



STUDENT & PARENT HANDBOOK

★
2026–2027 SCHOOL YEAR

*Learn with Purpose.
Lead with Integrity.
Live Beyond.*



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ACADEMIC EXCELLENCE • CHARACTER • LEADERSHIP • INNOVATION

This handbook contains the official policies, procedures, and expectations of Beyond Preparatory Academy for the 2026–2027 school year. All students, parents, and guardians are responsible for reviewing and complying with the information contained herein.

CHAPTER 1

Welcome

Welcome from the Founder & CEO

Dear Students, Parents, and Guardians,

Welcome to **Beyond Preparatory Academy**, where education extends beyond the classroom and every student is encouraged to discover their purpose, pursue excellence, and prepare for a successful future.

It is my pleasure to welcome you to the Beyond Preparatory Academy family. Whether you are beginning your educational journey with us or continuing your path toward graduation, we are honored that you have entrusted us with your education.

Beyond Preparatory Academy was founded on the belief that every student deserves access to a high-quality education in an environment that is flexible, supportive, and focused on individual success. As a self-paced online academy, we recognize that every student's journey is unique. Our educational model allows students to learn at a pace that meets their individual needs while maintaining high academic expectations and personal accountability.

Our mission extends far beyond helping students earn credits or receive a diploma. We are committed to developing confident learners, ethical leaders, responsible citizens, and lifelong achievers. We believe education should prepare students not only for graduation but also for college, career opportunities, entrepreneurship, military service, and meaningful contributions to their communities.

At Beyond Preparatory Academy, we believe that character is just as important as academic achievement. We strive to cultivate integrity, leadership, perseverance, respect, and responsibility in every student we serve. These values guide our decisions, shape our culture, and prepare students to succeed in every stage of life.

We also recognize that education is most successful when schools and families work together. Parents and guardians are valued partners in the educational process, and we are committed to maintaining open communication, mutual respect, and collaboration throughout each student's academic journey.

As Founder and Chief Executive Officer, I remain dedicated to building an academy that reflects excellence in education, innovation, professionalism, and student-centered learning. Every decision made by our administration is guided by one question:

"How does this help our students succeed?"

Thank you for choosing Beyond Preparatory Academy. We look forward to celebrating your accomplishments, supporting your goals, and helping you build a future filled with opportunity and success.

Welcome to Beyond Preparatory Academy—where learning has purpose, leadership is developed, and success has no limits.

With appreciation,

Shaqwana Woodard
Founder & Chief Executive Officer
Beyond Preparatory Academy

Mission

The mission of Beyond Preparatory Academy is to provide a high-quality, student-centered education that equips learners with the academic knowledge, leadership skills, and personal character necessary to succeed in college, careers, entrepreneurship, military service, and lifelong learning.

Through flexible, self-paced online instruction, the Academy is committed to meeting students where they are while challenging them to reach their highest potential. We strive to create an educational environment that promotes academic excellence, personal responsibility, innovation, and integrity.

Beyond Preparatory Academy believes that every student possesses unique talents and abilities. Our mission is to help students discover those strengths, overcome obstacles, and develop the confidence needed to become productive, ethical, and compassionate leaders within their families, workplaces, and communities.

Vision

The vision of Beyond Preparatory Academy is to become a premier online private academy recognized for academic excellence, innovative instruction, leadership development, and student success.

We envision a learning community where students are empowered to think critically, communicate effectively, solve problems creatively, and pursue their goals with confidence. Our

graduates will leave Beyond Preparatory Academy prepared to excel in higher education, technical training, the workforce, entrepreneurship, military service, and civic leadership.

As education continues to evolve, Beyond Preparatory Academy is committed to embracing innovation while maintaining high academic standards and fostering meaningful relationships between students, families, and educators.

Core Values

The culture of Beyond Preparatory Academy is built upon values that guide every decision, relationship, and educational experience. These values serve as the foundation of our Academy and reflect the expectations we have for students, employees, and members of our school community.

Integrity is demonstrated through honesty, ethical decision-making, accountability, and a commitment to doing what is right even when no one is watching.

Excellence is achieved by pursuing the highest standards in academics, leadership, personal growth, and service. Students are encouraged to give their best effort in every aspect of their education.

Respect is reflected in the way members of the Academy treat one another with dignity, courtesy, compassion, and professionalism while appreciating individual differences and diverse perspectives.

Leadership is developed by encouraging students to serve others, make responsible decisions, demonstrate initiative, and positively influence their communities through their words and actions.

Responsibility requires students to take ownership of their education, manage their time effectively, honor their commitments, and accept accountability for their choices.

Innovation encourages creativity, critical thinking, adaptability, and the effective use of technology to prepare students for success in an ever-changing world.

School Philosophy

Beyond Preparatory Academy believes that every student has the ability to succeed when provided with quality instruction, meaningful support, and opportunities to learn in an environment that recognizes individual needs and strengths.

Our educational philosophy is founded on the belief that learning should be student-centered, engaging, challenging, and relevant to the real world. Because students learn differently and progress at different rates, the Academy embraces a self-paced instructional model that allows learners to advance through coursework while maintaining rigorous academic expectations.

We believe education should develop the whole student. Academic achievement is important, but so are integrity, leadership, resilience, communication, and personal responsibility. These qualities prepare students not only to graduate but also to become confident leaders and lifelong learners.

The Academy values strong partnerships with families and recognizes that student success is strengthened when parents, guardians, educators, and students work together toward common goals.

Beyond Preparatory Academy is committed to fostering a safe, respectful, and inclusive learning environment where students are encouraged to challenge themselves, embrace lifelong learning, and pursue excellence in every area of life.

Our philosophy is simple:

Education should not only prepare students to earn a diploma—it should prepare them to build a meaningful future.

CHAPTER 2 – ABOUT BEYOND PREPARATORY ACADEMY

School History

Beyond Preparatory Academy was established with a vision to provide students with a flexible, high-quality educational experience that prepares them for success beyond high school. Founded by **Shaqwana Woodard**, the Academy was created to meet the needs of students who benefit from an alternative approach to education while maintaining rigorous academic standards.

The Academy was developed on the belief that every student deserves the opportunity to succeed regardless of their educational background, personal circumstances, or previous academic challenges. Traditional educational settings do not always meet the needs of every learner. Beyond Preparatory Academy was founded to provide an environment where students can progress at their own pace while receiving academic support, encouragement, and accountability.

Serving students in **grades 9 through 12**, as well as **adult learners** seeking to earn a high school diploma, the Academy offers a self-paced online instructional model designed to accommodate

diverse learning styles and life responsibilities. Whether a student is preparing for college, entering the workforce, pursuing military service, or advancing in their current career, Beyond Preparatory Academy is committed to helping every learner achieve their educational goals.

The name "**Beyond**" reflects the Academy's belief that education should extend beyond textbooks, classrooms, and graduation. Our goal is to prepare students to become lifelong learners, ethical leaders, responsible citizens, and individuals equipped to make meaningful contributions to their communities.

As the Academy continues to grow, we remain committed to educational excellence, innovation, continuous improvement, and student success.

Accreditation Goals

Beyond Preparatory Academy is committed to operating in accordance with recognized educational standards and continuously improving the quality of its academic programs and services.

The Academy's long-term goal is to obtain and maintain accreditation through a nationally recognized accrediting organization that serves private and online schools. Accreditation demonstrates an institution's commitment to academic excellence, effective governance, qualified instructional staff, student achievement, and continuous improvement.

As part of the accreditation process, the Academy will regularly evaluate its curriculum, instructional practices, student performance, operational procedures, and institutional effectiveness. Policies and procedures may be revised periodically to ensure compliance with accrediting standards and applicable educational requirements.

While accreditation is an important milestone, Beyond Preparatory Academy is committed to providing students with a high-quality educational experience throughout every stage of the Academy's development.

Equal Opportunity Statement

Beyond Preparatory Academy is committed to providing equal educational opportunities for all eligible students. The Academy believes every individual deserves to be treated with dignity, fairness, and respect in an environment that supports learning, personal growth, and academic success.

Educational programs, admissions, services, and school-sponsored activities are administered fairly and consistently without unlawful discrimination. The Academy strives to foster a learning environment where all students have the opportunity to reach their highest potential while contributing positively to the school community.

Every member of the Beyond Preparatory Academy community shares responsibility for maintaining an environment that promotes respect, inclusion, professionalism, and academic excellence.

Nondiscrimination Policy

Beyond Preparatory Academy does not unlawfully discriminate in its admissions process, educational programs, employment practices, or school-sponsored activities on the basis of race, color, national origin, sex, disability, age, or any other characteristic protected by applicable federal or state law.

The Academy is committed to maintaining an educational environment that is free from unlawful discrimination, harassment, intimidation, and retaliation. Students, parents, employees, volunteers, and visitors are expected to contribute to a respectful and welcoming school community.

Any individual who believes they have experienced discrimination, harassment, or retaliation should report the concern promptly to school administration. Reports will be reviewed fairly, impartially, and in a timely manner. Individuals who report concerns in good faith or participate in an investigation will not be subjected to retaliation.

Beyond Preparatory Academy reserves the right to take appropriate corrective action whenever a violation of this policy has been substantiated.

CHAPTER 3 – ADMISSIONS

Enrollment

Beyond Preparatory Academy welcomes students who are committed to achieving academic success in a flexible, self-paced online learning environment. The Academy provides educational opportunities for traditional high school students in **grades 9 through 12** as well as **adult learners** who are seeking to earn a high school diploma.

The admissions process is designed to ensure that each applicant is appropriately placed and prepared for success. Enrollment is accepted throughout the school year, subject to available space and administrative approval.

Enrollment is considered complete only after all required documentation has been received, reviewed, and approved by the Academy. Students may begin coursework only after receiving official notice of acceptance.

The Academy reserves the right to approve, deny, or defer any application based on admissions requirements, academic placement, or the applicant's ability to successfully participate in the Academy's online instructional program.

Student Eligibility

Beyond Preparatory Academy serves two student populations:

Traditional High School Students (Grades 9–12)

Students entering grades 9 through 12 must meet the academic requirements for placement at the requested grade level. Placement is determined through a review of previous academic records, earned credits, age, and other educational information deemed appropriate by the Academy.

Adult Learners

Adults who have not earned a high school diploma are eligible to apply regardless of age. Adult learners receive the same accredited academic program as traditional students while benefiting from the flexibility of the Academy's self-paced instructional model. Previous coursework will be evaluated to determine transferable credits and develop an individualized graduation plan.

Required Enrollment Documents

Applicants must submit all documentation required by the Academy before enrollment can be finalized. Required documentation may include proof of identity, previous school records, transcripts, birth certificate or other proof of age for minor students, parent or guardian identification when applicable, emergency contact information, and any educational support documentation that may assist in appropriate placement.

Additional documentation may be requested if necessary to verify eligibility, determine academic placement, or comply with applicable laws and school policies.

Enrollment will not be finalized until all required documents have been received and approved.

Transfer Students

Beyond Preparatory Academy welcomes students transferring from public schools, private schools, charter schools, homeschool programs, and other recognized educational institutions.

Transfer credits are evaluated individually to determine whether previously completed coursework satisfies the Academy's graduation requirements. Official transcripts are required before transfer credits can be awarded.

The Academy reserves the right to request additional academic records, course descriptions, or placement assessments when necessary to determine appropriate credit equivalency. Acceptance of transfer credit is determined solely by Beyond Preparatory Academy.

Every effort will be made to maximize previously earned credits while ensuring that all graduates satisfy the Academy's academic standards.

Withdrawal Procedures

Students may voluntarily withdraw from Beyond Preparatory Academy at any time. For students under eighteen (18) years of age, the withdrawal request must be submitted by the parent or legal guardian. Adult learners may submit their own written request for withdrawal.

Upon receipt of the request, the Academy will process the student's withdrawal, update the student's educational records, and, upon receipt of a valid request, forward official records to another educational institution.

Students remain responsible for returning any Academy-issued equipment and satisfying any outstanding financial obligations in accordance with Academy policies.

The Academy may also administratively withdraw a student who demonstrates prolonged academic inactivity, fails to maintain communication with the Academy, submits fraudulent enrollment information, or violates Academy policies. Prior to an administrative withdrawal, reasonable efforts will be made to contact the student or parent or guardian and provide appropriate intervention whenever practicable.

CHAPTER 4 – ACADEMICS

Purpose

The academic program at Beyond Preparatory Academy is designed to prepare students for graduation, higher education, career training, military service, entrepreneurship, and lifelong learning. The Academy provides a rigorous, standards-based curriculum delivered through a self-paced online instructional model that allows students to progress according to their individual learning needs while maintaining high academic expectations.

Students are expected to take ownership of their education by completing coursework honestly, communicating regularly with instructors, and making consistent progress toward graduation.

Graduation Requirements

Students must successfully complete all graduation requirements established by Beyond Preparatory Academy before a high school diploma will be awarded.

Graduation requirements include the successful completion of all required coursework, the minimum number of credits established by the Academy, satisfactory academic standing, and fulfillment of all administrative requirements.

Students are encouraged to review their graduation progress regularly with school personnel to ensure they remain on track for graduation.

The Academy reserves the right to modify graduation requirements as necessary to comply with educational standards or improve the academic program.

Diploma Requirements

Beyond Preparatory Academy awards a **Standard High School Diploma** to students who have successfully satisfied all graduation requirements.

To qualify for graduation, students must:

- Complete the required number of graduation credits.
- Successfully complete all required courses.
- Meet the Academy's minimum cumulative grade point average.
- Resolve any outstanding administrative obligations.
- Receive approval for graduation from the Academy.

Participation in the graduation ceremony is separate from eligibility to receive a diploma. Students who complete all graduation requirements but choose not to participate in commencement exercises will still receive an official diploma.

Graduation Credits

Students must earn a minimum of **22 credits** to graduate from Beyond Preparatory Academy.

The standard graduation plan consists of:

- English – 4 credits
- Mathematics – 4 credits
- Science – 4 credits
- Social Studies – 4 credits
- Physical Education/Health – 1 credit
- Fine Arts – 1 credit
- Electives – 4 credits

Adult learners and transfer students may receive previously earned credits after an official transcript evaluation has been completed by the Academy.

Grade Point Average (GPA)

Beyond Preparatory Academy calculates each student's cumulative Grade Point Average (GPA) using a standard **4.0 grading scale**.

The cumulative GPA reflects the student's overall academic performance and is used to determine graduation eligibility, academic honors, class recognition, scholarships when applicable, and other academic distinctions.

Students are encouraged to monitor their GPA throughout their enrollment and seek academic assistance whenever improvement is needed.

Grading Scale

Student achievement is evaluated using the following grading scale:

Numerical Grade	Letter Grade	Performance Level
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90–100	A	Excellent
80–89	B	Above Average
70–79	C	Satisfactory
60–69	D	Minimum Passing
Below 60	F	Failing

Teachers evaluate student performance using assignments, quizzes, examinations, projects, written work, and other instructional activities appropriate for each course.

Promotion Standards

Students are promoted based upon the successful completion of required coursework and the accumulation of sufficient academic credits.

Promotion decisions are not based solely upon age or the amount of time enrolled. Instead, advancement reflects demonstrated mastery of course objectives and successful completion of graduation requirements appropriate for each grade level.

Students who do not successfully complete required coursework may be required to repeat courses or participate in approved credit recovery opportunities before promotion.

Academic Probation

Students who fail to maintain satisfactory academic progress may be placed on Academic Probation.

Academic Probation is intended to provide additional support and intervention for students experiencing academic difficulty. Factors considered may include low academic performance, repeated course failures, prolonged inactivity, or failure to make satisfactory progress toward graduation.

Students placed on Academic Probation may be required to participate in an Academic Improvement Plan, attend progress conferences, communicate regularly with instructors, or complete additional academic support activities.

Failure to demonstrate improvement while on Academic Probation may result in additional administrative action consistent with Academy policy.

Honor Roll

Beyond Preparatory Academy recognizes students who consistently demonstrate outstanding academic achievement.

Students earning a semester Grade Point Average of **3.00 through 3.99** with no failing grades may be recognized on the **Honor Roll**.

Students earning a **4.00 Grade Point Average** with no grade below an A may be recognized on the **Principal's Honor Roll**.

Academic recognition may include certificates, awards, graduation honors, recognition on the Academy's website, or other honors determined by the administration.

Valedictorian and Salutatorian

Beyond Preparatory Academy recognizes exceptional academic achievement through the selection of a Valedictorian and Salutatorian for each graduating class when applicable.

The **Valedictorian** shall be the graduating senior who has earned the highest cumulative Grade Point Average while satisfying all graduation requirements.

The **Salutatorian** shall be the graduating senior who has earned the second-highest cumulative Grade Point Average while satisfying all graduation requirements.

To be eligible for either honor, students must have completed at least the final two consecutive academic years at Beyond Preparatory Academy unless an exception is approved by the Head of School due to extraordinary circumstances.

In the event of a tie or other unusual circumstances, the Academy reserves the right to consider additional academic factors, including course rigor, credits earned, and overall academic performance. The decision of the Head of School regarding academic honors shall be final.

Academic Support

Beyond Preparatory Academy is committed to helping every student succeed. Students experiencing academic challenges are encouraged to seek assistance from their teachers as early as possible.

Academic support may include individualized instruction, tutoring, academic coaching, progress monitoring, graduation planning, or Academic Improvement Plans. The Academy believes that early intervention, consistent communication, and collaborative problem-solving contribute to student success.

Students, parents, and adult learners are encouraged to work closely with Academy staff to develop strategies that promote academic achievement and timely graduation.

CHAPTER 5

Online Learning Expectations

Purpose

Beyond Preparatory Academy is a self-paced online school designed to provide students with the flexibility to complete coursework while maintaining high academic standards. The Academy believes that flexibility and accountability work together to create a successful learning experience. Students are expected to manage their time responsibly, communicate with school personnel when assistance is needed, and demonstrate consistent academic progress throughout the school year.

Enrollment in a self-paced program requires students to accept responsibility for their own learning. While teachers provide instruction, guidance, and academic support, students are expected to take an active role in completing coursework and meeting graduation requirements.

Google Classroom

Beyond Preparatory Academy uses Google Classroom as its primary learning management system. Through Google Classroom, students access instructional materials, submit assignments, communicate with teachers, receive grades and feedback, and monitor their academic progress.

Students are responsible for maintaining access to their Google Classroom account and reviewing announcements, assignments, and instructor feedback regularly. Parents and guardians are encouraged to familiarize themselves with the platform and monitor student progress throughout the school year.

Student Participation and Academic Engagement

Because Beyond Preparatory Academy operates under a self-paced instructional model, students are not required to attend daily live classes. Instead, students are expected to demonstrate consistent academic engagement by participating in coursework throughout the school year.

Students should establish a regular study schedule, complete lessons in a timely manner, communicate with teachers when assistance is needed, and remain actively engaged in each enrolled course.

The Academy defines meaningful academic participation as completing lessons, submitting assignments, taking assessments, communicating with instructors regarding coursework, or participating in other teacher-directed instructional activities.

Failure to demonstrate ongoing academic participation may result in academic intervention or administrative review.

Student Login Expectations

Students are expected to access Google Classroom frequently enough to maintain satisfactory academic progress and remain informed of Academy communications.

Although daily logins are not required, students should monitor their courses consistently, review instructor feedback, respond to school communications, and remain aware of important announcements affecting their educational program.

Students who experience difficulty accessing the learning platform should notify the Academy promptly so appropriate assistance may be provided.

Assignment Completion

Beyond Preparatory Academy provides students with flexibility in completing coursework; however, flexibility does not eliminate academic expectations.

Students are responsible for completing assignments according to their individualized course completion schedule. Teachers may establish due dates for certain projects, examinations, or required activities to ensure students remain on pace for successful course completion.

Students anticipating difficulty meeting an assignment deadline should communicate with their instructor as soon as possible to discuss available options.

Virtual Meetings and Student Conduct

Although most instruction occurs independently, students may occasionally participate in virtual meetings, tutoring sessions, academic conferences, presentations, or other Academy-sponsored online activities.

Students are expected to conduct themselves professionally during all virtual interactions. Respectful communication, appropriate language, and courteous behavior are expected at all times. Disruptive behavior, inappropriate language, harassment, or conduct that interferes with instruction may result in disciplinary action consistent with the Student Code of Conduct.

Technology Requirements

Students are responsible for maintaining access to technology necessary to participate successfully in the Academy's educational program.

Students should have access to a reliable computer, dependable internet service, and software compatible with the Academy's instructional platforms. The Academy recommends the use of an updated web browser and encourages students to maintain their equipment in good working condition.

Students experiencing technology difficulties should notify the Academy promptly. While reasonable accommodations may be considered, students remain responsible for completing coursework within established timelines whenever possible.

Administrative Authority

The Head of School or designee shall establish procedures necessary to administer the Academy's online instructional program and may modify technology or instructional requirements as educational needs evolve.

CHAPTER 6

Attendance

Purpose

Because Beyond Preparatory Academy operates as a self-paced online school, attendance is measured by **academic participation rather than physical presence or daily classroom attendance**. The purpose of the Academy's attendance policy is to ensure that students remain actively engaged in learning, make satisfactory academic progress, and receive appropriate support when participation declines.

Consistent participation is essential to student success and timely completion of graduation requirements.

Attendance Policy

Attendance at Beyond Preparatory Academy is based upon meaningful academic participation. Students are expected to engage consistently in coursework by completing lessons, submitting assignments, participating in required assessments, communicating with instructors regarding coursework, and otherwise demonstrating ongoing academic progress.

Simply logging into Google Classroom without participating in educational activities does not constitute attendance.

The Academy reserves the right to determine whether sufficient academic participation has occurred based upon available educational records.

Academic Activity Expectations

Students are expected to participate regularly throughout the school year and avoid extended periods of inactivity.

To remain in good academic standing, students should complete **at least one graded academic activity in each active course every seven (7) calendar days**, unless an alternative schedule has been approved by the Academy.

Students who fail to demonstrate academic participation for **fourteen (14) consecutive calendar days** may be considered academically inactive and may be contacted by school personnel for intervention.

Excused Absences

The Academy recognizes that illness, family emergencies, military obligations, religious observances, and other significant circumstances may temporarily interrupt a student's educational progress.

Parents or guardians should notify the Academy as soon as reasonably possible whenever an extended interruption in coursework is anticipated. When appropriate, the Academy may provide reasonable extensions or other academic accommodations to assist students in completing required coursework.

Requests for extended accommodations may require supporting documentation.

Unexcused Absences

An unexcused absence occurs when a student fails to participate academically without an approved reason or fails to communicate with the Academy regarding an extended interruption in coursework.

Repeated unexcused absences may result in academic intervention, parent conferences, Academic Improvement Plans, academic probation, or other corrective measures designed to promote student success.

Truancy

Because Beyond Preparatory Academy operates through an online instructional model, truancy is defined as repeated failure to participate meaningfully in required educational activities rather than failure to attend a physical classroom.

Students who remain academically inactive despite repeated communication attempts from the Academy may be referred for additional intervention or administrative action consistent with applicable law and Academy policy.

Whenever possible, the Academy will work collaboratively with families to remove barriers to participation before considering administrative withdrawal.

Make-Up Work

Students who experience excused interruptions in their coursework remain responsible for completing all required academic work necessary to earn course credit.

Teachers may establish reasonable deadlines for completing missed assignments based upon the student's individual circumstances and overall course progress.

Students are encouraged to communicate with instructors promptly to develop an appropriate plan for returning to satisfactory academic progress.

Attendance Monitoring

The Academy regularly reviews student participation and academic progress throughout the school year. When a student demonstrates declining participation, school personnel may contact the student or parent to discuss available resources and develop an intervention plan.

The Academy's goal is to identify concerns early and provide support before academic progress is significantly affected.

Administrative Authority

The Head of School or designee shall administer the Academy's attendance policies and determine whether students are maintaining satisfactory academic participation. The Academy reserves the right to establish additional attendance procedures as necessary to comply with applicable law and to support student success.

I recommend one additional change for the final handbook: instead of using "**Administrative Authority**" at the end of every chapter, we can create a single chapter near the beginning titled "**Governance and Administrative Authority.**" That avoids repetition and gives the handbook a cleaner, more polished appearance while preserving the Academy's authority to interpret and enforce its policies. I think that approach will make the finished handbook feel even more like one produced by an established private school.

CHAPTER 7

Student Code of Conduct

Purpose

Beyond Preparatory Academy is committed to providing a safe, respectful, and academically focused learning environment where every student has the opportunity to succeed. Although the Academy operates through a self-paced online instructional model, students are expected to demonstrate appropriate behavior during all school-sponsored activities, communications, and interactions with teachers, staff, and fellow students.

Enrollment at Beyond Preparatory Academy is conditioned upon each student's willingness to conduct themselves in a manner that reflects integrity, responsibility, respect, and good citizenship. The Student Code of Conduct establishes the behavioral expectations that support a positive learning environment and protect the rights of all members of the Academy community.

Student Conduct Expectations

Students are expected to conduct themselves in a manner that reflects maturity, honesty, and respect for others. Appropriate behavior includes demonstrating courtesy toward teachers and classmates, completing schoolwork honestly, communicating professionally, following Academy policies, and accepting responsibility for personal actions.

Behavior that interferes with another student's ability to learn or an employee's ability to perform their responsibilities is inconsistent with the mission of Beyond Preparatory Academy and may result in disciplinary action.

Respect, Integrity, and Responsibility

Respect, integrity, and responsibility are the foundation of the Academy's culture.

Students are expected to treat others with dignity regardless of differences in opinion, background, or personal beliefs. Integrity requires students to act honestly, complete their own work, and accept responsibility for their actions. Responsibility includes participating consistently in coursework, maintaining communication with teachers, protecting school accounts and technology, and complying with all Academy policies.

These expectations apply during virtual meetings, school-sponsored activities, electronic communications, and any interaction representing Beyond Preparatory Academy.

Prohibited Conduct

The Academy prohibits conduct that threatens the safety, well-being, or educational experience of others. Prohibited conduct includes bullying, harassment, intimidation, threats, fighting, possession or use of weapons during Academy-sponsored activities, possession or use of illegal drugs or alcohol during school events, cyberbullying, and any conduct that substantially disrupts the educational environment.

Students are also prohibited from making false accusations against other students or employees, impersonating another individual, or engaging in conduct that damages the reputation or operations of the Academy.

Bullying, Harassment, and Cyberbullying

Beyond Preparatory Academy is committed to maintaining an educational environment free from bullying, harassment, intimidation, and discrimination.

Bullying includes repeated conduct that intentionally causes physical, emotional, social, or psychological harm. Harassment includes unwelcome verbal, written, visual, or electronic conduct that interferes with another person's educational experience or creates an intimidating, hostile, or offensive environment.

Cyberbullying includes the use of text messages, email, social media, discussion boards, gaming platforms, or other electronic communication to threaten, embarrass, intimidate, or harass another individual.

Students who experience or witness bullying or harassment are encouraged to report the behavior immediately to a teacher or administrator. Reports will be reviewed promptly, fairly, and confidentially to the extent permitted by law.

Social Media

Students should remember that online conduct can affect the Academy community even when it occurs outside school hours.

The Academy may address off-campus electronic conduct when it substantially disrupts school operations, threatens the safety of students or employees, or interferes with another student's educational opportunities.

Students are expected to use social media responsibly and respectfully. The publication of false statements, threats, harassment, confidential school information, or content intended to intimidate members of the Academy community may result in disciplinary action.

Discipline

When determining an appropriate disciplinary response, the Academy will consider the seriousness of the violation, the student's prior disciplinary history, the circumstances surrounding the incident, and any mitigating factors.

Corrective actions may include counseling, parent conferences, written warnings, behavior improvement plans, loss of privileges, academic probation, temporary suspension from Academy activities, administrative withdrawal, or other appropriate disciplinary measures.

Whenever appropriate, the Academy will utilize restorative practices and educational interventions designed to help students learn from mistakes while maintaining accountability.

Administrative Authority

The Head of School or designee shall have authority to investigate alleged violations of the Student Code of Conduct, determine appropriate disciplinary action, and implement procedures necessary to maintain a safe and orderly educational environment.

CHAPTER 8

Academic Integrity

Purpose

Beyond Preparatory Academy believes that academic integrity is essential to educational excellence. The value of a Beyond Preparatory Academy diploma depends upon each student's commitment to honesty, ethical decision-making, and personal responsibility.

Because students complete coursework through a self-paced online learning model, the Academy places significant trust in students to demonstrate integrity throughout the educational process. Every assignment submitted should accurately represent the student's own knowledge, understanding, and effort.

Academic Integrity Policy

Students are expected to complete all assignments honestly and independently unless collaboration has been specifically authorized by the instructor.

Academic dishonesty includes cheating, plagiarism, unauthorized collaboration, falsification of academic records, misuse of technology, sharing assessment materials, submitting another person's work, or any attempt to obtain an unfair academic advantage.

The Academy reserves the right to require students to verify authorship of submitted work through conferences, oral presentations, additional assessments, or other appropriate methods.

Artificial Intelligence

Beyond Preparatory Academy recognizes that artificial intelligence has become an increasingly valuable educational resource. Students may use approved AI tools to support learning by improving understanding of academic concepts, brainstorming ideas, reviewing grammar, or receiving feedback on original work.

Artificial intelligence may not be used to generate assignments, essays, projects, discussion responses, or other academic work that is submitted as the student's own original work unless the instructor has specifically authorized its use.

Students remain responsible for the accuracy, originality, and quality of all work submitted for academic credit regardless of the technology used during the learning process.

Test Security

To protect the integrity of the Academy's academic program, students are expected to complete quizzes, examinations, and assessments honestly and independently.

Students shall not share assessment questions, distribute testing materials, photograph or record examinations, receive unauthorized assistance, or access prohibited resources during assessments.

The Academy reserves the right to utilize identity verification, virtual monitoring, oral assessments, or additional evaluation methods whenever necessary to ensure the integrity of student assessments.

Honor Code

Every student enrolled at Beyond Preparatory Academy is expected to uphold the Academy's Honor Code.

Beyond Preparatory Academy Honor Code

"As a student of Beyond Preparatory Academy, I pledge to conduct myself with honesty, integrity, and responsibility. I will complete my own work, respect the intellectual property of others, use technology ethically, and uphold the standards of this Academy. I understand that my character is reflected not only in what I achieve but in how I achieve it."

Students may be required to acknowledge the Honor Code during enrollment and before selected assessments.

Consequences for Academic Misconduct

Academic dishonesty will be addressed according to the nature and severity of the violation. The Academy may require assignment resubmission, assign a reduced or failing grade, require additional instruction regarding academic integrity, place a student on academic probation, or impose additional disciplinary measures when appropriate.

Repeated or serious violations may result in administrative review of the student's continued enrollment.

Administrative Authority

The Head of School or designee shall investigate allegations of academic misconduct and determine appropriate corrective action. Decisions regarding academic integrity shall be made in accordance with Academy policy and the specific circumstances of each case.

I actually like this version much better. It reads like a handbook from an established private academy rather than a checklist. If I were preparing this for accreditation, **this is the style I would use throughout the entire handbook** because it is consistent, professional, and easier for families to read while still protecting the Academy legally.

CHAPTER 9

Dress Code

Purpose

Beyond Preparatory Academy recognizes that students learn in a self-paced online environment and are not required to report to a physical campus each day. While students have greater flexibility in their daily attire, they are expected to present themselves in a manner that reflects respect for themselves, others, and the Academy whenever participating in school-sponsored activities. The purpose of the dress code is to promote professionalism, maintain an appropriate educational environment, and ensure students represent the Academy positively during all official functions.

Daily Expectations

Students completing coursework independently from home may dress comfortably while working through their lessons. However, clothing worn during any school-sponsored activity should be clean, appropriate, and free of language, images, or symbols that are obscene, discriminatory, threatening, or that promote violence, illegal activity, alcohol, tobacco, vaping products, or controlled substances.

The Academy expects students to exercise good judgment regarding their appearance. Clothing that is excessively revealing or otherwise inappropriate for an educational setting is not permitted during any school-related activity.

Parents and guardians are encouraged to assist students in maintaining an appearance that reflects the values and standards of Beyond Preparatory Academy.

Virtual Learning Dress Expectations

Although Beyond Preparatory Academy operates as a self-paced online school, students may occasionally participate in virtual meetings, tutoring sessions, academic conferences, presentations, or other live instructional activities.

During these activities, students are expected to appear in attire that is appropriate for an educational environment. Shirts or tops must be worn at all times, and clothing should not display inappropriate language, graphics, or messages. Students should participate from an environment that is reasonably free from unnecessary distractions whenever possible.

School administration reserves the right to ask a student to correct attire that is determined to be disruptive or inconsistent with the standards established by the Academy before participating in a virtual session.

Graduation Attire

Commencement exercises are formal ceremonies recognizing the academic accomplishments of Beyond Preparatory Academy graduates. Students choosing to participate are expected to maintain a professional appearance that reflects the significance of the occasion.

Graduates shall wear the official cap and gown approved by the Academy unless otherwise authorized by school administration. Appropriate footwear should be worn for safety and appearance. Decorations or alterations to graduation attire are not permitted unless prior approval has been granted by the administration.

The Academy reserves the right to deny participation in the commencement ceremony to any student who refuses to comply with graduation attire requirements. Such action shall not affect the student's eligibility to receive a diploma if all graduation requirements have been successfully completed.

Religious and Medical Accommodations

Beyond Preparatory Academy respects sincerely held religious beliefs and documented medical needs. Requests for accommodations related to dress or appearance will be reviewed individually and considered in accordance with applicable federal and state law. Families seeking an accommodation should contact the school administration before the applicable school activity whenever practicable.

Administrative Authority

The Head of School or designee shall have final authority regarding the interpretation and enforcement of the Academy's dress code. Decisions made in the interest of maintaining a safe, respectful, and appropriate educational environment shall be considered final.

CHAPTER 10

Technology

Purpose

Technology is essential to the educational program offered by Beyond Preparatory Academy. As a self-paced online school, students rely on digital platforms to access instruction, submit assignments, communicate with teachers, and monitor academic progress. The purpose of this policy is to establish expectations for the responsible, ethical, and secure use of technology while protecting the integrity of the Academy's educational environment.

Access to the Academy's technology resources is a privilege rather than a right. Students are expected to use technology responsibly and in a manner consistent with the Academy's mission, policies, and educational objectives.

Chromebook Policy

Beyond Preparatory Academy may issue Chromebooks or other technology devices to eligible students when appropriate. School-issued devices remain the property of the Academy and are provided solely for educational purposes.

Students are expected to exercise reasonable care when using school-issued technology. Devices should be protected from damage, loss, theft, unauthorized modifications, or misuse. Students may not install unauthorized software, disable security settings, or use school-issued equipment for unlawful or inappropriate activities.

Students who withdraw from the Academy or complete their enrollment may be required to return all school-issued equipment before official records or diplomas are released, when permitted by law and applicable agreements. Families may be held financially responsible for equipment that is intentionally damaged, lost due to negligence, or not returned as required.

Students using personal devices are responsible for ensuring that their equipment meets the minimum technical requirements necessary to participate successfully in the Academy's instructional program.

Internet Safety

Beyond Preparatory Academy is committed to promoting safe and responsible internet use. Students are expected to protect their personal information, respect the privacy of others, and exercise sound judgment when accessing online resources.

Students should avoid sharing personal identifying information with unknown individuals, downloading files from untrusted sources, or accessing websites that are unrelated to educational activities while using school technology or participating in school-sponsored instruction.

Parents and guardians are encouraged to supervise internet use outside of school assignments and reinforce safe online practices within the home.

Acceptable Use Policy

Technology resources provided or approved by Beyond Preparatory Academy are intended to support instruction, communication, research, collaboration, and academic achievement. Students are expected to use these resources in a manner that promotes learning and reflects the Academy's values of integrity, respect, and responsibility.

Students shall not use school technology to engage in academic dishonesty, cyberbullying, harassment, unauthorized access to electronic systems, or any activity that disrupts the educational environment. The transmission or storage of obscene, threatening, discriminatory, or unlawful material through school technology is strictly prohibited.

The Academy reserves the right to monitor, investigate, and review the use of its technology resources to the extent permitted by law. Students should have no expectation of privacy when using school-owned devices, school email accounts, or Academy-managed technology platforms.

Failure to comply with this policy may result in disciplinary action, temporary or permanent loss of technology privileges, financial responsibility for damages, or additional consequences as outlined elsewhere in this handbook.

Device Care

Students are expected to maintain all school-issued technology in good working condition. Devices should be stored safely, handled carefully, and used only for their intended educational purposes.

Any damage, malfunction, loss, or theft should be reported to the Academy as soon as reasonably possible. Students should never attempt to repair school-issued equipment or permit another individual to modify Academy property without authorization.

Reasonable wear resulting from normal use is expected; however, damage caused by negligence, misuse, or intentional misconduct may result in financial responsibility.

Password Security

Each student is responsible for maintaining the confidentiality of usernames, passwords, and other account credentials issued by the Academy.

Passwords should not be shared with classmates, friends, or unauthorized individuals. Students are expected to create secure passwords, update them when requested, and immediately notify the Academy if they believe their account has been compromised.

Students are prohibited from accessing another person's account, attempting to obtain unauthorized access to electronic systems, or sharing login credentials for any purpose. Any misuse of account credentials may result in disciplinary action and, when appropriate, referral to law enforcement.

Administrative Authority

The Head of School or designee shall be responsible for interpreting and enforcing the Academy's technology policies. The Academy reserves the right to modify technology procedures as technology evolves or as necessary to protect the security and integrity of its educational systems.

CHAPTER 11

Parent Partnership

Purpose

Beyond Preparatory Academy recognizes that parents and guardians are essential partners in a student's educational success. Because the Academy operates as a self-paced online school, the partnership between home and school plays a vital role in helping students remain engaged, motivated, and academically successful.

The Academy is committed to maintaining open, respectful, and professional relationships with families. Likewise, parents and guardians are encouraged to actively participate in their student's educational journey by providing encouragement, maintaining communication with school personnel, and supporting the Academy's mission and expectations.

Parent Expectations

Parents and guardians are expected to support the educational goals of Beyond Preparatory Academy by creating an environment that encourages learning, responsibility, and academic success. While students are responsible for completing their own coursework, parents play an important role in helping students develop effective study habits and remain accountable for their progress.

Parents and guardians are expected to ensure that their contact information remains current, review school communications regularly, and encourage consistent participation in coursework. Families should promptly notify the Academy of any circumstances that may affect a student's ability to participate in school.

Parents are also expected to model respectful communication when interacting with teachers, administrators, and other members of the school community. Concerns should be addressed

through the appropriate administrative channels so they may be reviewed fairly and resolved in a timely manner.

Communication

Effective communication strengthens the partnership between families and the Academy. Beyond Preparatory Academy communicates with students and families through official school email, Google Classroom announcements, the parent portal, telephone calls, text messages, virtual meetings, and other approved communication platforms.

Parents and guardians are responsible for reviewing school communications regularly and responding to requests for information within a reasonable timeframe. Likewise, the Academy is committed to responding to parent inquiries promptly and professionally.

To maintain accurate records, families should notify the Academy immediately of any changes to mailing addresses, telephone numbers, email addresses, or emergency contact information.

Parent-Teacher Conferences

Parent-teacher conferences provide an opportunity to discuss student progress, academic concerns, and strategies for continued success.

Conferences may be requested by the parent, teacher, counselor, or school administrator whenever additional discussion would benefit the student's educational progress. Conferences may be conducted virtually, by telephone, or through another approved communication method.

During conferences, participants are encouraged to work collaboratively to identify strengths, address concerns, establish academic goals, and develop appropriate support strategies when necessary.

Parents are encouraged to participate actively in conferences and to communicate openly with school personnel regarding any concerns affecting their student's educational experience.

Parent Portal

Beyond Preparatory Academy provides families with access to student information through the Academy's designated parent portal or student information system.

The parent portal allows parents and guardians to monitor important academic information, including student grades, course progress, attendance records based on academic participation, and other information made available by the Academy.

Parents are encouraged to review their student's progress regularly throughout the school year rather than waiting until concerns develop. Monitoring progress consistently allows families and the Academy to address challenges early and celebrate student accomplishments.

Parents are responsible for maintaining the confidentiality of their portal login credentials and should notify the Academy immediately if unauthorized access is suspected.

Student Support

Beyond Preparatory Academy is committed to supporting students as they work toward academic success. Students experiencing academic, personal, or technology-related challenges are encouraged to seek assistance before those challenges interfere with their educational progress.

Support services may include academic coaching, teacher assistance, tutoring, progress monitoring, academic improvement plans, graduation planning, and referrals to appropriate community resources when available.

Parents are encouraged to notify the Academy whenever they become aware of circumstances that may affect their student's academic performance. Early communication allows school personnel to work collaboratively with families to identify appropriate interventions and provide meaningful support.

The Academy believes that the strongest educational outcomes occur when students, families, teachers, and administrators work together toward shared goals.

Parent Concerns and Questions

Parents and guardians who have questions or concerns regarding a student's education are encouraged to first communicate with the appropriate teacher whenever possible. Many concerns can be resolved through open communication at the classroom level.

If additional assistance is needed, concerns may be referred to school administration for further review. The Academy is committed to addressing concerns respectfully, fairly, and in a timely manner.

All members of the school community are expected to conduct themselves professionally throughout the resolution process.

Administrative Authority

The Head of School or designee is responsible for implementing and administering the parent partnership policies contained in this handbook. The Academy reserves the right to establish additional communication procedures as necessary to promote effective collaboration between home and school.

CHAPTER 12

Health & Safety

Purpose

Beyond Preparatory Academy is committed to providing a safe and supportive educational environment for every student. Although the Academy operates primarily through a self-paced online learning model, student health, safety, and well-being remain important priorities.

The Academy works collaboratively with students, families, and community partners to promote a safe educational experience while complying with applicable federal, state, and local laws.

Emergency Procedures

In the event of an emergency affecting the operation of the Academy, school administration will communicate important information to students and families through official communication channels, including email, telephone, text message, the Academy website, Google Classroom, or other approved platforms.

Emergency situations may include severe weather, widespread technology outages, public health emergencies, cybersecurity incidents, or other unforeseen events that significantly affect school operations.

Students and parents are responsible for maintaining current emergency contact information to ensure timely communication during emergencies.

The Academy reserves the right to modify instructional schedules or implement alternative learning procedures when necessary to protect the health, safety, or well-being of students and staff.

Mandatory Reporting

Beyond Preparatory Academy is committed to protecting children from abuse, neglect, exploitation, and other forms of harm.

In accordance with applicable law, school employees who have reasonable cause to believe that a child has been abused or neglected are required to report those concerns to the appropriate authorities. Reports will be made in accordance with state reporting requirements and school procedures.

The Academy cannot guarantee confidentiality when information involves the safety or well-being of a student or another individual. School personnel will cooperate with authorized agencies during investigations as required by law.

The Academy encourages students to report concerns regarding their own safety or the safety of others to a trusted adult, teacher, counselor, or administrator.

Student Wellness

Beyond Preparatory Academy recognizes that academic success is closely connected to physical, emotional, and mental well-being.

Students are encouraged to maintain healthy habits that support learning, including adequate sleep, proper nutrition, regular physical activity, effective time management, and healthy use of technology.

The Academy also recognizes that students may experience personal or family circumstances that affect their educational performance. Students and families are encouraged to communicate with school personnel when additional support may be needed.

When appropriate, the Academy may provide referrals to community resources or recommend outside services that may benefit the student. Such referrals do not constitute an endorsement of any particular provider and remain the responsibility of the parent or guardian.

Medication Policy

Because Beyond Preparatory Academy is a self-paced online school and students complete coursework primarily from home, the Academy does not routinely administer medication to students.

Parents and guardians are responsible for ensuring that students receive medications prescribed by their healthcare providers while under parental supervision.

If a student participates in an Academy-sponsored event where medication administration may become necessary, parents or guardians must notify the Academy before the event. The Academy will review requests on an individual basis and determine whether appropriate arrangements can be made in accordance with applicable law and available staffing.

Students should not share prescription or over-the-counter medications with other individuals during any school-sponsored activity.

Student Safety During Online Learning

Students are encouraged to participate in online learning from a location that is safe, quiet, and appropriate for educational activities whenever possible.

Parents and guardians remain responsible for supervising students while learning from home and for ensuring that students have an appropriate learning environment.

Students should immediately report any online behavior that makes them feel unsafe, including inappropriate communications, cyberbullying, online harassment, or suspected unauthorized access to their school accounts.

Crisis Response

When school personnel become aware of information suggesting that a student may present an immediate risk of harm to themselves or others, the Academy may contact the student's parent or guardian, emergency contacts, emergency responders, or other appropriate authorities as necessary to protect student safety.

The Academy may also recommend that families seek immediate medical or mental health assistance when circumstances indicate that such intervention is appropriate.

Administrative Authority

The Head of School or designee is responsible for administering the health and safety policies contained in this handbook. The Academy reserves the right to revise procedures as necessary to address changing legal requirements, public health guidance, or operational needs while maintaining its commitment to student safety.

This is coming together very well. One recommendation before we continue: **Chapter 17 (Forms)** should not be written as policy language. Instead, it should contain the actual forms that families sign. Everything else can remain in policy format.

Here are Chapters 13–16 in the same professional style.

CHAPTER 13

Student Records

Purpose

Beyond Preparatory Academy maintains accurate and confidential student records to support student enrollment, academic progress, graduation, and compliance with applicable federal and state laws. Student records are maintained in a secure manner and are accessible only to authorized individuals with a legitimate educational interest or as otherwise permitted by law.

Parents, guardians, and eligible students are encouraged to review academic records periodically to ensure that information remains accurate and complete.

Transcripts

Beyond Preparatory Academy maintains an official academic transcript for every enrolled student. The transcript serves as the student's permanent academic record and includes coursework completed, grades earned, credits awarded, cumulative grade point average, graduation status, and other academic information determined appropriate by the Academy.

Official transcripts may be requested by the parent, guardian, eligible student, or another educational institution authorized to receive the records. Requests must be submitted through the Academy's designated records request process.

The Academy reserves the right to verify the identity of the individual requesting records before releasing any educational information.

Records Requests

Students who transfer to another educational institution may request that official records be forwarded directly to the receiving school.

Requests for educational records should be submitted in writing and include sufficient information to identify the student and the records being requested. The Academy will process requests within a reasonable period consistent with applicable law.

Educational records will not be released to unauthorized individuals without appropriate written consent unless disclosure is otherwise permitted or required by law.

Student Privacy (FERPA)

Beyond Preparatory Academy is committed to protecting the privacy of student education records. The Academy follows the principles established by the **Family Educational Rights and Privacy Act (FERPA)** and other applicable privacy laws governing educational records.

Parents and eligible students have the right to inspect and review education records, request the correction of inaccurate or misleading information, and provide written consent before personally identifiable information is disclosed, except where disclosure is authorized by law.

Questions regarding student records or privacy rights should be directed to the Head of School or the designated records administrator.

Diploma Requests

Students who successfully complete all graduation requirements established by Beyond Preparatory Academy are eligible to receive an official diploma.

Requests for replacement diplomas must be submitted in writing. Replacement diplomas may be subject to a processing fee established by the Academy.

Students are encouraged to maintain their original diploma in a secure location, as replacement processing may require verification of identity and graduation records.

Record Retention

Beyond Preparatory Academy maintains student records in accordance with applicable record retention requirements and internal record management procedures.

The Academy reserves the right to establish administrative procedures governing the retention, storage, and destruction of records consistent with applicable law.

Administrative Authority

The Head of School or designee shall oversee the maintenance, security, release, and retention of student records.

CHAPTER 14

Financial Policies

Purpose

Beyond Preparatory Academy is committed to maintaining transparent financial policies that support the operation of the Academy while providing families with clear expectations regarding tuition and fees.

All financial obligations are established by the Academy's Board of Directors or authorized administration and are subject to periodic review.

Tuition

Students enrolled at Beyond Preparatory Academy are responsible for paying tuition in accordance with the enrollment agreement unless otherwise approved through scholarship, sponsorship, or other authorized financial assistance.

Tuition rates are established annually and communicated before enrollment.

Failure to remain current on tuition obligations may affect continued enrollment or participation in certain Academy services.

Payment Plans

To assist families, Beyond Preparatory Academy may offer approved payment plans.

Payment plans are intended to provide flexibility while ensuring that tuition obligations are satisfied during the academic year.

Families participating in payment plans are expected to make payments according to the agreed schedule. Failure to comply with payment terms may result in administrative review or cancellation of the payment agreement.

Refund Policy

Requests for tuition refunds shall be reviewed in accordance with the Academy's published refund schedule and enrollment agreement.

Refund eligibility may depend upon factors including the student's withdrawal date, the amount of coursework completed, and other contractual obligations.

Administrative fees, enrollment fees, technology fees, or other non-refundable charges may not be eligible for refund.

Refund determinations made by the Academy are considered final unless otherwise provided by written policy.

Fees

The Academy may assess reasonable fees for services including, but not limited to:

- Enrollment or registration
- Graduation participation
- Replacement diplomas
- Transcript processing
- Technology or instructional materials
- Returned payments

All fees will be published in advance whenever practicable.

Delinquent Accounts

Families experiencing financial hardship are encouraged to communicate with the Academy promptly.

The Academy may suspend certain non-academic services or pursue other remedies permitted by law when financial obligations remain unpaid after reasonable notice.

Administrative Authority

The Head of School or designee shall administer all financial policies and may establish procedures necessary to implement this chapter.

CHAPTER 15

Graduation

Purpose

Graduation from Beyond Preparatory Academy represents the successful completion of the Academy's academic program and reflects a student's commitment to academic achievement, personal responsibility, and character development.

The Academy is honored to recognize graduates who have fulfilled all established requirements.

Graduation Requirements

Students must successfully complete all graduation requirements established by Beyond Preparatory Academy before a diploma is awarded.

Completion of coursework alone does not guarantee graduation. Students must satisfy all academic, financial, and administrative requirements established by the Academy.

The administration shall verify graduation eligibility before diplomas are issued.

Academic Honors

The Academy recognizes students who have demonstrated exceptional academic achievement during their high school career.

Graduation honors may include distinctions such as **Summa Cum Laude, Magna Cum Laude, Cum Laude**, Valedictorian, Salutatorian, or other honors established by the Academy.

Eligibility for honors shall be determined by cumulative academic performance and any additional criteria adopted by the Academy.

The administration reserves the right to verify academic records before announcing honors.

Participation in the Graduation Ceremony

Participation in commencement exercises is considered a privilege rather than a right.

Students wishing to participate must satisfy all graduation requirements and comply with Academy expectations regarding conduct, attire, and ceremony procedures.

The Academy reserves the right to deny participation in commencement exercises when a student's conduct substantially disrupts the educational environment or violates Academy policies.

Such action shall not affect a student's eligibility to receive a diploma if all graduation requirements have otherwise been met.

Diploma Distribution

Official diplomas will be issued after the Academy has verified that all graduation requirements have been satisfied.

Students who do not participate in the graduation ceremony may arrange to receive their diploma through the Academy following graduation.

Replacement diplomas may be requested in accordance with the Academy's Student Records policy.

Administrative Authority

The Head of School or designee shall determine graduation eligibility and administer commencement procedures.

CHAPTER 16

Complaint Resolution

Purpose

Beyond Preparatory Academy values open communication and believes concerns are best resolved through respectful, timely, and collaborative problem-solving.

Students, parents, guardians, and other members of the school community are encouraged to communicate concerns promptly so they may be reviewed fairly and addressed appropriately.

Retaliation against any individual who submits a complaint in good faith is strictly prohibited.

Student Complaint Process

Students are encouraged to first discuss concerns directly with the teacher or staff member involved whenever appropriate.

If the concern is not resolved, the student may submit the concern to the Head of School or another designated administrator for review.

The Academy may request additional information or schedule a conference before issuing a decision.

Students are expected to conduct themselves respectfully throughout the complaint process.

Parent Complaint Process

Parents and guardians who have questions or concerns regarding their student's educational experience are encouraged to communicate directly with the appropriate teacher before requesting administrative review.

If the concern remains unresolved, the matter may be submitted to school administration.

The Academy will review the information presented, gather relevant facts, and communicate a decision within a reasonable period.

The Academy encourages constructive dialogue and collaboration throughout the process.

Appeals

If a student or parent believes that a decision was made in error, a written appeal may be submitted to the Head of School within **ten (10) business days** of receiving the original decision.

Appeals should clearly identify the decision being challenged and include any additional information supporting the request for reconsideration.

The Head of School or designee shall review the appeal and issue a written decision.

Unless otherwise provided by Academy policy, the decision of the Head of School shall be considered final.

Administrative Authority

The Head of School shall administer the complaint resolution process and may establish additional procedures as necessary to ensure fairness, consistency, and compliance with Academy policies.
