



K12 PREPARTORY ACADEMY LLC POLICIES DIRECTING TEACHER AND PARENT RESPONSIBILITIES AND TEACHER-STUDENT AND TEACHER-PARENT INTERACTIONS

These policies and procedures will be applied in all virtual instruction programs which are receiving virtual instruction services from K12 Preparatory LLC (“K12Prep”) unless directed to use district policies instead. These policies and procedures will also be recommended for adoption by district sponsored online schools and boards of cyber charter schools which have contracted with K12Prep for virtual instruction services.

Instructional Model

K12Prep’s virtual instruction program instructional model will rely on:

- Rigorous academic standards and expectations
- Highly qualified educators providing synchronous and asynchronous instructional support
- Student-to-student, student-to-teacher, and parent-to-teacher interactions using a variety of learning technologies
- Traditional grading scale and grade reporting
- Opportunities for student leadership and participation in school-sponsored activities, both virtually and face-to-face and
- Post-secondary preparation, career planning, exploration, and support

Individual teachers are available during the traditional school day and/or after school hours and may set appointments to meet with parents and/or students outside of the traditional day when necessary. Teachers may be contacted via email/phone/Teams (through the applicable learning management systems which are the Learning Management System (LMS) for grades K-5, for Middle and High School for grades 6-12, telephone, and Class Connect sessions via web conferencing tools such as Microsoft Teams, RingCentral.

Satisfactory performance is based on some or all of the following: student participation in online discussions, online threaded discussions, submitted writings, projects, quizzes, unit tests, semester exams, and DBA's (Discussion Based Assessments). Students and parents can view grades, student progress, and the amount of time the student spends in each class at any time through the LMS/Online Middle and High School.

Teacher Responsibilities

- Help parents and students to use the LMS/Online Middle and High School
- Guide and direct parents and students through the K12Prep curriculum
- Provide instruction as needed using the K12Prep curriculum and other educational resources to meet Florida Standards
- Develop and explain accommodation or modifications to the curriculum
- Conduct conferences with parents and students to discuss student’s academic progress
- Collect and review work assignments and provide constructive feedback
- Respond within 24 school hours to all emails (internal, secure email system) and telephone calls



- Inform parents and students of updates/information from the school/program and/or K12Prep
- Prepare students for state and other standardized tests
- Provide encouragement and support in all areas of student learning and achievement
- Provide course grades and/or complete report cards
- Be the first point of contact for parents and students

Parent-Teacher Communication

Email, instant message, and telephone are the primary sources of contact between the teacher and the parents; therefore, it is essential that parents check their email and voicemail at least twice a day. Parents should promptly reply to emails or voicemails received from the K12Prep virtual instruction program or K12Prep. Teachers spend a significant amount of their time providing one-on-one sessions to students and, as a result, may not be available to answer all telephone calls as they come in. It is requested that parents provide as much detail as possible in their message to allow the teacher to research the proper answer and respond to all calls within one business day.

All communications between administrators, teachers, the parents/learning coaches, students, and other parties directly related to the K12Prep online school/virtual instruction program must be conducted with appropriate professionalism. Demeaning or profane language and derogatory remarks/innuendos are not acceptable. This includes communications during conferences, communications in email, and communications posted to any school sponsored community board.

Parent/Teacher Conferences

Parents are required to participate in scheduled conferences. The date and time of the conference will be arranged at a mutually agreeable time. Teachers will conference with the parents and students. The teacher will determine with the family whether conferences will be held via phone or Teams. Parents are required to keep all scheduled conferences, or provide a 24-hour notice if a cancellation is necessary and reschedule a new appointment (at the time of cancellation). Failure to participate in the conference may result in implementation of the non-compliance procedure.

Parent Involvement

K12Prep virtual instruction programs encourage all parents to become involved in school/program activities sponsored in their geographical area in order to help develop a stronger education community. Many opportunities for involvement are provided through K12Prep virtual instruction program sponsored events such as parent training, student outings, meet and greet sessions, and Graduation/End-of-the-Year events.



Student Activities

K12Prep Virtual Instruction Program will provide student participation opportunities that are designed to meet the students' academic, recreational, and social interests. Activities may include, but will not be limited to, virtual clubs, service projects and scholastic activities such as field-trips or career fairs. A sponsor approved by the school administrator, will supervise each school-related club/organization. The sponsor will have a Level 2 background screening if assisting with any in-person events or as otherwise required by law.

All student organizations will operate according to approved guidelines and procedures and will not discriminate based on race, sex, religion, disability, or national origin. Students wishing to participate in extra-curricular activities in the district should contact the district office and identify themselves as enrolled in the K12Prep Virtual Instruction Program.

Students enrolled in district virtual instruction programs should contact their district to learn about student activities provided by the district.