be approved. This is an important part of maintaining rigor and quality.

Policy:

Course Accelerations

- Upper School courses were developed to be taught over a 90-day period. However, some students may choose to complete these courses more quickly. We allow students to request course accelerations when the student meets the following criteria:
 - Must be in the course for a minimum of eight (8) weeks
 - Must be on pace with course assignments
 - Must have a "C" average or better in all active courses
 - Upper school students who wish to request an acceleration, must contact their Academic Success Coach or Student Experience Coordinator to discuss a plan for accelerating courses.



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- Acceleration requests must be submitted no later than two weeks prior to the end of the term.
- Because our lower school courses were designed to be self-paced, requesting a course acceleration for lower and middle school, is not required or necessary.

Course Extensions

- Students may find that they cannot finish their course in the allotted timeframe. In these cases, students are allowed to request course extensions*.

Several criteria apply for approval of an extension request:

- o Only students who have completed at least 50% or more of the course are eligible

- o A student can be granted up to a maximum of 10 instructional days for an extension

- o All assignments and final exams the student is permitted to complete must be submitted on or before their extension end date

- o Work submitted will be limited to items with a permanent zero date of the last day to submit work, and the final exam. Once the final exam has been submitted, no work or extra credit can be submitted.

- o In order to be considered, the Learning Coach and/or student must submit the Extension Request Form prior to the last day to submit work for the term. Forms are available from the ASC or SEC assigned to support the student.

- o All course extensions must be complete before a student can move into the next level of a course and any extension request for more than 10 days will require additional administrative approval.

- o If the student is enrolling in 2 or more courses for the next semester, their cohort start date for these courses will be moved to the next available term.



- o Upper school students who wish to request an extension should contact their ASC or SEC.
- o Lower school students needing an extension should contact their homeroom teacher.

Please Note: AP® courses may not be eligible for an extension as the timeline coincides with the AP® Exam schedule

Inactivity/Truancy

Regular online attendance, including logging in regularly and maintaining required pacing in K12IA courses is required to remain enrolled. Students who are designated as Inactive will be required to improve their level of activity and engagement in their courses to avoid being designated as Truant. Students who cannot participate due to illness must follow the procedures listed below to notify K12IA of the situation and the timeline for returning to expected school activity levels.

Definition of Inactivity

A student is considered inactive if he/she does not log into an enrolled course for more than 10 consecutive (?) school days. A student must log in and submit work within the 10 day window after the Start Date.

Definition of Truancy

A student is considered truant if he/she does not log into all enrolled courses for more than 10 school days.

Policy:

Students must be regularly engaged with their courses and submitting assignments according to course schedules to be successful online students with K12IA. Inactivity is always a concern, and will be monitored by the ASCs and SECs.

Truancy is more serious, and there are specific procedures followed for students who are truant, up to and including removal from K12 IA. The Truancy and Inactivity Policy defines truancy and inactivity, and outlines the specific steps taken and potential outcomes.

If a student exhibits signs of truancy or inactivity, the teacher and/or Academic Success Coach or the Student Experience Coordinator will make multiple attempts to reach out to the student and Learning Coach.

- If the student and/or Learning Coach are unresponsive to these attempts, an official warning letter will be sent.
- If the student and/or Learning Coach do not respond to this letter, a final letter will be sent, and the student will be administratively withdrawn from all courses and the program; in the case of inactivity, students will be removed from the affected courses in which they are inactive.
- Students who are administratively withdrawn for truancy will not be eligible for a tuition refund, nor will future payment obligations for the cohort be suspended.
- Students withdrawn for truancy or other administrative reasons will receive W's on their transcript in all the courses they were enrolled in at the time of withdrawal.

Illness/Extended Inability to Participate

If a student is going to be out (unable to log in) for a period of 3 or more days, his or her Lower School Homeroom teacher (K-5) or Academic Success Coach (6-12) must be contacted in advance to report the expected absence. It is the responsibility of the student and Learning Coach to make arrangements with the teacher(s) regarding missed assignments. Students should, whenever possible, work ahead before a planned absence rather than falling behind and having to catch up. Scheduled school work will not be waived.

Summary:

Successful completion of courses with K12IA signifies that students have learned and mastered the specific course objectives as established within each course. K12IA's accreditation standards require that when credit is issued, or a



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course is successfully completed, that students are prepared for the next level. In order for students to advance to the next level or to receive credit, the following policy will be enforced.

Policy:

- Students are permitted to retake failed courses or courses in which a D has been earned.
- 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 if failed, and must be passed before being eligible to graduate.
- Grade retake for D or F grades is permitted under these circumstances:
 - Student must have earned a D or an F; no grade retake for anything higher than a D grade is permitted
 - The course is offered, and the student enrolls in the identical course (course name and course number)
- Exceptions such as replacing a failed honors or comprehensive course with the same course at a lower level can be requested from school administration
- Enrollment in the identical course occurs in the next consecutive term
- Other considerations regarding the grade retake policy:
 - All course attempts will be recorded on the transcript.
 - No grade retake offered during summer school
 - No grade retake is offered for courses in which a W grade was issued
- Where the identical course is not available for any reason (for example, the identical course number may no longer be offered or is not available in the consecutive term) a student will not be permitted to utilize grade retake.
- After a student utilizes grade retake, only the higher of the two grades earned for a course will be awarded credit and quality points. The course with the lower of the two grades earned will still appear on the transcript, but will not be awarded credit or be factored into quality points.

Late Work Policy

Pacing and adherence to assignment due dates is critical for upper school student success, especially in the high school grades. The late work policy below is applicable to high school courses, whether they are taken by middle grade students or high school grade students.

Policy:

- Computer-Scored (CS) Assessments and Teacher-Graded Assignments (TGA) must be completed and submitted no later than 11:59 pm (Eastern Time) on the Wednesday after the posted due date found in the course calendar.
- Temporary zeroes are entered as grades for every assignment not received by the Wednesday deadline. The temporary zeroes will be calculated into the overall course scores.
- Students are permitted to complete CS Assessments after the Wednesday deadline and up to "the last day to submit work" for the term. Thereafter, the temporary zeroes already entered for all CS Assessments not received become permanent and are calculated into the final course score.
- Students are permitted to complete TGAs up to 4 weeks after the Wednesday deadline. The new grade will then replace the temporary zero in the grade book. The four-week allowance is approximate and will not extend past the "the last day to submit work" for the term. Refer to the information on your course's main page for "permanent zero" dates found in Course Materials and Class News.
- TGAs received after the permanent zero deadline due date will not be accepted or graded unless prior approval has been granted. Thereafter, the temporary zeroes already entered for TGAs not received will become permanent.



- Due date extensions on assignments are permitted under some extenuating circumstances with advance approval from the Upper School Department Chair. Extensions must be requested on a school day before the actual due date of the assignment.
- Please note that assessments including both computer-graded questions and teacher-graded questions are considered TGAs.

Course Failure and Repeat Credit

Successful completion of courses with K12IA signifies that students have learned and mastered the specific course objectives as established within each course. K12IA's accreditation standards require that when credit is issued, or a course is successfully completed, that students are prepared for the next level. In order for students to advance to the next level or to receive credit, the following policy will be enforced.

Policy:

- Students are permitted to retake failed courses or courses in which a D has been earned.
- 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 if failed, and must be passed before being eligible to graduate.
- Grade retake for D or F grades is permitted under these circumstances:
 - Student must have earned a D or an F; no grade retake for anything higher than a D grade is permitted
 - The course is offered, and the student enrolls in the identical course (course name and course number)
- Exceptions such as replacing a failed honors or comprehensive course with the same course at a lower level can be requested from school administration
- Enrollment in the identical course occurs in the next consecutive term
 - Other considerations regarding the grade retake policy:
 - o All course attempts will be recorded on the transcript.
 - o No grade retake offered during summer school
 - o No grade retake is offered for courses in which a W grade was issued
- Where the identical course is not available for any reason (for example, the identical course number may no longer be offered or is not available in the consecutive term) a student will not be permitted to utilize grade retake.
- After a student utilizes grade retake, only the higher of the two grades earned for a course will be awarded credit and quality points. The course with the lower of the two grades earned will still appear on the transcript, but will not be awarded credit or be factored into quality points.

Grades and Transcripts

Grades are distributed within three to four weeks after the final date of each term. *If you need transcripts sooner, please notify your SEC early in the semester so they can coordinate with the registrar department. The registrar department requires 7-10 business days for processing of transcripts.* Official partner school transcripts and Percentage Grade reports will be sent to the Site Coordinator on file via E-Mail.

Transcripts/Grade Reports Distributed:



Cohort	Date Transcript Distributed
August Cohort	1/18/2018
September Cohort	2/22/2018
October Cohort	3/5/2018
November Cohort	4/9/2018
January Cohort	5/24/2018
February Cohort	6/28/2018
March Cohort	7/26/2018
April Cohort	8/16/2018

If a student needs a transcript sooner than the date distributed, let your SEC know so an acceleration can be requested. We have to give registrars 7-10 business days for transcript requests.

Additional Official Transcript Requests:

Additional official or unofficial transcripts (after fall or spring semesters) must be requested by the **Partner School** through **e-Scrip Safe**. This site allows you order secure transcripts by following the process from order to receipt.

- a. Here is the pricing and **official process** for requesting additional transcripts:

http://www.icademy.com/sites/www.icademy.com/files/request_official_transcript_process_2013_2014.pdf

- b. For a **brief tutorial** of the process: <http://www.screencast.com/t/5hGJ6CIJ4wqn>

- c. Please ensure the consent form is completed prior to ordering transcripts-see tutorial and website for more information.

- d. Remember, before you can request additional transcripts you will need to create a student account (*for each student needing a transcript*) by clicking [here](#). Once the student account is created, follow the steps to request additional transcripts.

Academic Integrity (Cheating and Plagiarism)

Cheating: The use of another person's work in an attempt to gain an unfair advantage

Examples of violation of the Academic Integrity Policy include, but are not limited to, the following:

- Copying a classmate's work. This may be an answer to an essay question, any written assignment, or an entire exam.
- Copying from course feedback provided by the school.



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- Copying answers to exams found in other sources (such as entering the question into a search engine and copying the response found online).
 - Collaboration between two students which results in the submitting of identical answers on assignments.
 - Using online translators for assignments in language courses.
 - Posting K12 content onto the internet.
 - Cheating occurs when you knowingly submit the work of another individual and claim the work as your own.
- When you submit an exam or assessment, this signifies the desire to claim the contents as your own original work.

Plagiarism: The use of an author's work with a lack of acknowledgement of the source of that work.

Examples of plagiarism include, but are not limited to, the following:

- Quoting work from an outside source without proper citation and attribution.
- Improper paraphrasing of another person's work – maintaining the original text with little alteration or rewording and/or not citing the source.
- Copying information from a book, play, speech, article, website or other written or spoken work without proper citation.

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it. K12 International Academy recommends using the MLA style for resource citation. You can find information about this by going to www.mla.org and clicking on the MLA Style link.



Use of Copyrighted Materials

All course materials are copyrighted and provided for use exclusively to 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.

Policy:

- All work submitted by K12 IA is assumed to have been completed only by the individual student.
- Students are responsible for observing the standards on plagiarism, cheating, and properly crediting all sources used during the composition of work.
- Students who fail to abide by these standards will be reported to the appropriate administrative authorities, which may result in a conference with the Learning Coach, failure of the course assignment or exam, loss of credit for Upper School courses, revoked access to course(s), and suspension or expulsion from K12 International Academy.

Upper School students will have the authenticity of their submitted work verified with two important tools –

Turnitin.com and Respondus Lockdown Browser

The software programs help to prevent cheating for some written assignments and tests. o If TurnItIn detects an exact match from a student's submitted work, the student will receive an academic integrity incident, along with a zero on the assignment, even if the submitted work was proctored.

o Turnitin compares the work the student is submitting to other student's work submitted to our school and any content on the Internet.

o If a match is found Turnitin makes the teacher aware prior to submitting a written assignment or taking an assessment, you may be prompted to install and/or use academic integrity software (Respondus Lockdown Browser) on your computer.

o 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.

Academic Integrity

At the discretion of the instructor and administration, 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 incident will be handled between the teacher and the student; the teacher will provide additional instruction as to what constitutes plagiarism and/or cheating via phone and email. The Academic Coach or Student Experience Coordinator and Academic Integrity Coordinator will be informed. The student will be required to watch a recording, answer questions about academic integrity, and sign the honor code. Once the student has completed these requirements and returned the questions and signed honor code to the teacher, he/she may make up the assignment or assessment. This incident will be noted in the student's online account/file by the teacher.

A second incident will result in a phone call to the Learning Coach from the Department Chair providing additional instruction and feedback regarding the incident. The student's Academic Coach or Student Experience Coordinator will also be informed. The student will receive a zero on the assignment, with no opportunity to make up the work. This incident will be noted in the student's online account/file by the Department Head.

A third incident will result in a meeting with the student, Learning Coach, Department Chair, and Academic Integrity Coordinator. The Academic Integrity Coordinator will call the student and family providing additional instruction and feedback regarding the incident, and will schedule a live session with student, Learning Coach and Department Chair. The student will receive a zero on the assignment, with no opportunity to make up the work. The incident will be noted in the student's online account/file by the Academic Integrity Coordinator.

In the case of a fourth incident, the Academic Integrity Coordinator will convene a meeting with Head of School, Department Chair, student and Learning Coach. The fourth academic integrity meeting may result in the student being removed from all K12 International Academy courses with loss of credit and denied readmission.

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:



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- 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

We recommend using the following browsers when accessing the K12 Online School (OLS):

- Internet Explorer 9.0 and higher (IE 10.0 may need to be in compatibility mode)
- Google Chrome 17.0 or higher*
- Mozilla Firefox 10.0 or higher

***Google Chromebooks:** Although the K12 Online School is compatible with the Google Chrome browser when using a PC, the OLS is *not compatible with Google Chromebooks*, or other types of tablet computers and mobile devices. Click [here](#) for more information.

Click the hyper link to download the latest version of the following browsers:

- [Internet Explorer](#)
- [Mozilla Firefox](#)
- [Google Chrome](#)

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.

Required Software:

Microsoft Office (which includes Word) Pages
software (for Macs)

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](#))
- [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](#))



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 be 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
- **Touchscreens** 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

Additional Items for Full Time Students

Course Selection

- ✓ Full time students need to earn at least **24 credits** to graduate:
 - 4 Credits of Math
 - 4 Credits of English
 - 4 Credits of Science
 - 4 Credits of History
 - 2 Credits of World Language
 - .5 Credit of PE
 - .5 Credit of Health



- 5 Elective Credits
- ✓ Review the K¹² International Academy Course Catalog for courses offered during Fall 2017:
http://www.icademy.com/content/dam/icademy/documents/iCademy_Course-Catalog_2017-2018_1704_050317.pdf
 - *Please note some elective courses are offered either in both Fall and Spring, ONLY Fall and/or ONLY Spring*
- ✓ Full time students can select up to 6 courses for the Fall Term
- ✓ Check pre-requisites for courses selected pre-requisites are provided in the course catalog
- ✓ World Language requirement of 2 years of the same language
- ✓ Students will need PE (.5 credit) and Health (.5 credit) requirement
- ✓ Do your students want to change “levels” of any of your courses? For example, from Honors to Comprehensive, or Comprehensive to Honors?
- ✓ If the National Collegiate Athletic Association (NCAA) applies to you, select courses at the Comprehensive level or higher.

Effective Site Coordinator vs. Ineffective Site Coordinator

“Supportive, involved, communicative and knowledgeable Site Coordinators are the foundation for successful online students.”

Effective Site Coordinator Characteristics:	Ineffective Site Coordinator Characteristics:
Meets weekly (for first four weeks of start date) then weekly, bi-weekly or monthly thereafter with SEC	Does not meet weekly or bi-weekly but rather infrequently with the SEC



The Site Coordinator completes the following tasks on or before the term start date: <ul style="list-style-type: none">• Goes through live Site Coordinator Orientation with SEC• Reads through and prints off Site Coordinator Guide (found at link below) to keep handy• Review this resource link with all documents needed for 2017-2018 SY: https://fw.unitymg.com/rdr/D:2889• Reads through and prints off K¹² International Academy Parent and Student Handbook and follows policies in the handbook concerning:<ul style="list-style-type: none">○ Accelerations○ Extensions○ Inactivity○ Truancy○ Late Work	Does not review resources provided
Monitors student progress on a weekly basis . Utilizes the following: <ul style="list-style-type: none">• Student course progress information found in:<ul style="list-style-type: none">○ Learning course landing page○ Student course (gradebook)	Does not monitor student progress on a weekly basis but rather infrequently
Messages the following (as appropriate to students): <ul style="list-style-type: none">• Accelerations deadlines• Extension deadlines• Academic Integrity Concerns• Truancy Concerns	Does not notify students of any specific dates or information associated with academic integrity and truancy
Ensures student attendance at: <ul style="list-style-type: none">• Student Orientation• Policy and Procedure Meeting• Academic Department Orientations	Does not have students attend the live Student Orientation session and/or does not have them watch the recording; Does not have students attend the Policy and Procedures meeting
Ensures students complete: <ul style="list-style-type: none">• Online Learning Course on or before Day 1 of the start date (ALL Units and ALL quizzes) along with preview and/or printing of documents in Course Materials	Does not monitor completion of the Online Learning Course



<p>Site Coordinator Completes:</p> <ul style="list-style-type: none">• Site Coordinator Acknowledgement Link: https://forms.office.com/Pages/ResponsePage.aspx?id=LUmWRm1kPE2UZWxaNvMaFn1kmGuMcII0vcBYZN3IsFpURFJWSDRITII1U1pYQIIBNU9TWko3U0xZTi4u• AP Course Acknowledgement Document –sends back to Account Manager	<p>Site Coordinator does not complete the acknowledgement/survey links</p>
<p>Submits enrollment documentation by the enrollment deadline: http://www.iacademy.com/content/dam/iacademy/documents/iAcademy-Enrollment-Calendar-SY-2017-2018-4-060617.pdf</p>	<p>Submits enrollments late, thus jeopardizing student success and causing the students to be moved to the next available term</p>
<p>Encourages students to attend live daily Study Hall sessions and Class Connection sessions/recordings</p>	<p>Does not monitor and/or encourage students to attend Study Halls and/or Class Connects</p>
<p>Monitors O365 E-Mail weekly</p>	<p>Does not check O365 E-Mail at all or very infrequently</p>
<p>Adds teachers, SEC and Account Manager to Skype or other IM program for collaboration when necessary</p> <ul style="list-style-type: none">• Reaches out to teachers with any course content questions and or concerns• Reaches out to SEC with any “non-content” questions	<p>Does not add teachers, SEC and Account Manager to Skype or an IM program; is not proactive in reaching out with questions/concerns</p>
<p>Is responsive to Account Manager messaging via phone, email, and Skype/IM</p>	<p>Is not responsive to Account Manager messaging</p>
<p>Reviews Course Catalog for courses and any associated prerequisites: http://www.iacademy.com/content/dam/iacademy/documents/iAcademy_Course-Catalog_2017-2018_1704_050317.pdf</p>	<p>Does not review the course catalog and/or take prerequisites into account</p>
<p>Understands and messages course requirements to students/families:</p> <ul style="list-style-type: none">• 1 hr. per course/per day (CORE and COMPREHENSIVE)• 90 minutes per course/per day (HONORS)• 2 hrs. per course/per day (AP)• AP Course start dates 2017-2018:<ul style="list-style-type: none">◦ August, September, October 2017◦ January, February 2018	<p>Does not message course expectations appropriately to students</p>



Again, we want to welcome you to the K¹² International Academy and look forward to an exciting year assisting you and your students. We are here to support you and answer all of your questions as they arise. Below please find contact information for both your Account Manager and your Student Experience Coordinator

Contact Information for Account Managers and Student Experience Coordinator

Account Manager

Account Manager: APAC/EMEA

Name: Jade Marsh

Email Address: jmarsh@k12.com

Skype: jmarshk12 Phone

Number:

Account Manager: Domestic

Name: Becky Mauldin

Email Address: rmauldin@k12.com

Skype: becky.mauldin3

Phone: 919-537-8211

Account Manager: Domestic

Name: Gina Harden

Email Address: gharden@k12.com

Skype: ginafk12

Phone Number: 571-405-2022

Account Manager: LATAM

Name: Debbie Hlavach

Email Address: dhlavach@k12.com

Skype: debbieh_k12

Phone: 703-472-5041

Account Manager: Brazil

Name: Christina Bialka

Email Address: cbialka@k12.com



Skype: chris.bialka

Phone Number: 703-483-4519

Student Experience Coordinator

Student Experience Coordinator: Domestic Appalachia

Name: Carrie Freeman

Email Address: cfreeman@k12.com/ cafreeman@icademy.com

Skype: carrie.freeman1

Phone Number: 703-436-3526

Student Experience Coordinator: Domestic Sierra

Name: Olivia Tipton

Email Address: otipton@k12.com

Skype: otipton.k12sec Phone
Number:

Student Experience Coordinator: Domestic Great Plains

Name: Jackie Hubbard

Email Address: jahubbard@k12.com

Skype: icademyjahubbard

Phone Number: 407-878-3318

Student Experience Coordinator: APAC/EMEA

Name: Shannon Brusca

Email Address: sbrusca@k12.com

Skype: sbrusca@k12.com

Phone: 571-353-7613

Student Experience Coordinator: Latin America/Brazil

Name: Tena Raglin

Email Address: traglin@k12.com

Skype: tena.raglin