COLLEGIATE PREPARATORY INTERNATIONAL ACADEMY

ACADEMIC POLICIES AND PROCEDURES

Listed below is an A-Z list of district-wide academic policies and procedures. The policies and procedures are subject to change and are not tied to a catalog year unless otherwise noted.

A

Academic Calendar

The Academic Calendar will consist of 180 instructional days. The academic calendar begins August/September to May/June although student admission is on a rolling basis.

Academic Integrity

Students are expected to engage in authentic learning and cite sources. Plagiarism is prohibited.

Academic Good Standing

This refers to students making progress in coursework and working toward promotion/graduation. The minimum grade point average is 2.0 cumulative average.

Academic Program for Grades 9 -12

Our high school curriculum offers more than 100 rigorous courses, including core subjects, Advanced Placement® (AP®) courses, dozens of engaging electives, and six world languages. Collegiate Prep students learn through interactive, multimedia-rich curriculum, at their own pace, with access to teacher support to ensure a rewarding individualized high school experience. Students have one year to complete their courses, giving students maximum flexibility and support to achieve their learning goals.

Academic Support/Tutoring/Mentoring

Students receive a tutor and mentor to support them with coursework success.

Academic Recognition

Students who achieve a cumulative average of 3.0 and in good financial will be eligible to receive academic recognition for the semester.

Admission

Students will be enrolled and admitted on a rolling basis. To be admitted, the following documents are required:

- Birth Certificate
- Medical Report/Immunizations * Recommended
- Enrollment Form
- Payment Method
- Contract
- Last report card
- Copy of Individual Education Plan (IEP), NYSELAT, 504 plan

These items are to be sent via e-mail or fax.

Advanced Placement

There are many Advanced Placement courses to select students. There will be a $100 fee for each course.

Attendance

Students are expected to log onto the Student Portal/Learning Management System system and complete coursework daily. This is how attendance is monitored and checked. They are expected to engage with their teachers daily. Weekly tutoring and mentoring are required support structures. Attendance will be monitored with an expectation of 90% attendance for the academic year. There will be quarterly wellness checks where the students and families meet with the school and district leaders to review progress.

C

Code of Conduct

While attending school during regular hours or during school-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

1.Your first priority at school is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission. Have a quiet place to do schoolwork.

2. Be in the right mindset and in a quiet place with the appropriate materials, ready to work at the designated time that class begins.

3.Use school-appropriate language and behavior at all times while maintaining friendly and courteous behavior when interacting with your teacher, tutor, mentor and other students. Be polite and respectful to everyone, including students, teachers, and administrators. Use appropriate language during video conferencing, emailing and conferencing during virtual environment.

4. Follow individual teacher instructions, class rules, and expectations at all times.

5. Do not be a bully. If you see someone being bullied, intervene by telling them to stop or immediately report it to school personnel.

6.School attendance and participation in class are an essential part of the educational process. Regular attendance at school is necessary for student success. Students are to log onto the Learning Management System/Student portal and email.Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of both parents/families and students.

7. Represent yourself in a manner that you will be proud of in 10 years. You only get one opportunity to get life right. Take advantage of the opportunities you have at school. They will help you be successful throughout your life as you practice the skills and mindset for future success in life.

Computer, Internet and Electronic Communications Policy

Introduction

This policy defines the boundaries of acceptable use of our district institution computing and communication resources, including computers, data storage systems, mobile devices, electronic data, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources. In addition, this policy reflects the goal of district institution to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of our students, faculty, employees, courtesy affiliates, and guests.

All Collegiate Prep International Academy's computing and communication resources are the property of our district institution. They are to be used for the advancement of our district institution's educational, research, service, community outreach, administrative, and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users. When a user's affiliation with our district institution ends, Collegiate Prep will terminate access to computing and communications resources and accounts. Collegiate Prep may, at its discretion, permit the user to have the access to accounts and e-mail forwarded or redirected for a limited period of time.

Collegiate Prep International Academy is responsible for the maintenance and security of district institution central computing and communications resources. This includes recommendations for effective practices by its users, which include faculty, staff, students, and affiliates. This policy is designed to aid the institution community in protecting the confidentiality, availability, and integrity of university information resources.

Users computing and communications resources are required to comply with this policy, other applicable policies, and state and federal laws. When necessary, enforcement will be consistent with other applicable policies and administrative policies and procedures.

Requirements and Prohibited Uses

Requirements for the Use of Computing and Communications Resources

1. Users must comply with all applicable local, state, and federal laws and regulations, and Collegiate Prep policies.
2. Users must respect academic freedom and free speech rights.
3. Users must be truthful and accurate in personal and computer identification.
4. Users must respect the rights and privacy of others, including intellectual property and personal property rights.

5. Users must not compromise the integrity of electronic networks, must avoid restricted areas, and must refrain from activities that may damage the network, or transmitted or stored data.
6. Users and individuals responsible for system administration must maintain the security of accounts and are required to protect and regularly change their account passwords according to standards maintained by the Collegiate Prep.
7. Users, once aware of a security concern, must notify the Collegiate Prep of information security concerns including, but not limited to, breaches of sensitive data or compromised accounts.
8. Users are responsible for the protection, security, and integrity of university data and resources under their control according to the standards maintained by Collegiate Prep.

Prohibited Uses of Computing and Communications Resources

1. Unlawful communications, including threats of violence, obscenity, child pornography, and harassing communications, are prohibited.
2. Use of computer resources for private business or commercial activities, or for fund-raising or advertising, is prohibited.
3. The unauthorized reselling of computer resources is prohibited.
4. Unauthorized use of university trademarks or logos and other protected trademarks and logos is prohibited.
5. Collegiate Prep Web pages may link to commercial Web sites, but any link that generates, or has the potential to generate, revenue to or Collegiate Prep to any individual or company, including click trade or banner advertising, must be approved.
6. Collegiate Prep may include links to commercial Web sites to provide information related to the mission or function of the college or academic or administrative unit. Any link that generates, or has the potential to generate, revenue to the college or academic or administrative unit must be approved through Purchasing and Business Services.
7. Any alteration of addresses, uniform resource locator (URL), or other action that masks the collegiateprep.academy domain as a host site is prohibited unless authorized.
8. Unauthorized anonymous and/or pseudonymous communications are prohibited. All users are required to cooperate with appropriate personnel or other authorized personnel when investigating the source of anonymous messages.
9. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
10. Unauthorized attempts to acquire and use passwords of others are prohibited.
11. Unauthorized use and attempts to use the computer accounts of others are prohibited.
12. Altering the content of a message originating from another person or computer with intent to deceive is prohibited.

13. Unauthorized modification or deletion of another person's files, account, or news group postings is prohibited.
14. Use of computer resources or electronic information without authorization or beyond one's level of authorization is prohibited.
15. Interception or attempted interception of communications by parties not authorized or intended to receive them is prohibited.
16. Making computing resources available to individuals not affiliated with wit Collegiate Prep without approval of an authorized official is prohibited.
17. Compromising the privacy or security of electronic information is prohibited.
18. Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited. The unauthorized storing, copying, or use of audio files, images, graphics, computer software, data sets, bibliographic records, and other protected property is prohibited except as permitted by law.
19. Interference with or disruption of the computer or network accounts, services, or equipment of others is prohibited.
20. The propagation of computer "worms" and "viruses," the sending of electronic chain mail, denial of service attacks, and inappropriate "broadcasting" of messages to large numbers of individuals or hosts are prohibited.
21. Failure to comply with requests from appropriate Collegiate Prep officials to discontinue activities that threaten the operation or integrity of computers, systems, or networks, or that otherwise violate this policy is prohibited.
22. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization is prohibited.
23. Altering or attempting to alter files or systems without authorization is prohibited.
24. Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by is Collegiate Prep prohibited.
25. Attempting to alter or connect any computing or networking components (including, but not limited to, bridges, routers, DHCP servers, wireless access points, and hubs) on the network without approval of the is Collegiate Prep prohibited.
26. Installation or alteration of wiring, including attempts to create network connections, or any extension or retransmission of any computer or network services without the approval of the Collegiate Prep is prohibited.
27. Conduct leading to disruption of electronic networks or information systems is prohibited.
28. Conduct leading to the damage of electronic information/data, computing/networking equipment, and resources is prohibited.

Prohibited Access

Collegiate Preparatory International Academy may restrict access from within its network to any sites in futherance of this policy. A user may contact the district institution to request access to a restricted site or to report that a site was restricted in error.

Course Catalog (See Full Course Catalog)

Course Catalog provides a list and description of all courses offered to elementary, middle and high school students.

E

E-mail Policy and Information

Collegiate Prep provides an email address ending to all students. Students are expected to log onto email and the Collegiate Prep Learning Management System.

F

Family Educational Rights and Privacy Act (also called FERPA)

The federal Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment) affords students certain privacy rights regarding their education records. The rights are summarized:

- The right to inspect records within 45 days of 45 days of the day the district receives a request for access. Students should submit via e-mail at info@collegiateprepacademy.org, written requests that identify the record(s) they wish to inspect.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students who believe their record is inaccurate or misleading should write to the university official responsible for the record. Clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district institution decides not to amend the record as requested by the student, the district will notify the student of the decision and advise the student of his or her right to a hearing about the request for amendment. Additional information about the hearing procedures will be provided to the student when notified of the right to a hearing.
- Note: FERPA does not address grade disputes or grievances, which are pursued through district institution procedures.
- Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Collegiate Preparatory International Academy to comply with the requirements of FERPA. Students are encouraged to first

contact the district institution. A complaint may be filed in writing with the Department of Education at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC, 20202

Definitions

Student —Any individual formally admitted who is or has been in attendance. The term does not apply to applicants for admission, nor does it apply to persons who have been admitted but who have not registered.

Education Record —Any record(s) directly related to a student and maintained by Collegiate Prep or by a party acting for the institution. Education records include any information or data recorded in any medium, including but not limited to handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Directory Information — Information that may be released to anyone without the consent of the student, unless the student indicates otherwise, except to the extent that FERPA authorizes disclosure without consent:

- Student name
- Addresses (e.g., local, home, mailing and e-mail)
- Telephone numbers
- Date of birth
- Most recently attended educational institution
- Academic level
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Participation in officially recognized activities/sports
- Weight/height of members of athletic teams

Personally Identifiable Information —Includes not only the name of the student and other personal identifiers, but also a list or description of personal characteristics or any other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the student and/or relevant circumstances, to identify the student

with reasonable certainty. Further, personally identifiable information includes all information about a student that is not defined as directory information, as well as any information that the student has indicated may not be released, including directory information.

Financial Assistance

There are payment plans to assist families who need financial assistance. There are three payment plans – 3 month, 5 month and 10 month.

G

Grading/Grade Point Average/Class Rank

A cumulative un-weighted GPA* is maintained for grades 9-12 based on course completion. Only grades earned at Collegiate Prep are used to determine the cumulative GPA. Collegiate Prep does not rank its students because students enroll and graduate on a rolling basis. Therefore, we do not have cohorts or students who can be considered in a common grade.
Note: All grades K-12 are numeric. Below is the grading scale.

- 90-100   A (4 GPA Points)
- 80-89 B (3 GPA Points)
- 70-79 C (2 GPA Points)
- 60-69 D (1 GPA Point)

Below 60 F (0 GPA Points)

Graduation Requirements

To receive a Collegiate Preparatory National High School diploma, students need to earn a minimum of 23 units of credit in grades 9-12. Credits can be transferred into Collegiate Prep as outlined in the Transfer Credit Policy, but students must take at least five credits with Collegiate Prep: one credit each in the areas of English, Mathematics, Science, Social Studies, and another credit in an area of choice. College-bound students are encouraged to develop a rigorous four year learning plan, including at least two credits of the

same world language as part of their electives, and complete higher level mathematics and science course

Subject	Credits Required for Graduation	College Ready Students
English Language Arts	4	4
Mathematics (Algebra I or higher)	3	4
Social Studies	4	4
Science	3 - 4	4
Health/Physical Education	1	1
Fine Arts	1	1
Foreign Language	2	2
Electives	4 - 5	5
TOTAL	23-25	23

I

Immunization

Immunizations are recommended not required for admission.

N

Nondiscrimination Policy (Title IX)

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. We does not discriminate on the basis of sex in the employment, education programs or activities it operates.

P

Placement

Students and families work with an Enrollment Counselor to place students in courses based on level, interest. This personalized and customized experience allows for student agency or ownership in learning.

R

Registration

A nonrefundable fee of $200 is required for all students per semester.

Refund Policy

Students have up to 10 business days to receive a full refund of tuition per semester. The nonrefundable registration fee and tuition deposit of $500 will not be refunded.

Report cards and progress reports

Report cards and progress reports will be available to students at the conclusion of the semester and school year.

T

Transfer Policy

Students' report card or transcripts will be analyzed, and students will be placed in the appropriate classes and grade level by an Enrollment Counselor. Students can be enrolled at any time during the school year. At Collegiate Prep, we accept transfer credit.

Transcript

Transcripts will be available to students and updated at the conclusion of the school year.