

Basic Prep Academy



Student /Parent Handbook Revised

2014-2015

4730 Birmingham Drive, Indianapolis, IN 46235
(812) 240-5680

BASIC PREP ACADEMY HANDBOOK

This handbook is intended to give direction and understanding of our general goals and procedures. We encourage your suggestions for improving this handbook by talking directly with the administrator, a board member, or submitting your ideas in writing. All of the information in this handbook is important. Several articles require your particular attention. A copy of the handbook may be obtained from the school and will be emailed to you during your enrollment.

Terrence Littlefield, Principal

ADVISORY BOARD

Desiree Crawford

Michael Evans

Dr. Marci Littlefield

VISION STATEMENT

BaSiC Prep Academy will mentor, encourage, empower, and inform; utilizing human solutions and relevant technology to prepare students for an ever-changing society through career choices and opportunities for personal success.

B.A.S.I.C- Building Attitudes Strengthens Identity and Character

MISSION STATEMENT

BaSiC Prep Academy blends fundamental educational components, combining online learning, life-skill development, character building, mentorship, and college and career readiness in a rigorous, individualized curriculum to equip students with the tools, access, and equity to become self-sufficient in the 21st century workforce and affords the opportunity to engage in self-directed learning enhancing their self-efficacy and academic performance.

BaSiC Prep Leadership Academy will provide an education program that enables individuals to complete the requirements for a high school diploma by way of an intensive, individualized, virtual learning experience.

Strategic Objectives

- We will commit to providing a relevant, challenging curriculum that rapidly responds to the diverse needs of the students, community and global workforce.
- All students will take ownership in their personal learning in a trusting, supportive and mutually respectful environment.
- We will develop a highly qualified and diverse staff that will promote high expectations for all.
- We will facilitate family and community involvement in the growth and success of the student.

INTRODUCTION

Welcome to Basic Prep Academy,

We are excited about the opportunities that await those individuals who have chosen our academy as a vehicle to their future. Educational options are expanding and the commitment to strengthening individuals and preparing them for the future is primary to our educational philosophy.

We are committed to delivering contemporary education and working with each individual to help them achieve their educational goals.

ADMISSION

Applicants for admission to Basic Prep Academy are required to meet specific academic requirements. Admission to the Basic Prep Academy is entirely on merit and on the basis of ability to achieve. Our admissions policy ensures equality of opportunity to all applicants. Applications are welcomed from all students with a desire to use their potential. Basic Prep Academy recognizes the importance of admitting applicants to a course suited to their grade level and aspirations. The enrollment and admission process takes into account of all aspects of the applicant's profile including official transcript(s), portfolio, and course work earned, behavior and attendance data.

Special Needs students and students with disabilities are welcomed.

Basic Prep Academy is committed to treating all applicants within the admissions cycle fairly. The following are required for enrollment:

- Application form completed,
Parent Signature when applicable
- Official Transcript from previous High School
- Tuition Form completed
- Documents / ARD papers, Expulsion, ADA forms,
- Initial Consultation with Counselor

Visit us online to get an online application and download PDF to complete the admission process online <http://www.basicprepacademyleadership.org>

CURRICULUM

BASIC Prep Academy's (Edmentum) PLATO curriculum is a system of instruction that is delivered on an open-entry/open-exit basis facilitated by state certified or highly qualified teachers.

Assessments: Formative and Summative assessments are utilized for the purpose of identification of where students are on their curriculum. Our Curriculum has over 140 course selections. Each discipline has numerous titles. The following disciplines listed below are solely for core identifications.

Language Arts

8 credits in literature, speech, and composition, including

- English 9
- English 10
- English 11
- English 12
- Urban Literature
- Speech
- World Literature
- Language
- Composition
- AP English

Mathematics

4 credits Recommended:

- Algebra I
- Geometry
- Algebra II
- Pre Calculus
- Calculus
- Trigonometry
- AP Math
- Consumer Mathematics

Science

2 credits from life science

2 credits from physical science

- Biology
- Life Science
- Earth Science

- Chemistry
- Physical Science
- Physics

Social Studies

4 required credits:

- United States History
- Economics (half credit)
- United States Government (half credit)
- World History or World Geography

Curriculum Continued

Languages other than English

- 2 credits in the same language or
- 2 credits from Computer Science I, II, III

Social Studies

Health Education
credit

- Health Education: Basic Course
- Physical Education
- Career I Physical Health

Electives

We recommend that elective credits be related to your career interest when possible.

For a more comprehensive view of our curriculum please visit us online at <http://www.basicprepacademy.com>

BASIC Prep Academy Diploma Graduation Requirements

Basic Prep Academy will provide consistent and clear core standards that are in line with Indiana state education standards and the initiatives set out by the Indiana Department of Education and the North Central Association of Colleges and Schools Council on Accreditation and School Improvement (NCA CASI), a division of AdvancED.

Basic Prep Academy will provide its students with the flexible *Foundation (requirements for a high school diploma (40 credits) include:

- English (4 credits) • English I • English II • English III • An advanced English course

- Mathematics (3 credits) • Algebra I • Geometry • An advanced math course
- Science (3 credits) • Biology • Integrated Physics & Chemistry or an advanced science course • An advanced science course
- Languages Other Than English (2 credits) • 2 credits in the same language or • 2 credits from Computer Science I, II, III
- Physical Education (1 credit) Fine Arts (1 credit) Electives (5 credits)
- Speech: Demonstrated proficiency

* Beginning with those who are freshman during the 2014-2015 school year.

Credits: You must have a minimum of 42 credits to graduate. Mandatory credits must include English, Math, Science, Language other than English and Social Science.

Coursework: Our courses take you step-by-step through the lessons you need to earn your diploma. You will get immediate feedback concerning your progress at the end of lessons, practices, and final assessments. (See UTILIZATION OF ON-LINE LEARNING)

Note: Courses within the same discipline for example, Algebra I and Algebra II cannot be taken concurrently. Courses in the nontraditional setting are limited to three credits per six weeks.

Transfer Credits: Basic Prep Academy gives academic credit for High School transfer credits. To receive transfer credits, an official transcript from an accredited institution recognized by Basic Prep Academy must be submitted for evaluation.

Transfer credits will be awarded for comparable High School subjects where a full or half credit has been earned. Since High School programs vary, only an evaluation by Basic Prep Academy will determine the actual number of transfer credits to be awarded. Home school transcripts will be accepted on a case by case basis.

More on Graduation Requirements

Students must meet graduation requirements applicable to the year they initially entered ninth grade. Therefore, students may meet the requirements for graduation with the following:

Discipline	Minimum High School Program	Recommended High School	Distinguished Achievement Program
English Language Arts	Four Credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV or approved alternate course 	Four Credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV 	Four Credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV

Discipline	Minimum High School Program	Recommended High School	Distinguished Achievement Program
Mathematics	Three credits: <ul style="list-style-type: none"> Algebra I Geometry Approved math course 	Four credits: <ul style="list-style-type: none"> Algebra I Algebra II Geometry Additional math credit 	Four credits: <ul style="list-style-type: none"> Algebra I Algebra II Geometry Additional math credit
Science	Two credits: <ul style="list-style-type: none"> Biology IPC or Chemistry and Physics(one serves as academic elective) 	Two credits: <ul style="list-style-type: none"> Biology Chemistry Physics Additional science credit 	Two credits: <ul style="list-style-type: none"> Biology Chemistry Physics Additional science credit
Social Studies	Four Credits: <ul style="list-style-type: none"> World History Studies (one credit) or World Geography(one credit) US History US Government(one-half credit) Economics(one-half credit) 	Four Credits: <ul style="list-style-type: none"> World History Studies (one credit) or World Geography(one credit) US History US Government(one-half credit) Economics(one-half credit) 	Four Credits: <ul style="list-style-type: none"> World History Studies (one credit) or World Geography(one credit) US History US Government(one-half credit) Economics(one-half credit)
Physical Education	One credit	One credit	One credit
Languages other than English	None	Two credits in the same language	Three credits in the same language
Fine Arts	One credit	One credit	One credit
Speech	One-half credit from either of the following: <ul style="list-style-type: none"> Communication application Professional communication 	One-half credit from either of the following: <ul style="list-style-type: none"> Communication application Professional communication 	One-half credit from either of the following: <ul style="list-style-type: none"> Communication application Professional communication
Electives	Seven and one half credits (one must be an academic elective)	Five and one-half credits	Four and one-half credits
Total Credits	22	26	26

UTILIZATION OF ON-LINE LEARNING

Students are not required to be physically present at a school facility during instruction of courses. Upon enrollment and during orientation, (see Orientation Process) Students are assigned a user name and password. Student's responsibility to log on and locate assigned classes. BPLA along with Edmentum.com network (our on-line content management system) is explicit with

your Individualized plan. Instructors instruct (includes live interaction via GoToMeeting®), proctor and monitor courses closely to ensure students; progress, challenges and outcomes are addressed.

Suspicious or fraudulent activity is not tolerated and could result in the termination of program. See section related to cheating, and or falsification of course work. Fraudulent activity or reasonable suspicion of wrong doing may jeopardize standing with the school and if found to be with merit, BASIC PREP ACADEMY could exercise its right to suspend student from school indefinitely. Students found to have falsified course work shall have due process and the opportunity to present an appeal. Students have three days to indicate the need and nature of this process.

OUR ON-LINE INSTRUCTORS

Basic Prep Academy instructors are certified or highly qualified with a bachelor's degree and are trained in best practices in delivering online instruction.

CONTACTING YOUR INSTRUCTORS

In distance education courses—just as in traditional classroom courses—it is important for students and instructors to talk to each other. It is required that you to be in frequent contact with your course instructors. If you have questions or comments for your instructors, you may,

- Include your assignments.
- In many cases, email your instructors directly.
- Arrange a phone conference.

To request a phone conference with your instructor, call or send an email to academy@basicprepleadership.org 317-434-4288

BY EMAIL

- All instructors can be contacted via email.
- You'll find your instructor's email address on orientation documents.
- ***Important:*** When emailing your instructor, please format your subject line so that it includes your full name and "BASIC PREP ACADEMY" .

If you are enrolled in the BASIC PREP ACADEMY diploma program, You are required to be in frequent contact with an academic advisor, as well as course instructors.

INSTRUCTOR–INITIATED INTERACTION

Frequency of instructor -initiated interaction is required (minimum 49-51% of the course duration). The instructor-initiated, immediacy, interaction and interactivities include off line activities, discussion threads and class discussion.

Students through the on-line course content system will receive and respond to instructor initiated alerts, communications and have progress visibility on home dashboards and learner progress reports and graphs.

Progress and participation is communicated weekly along with daily usage (and expectations).

The required interactions/communication (synchronous or asynchronous) by accepted means; includes phone, email, live-chat, text message, message boards, assessment reports to ensure an on-going communication and monitoring of the students' progress and learning needs. Instructor initiated parent/ student orientation further establishes the expectations of instructor.

Time Limit to Complete Courses

BASIC PREP ACADEMY courses are designed to cover:

- full academic year, first and second semester course. The duration 18 weeks.
- Summer or the non-traditional courses are specific to a 6 week period.

Important: Students are provided a scope and sequence for their enrolled course(s). Courses may be completed in no less than 6 weeks and no more than 18 weeks (semester). Communication between student and instructor along with completion (mastery minimum of 70%) of all requirements regardless of pace is required.

Admissions staff and Instructors conduct orientation (see on-line Orientation Procedure for details).

Extensions:

Important: You have a semester from the date you register to complete a course.

To request extensions, please contact Terrence Littlefield, Principal

Important: If you have deadlines for receiving your final grade in a course, keep in mind that you must complete a course as mentioned in the aforementioned paragraph by the course deadline. **All Assignments and exams have to be completed, no exemptions.**

NCAA Eligibility

Important: Please note; this could affect your nontraditional course and jeopardize approval with the NCAA. You must notify BPA upon enrollment if the student is seeking NCAA eligibility.

(Revision 1 April 2014) NCAA eligibility, submission of non-traditional courses and the policies governing submission of transcripts and those courses that are specific to grade replacement should be identified prior to enrollment. Counselors from Basic Prep Academy and a student home school should have determined prior to enrollment. Basic Prep Academy has amended its policy to reflect that courses for eligibility approval will adhere to the following for approval. Courses within the same discipline for example, Algebra I and Algebra II, cannot be taken concurrently. Courses in the nontraditional setting are limited to three credits per six weeks.

However, you may have extenuating circumstances (e.g., illness or unexpected emergencies). Therefore exceptions may be granted by approval.

Important: Please note; this could affect your nontraditional course and jeopardize approval with the NCAA.

NCAA eligibility requirements

6 core courses in the following areas:

- 4 years English;
 - 4 years math at Algebra I level or higher;
 - 3 years natural or physical science (one lab if offered at any high school attended);
 - 1 year additional English, math or natural/physical science;
 - 2 years social science; and
 - 4 years additional from areas above or foreign language, philosophy or comparative religion.
- ▶ Minimum required GPA: 2.300 required for competition in those 16 core courses.
- ▶ Graduate from high school

For more information please see an advisor or www.eligibilitycenter.org

SUBMITTING ASSIGNMENTS

Assignments are submitted via the Edmentum® content management system and your personal email. Attach your assignments as file attachment(s). Since

the nature of assignments varies by course, Instructors will also provide you with procedures submitting content.

Carefully follow the instructions for composing and submitting your assignments described in each course.

Important: Your assignments must be processed and confirmed through a reply from teacher or administrator.

When Will You Receive Your Assignment Grade? (see also Grading Policy)

Your instructor grades your assignment and may post comments, along with your grade, within seven working days of submission.

If your grade has not been posted through designated site within this allotted time:

- Contact your instructor to make sure he or she received and graded the assignment.
- Please contact administration at 317-434-4288 if there is a consistent and considerable delay in the return of your assignments.

Exams

Most courses include several unit exams, usually a midterm and a final. In addition to completing all assignments, you must take all required exams. Your exam grades must average at least a 70% in order for you to pass a course, and some courses may have stricter standards.

Exam proctoring

- A local guidance counselor or high school principal
- A administrative officer or designee of an accredited college or university
- A public library administrator
- A military education officer

Important: It is crucial for you to know the exam policies and procedures.

If you have questions, don't hesitate to contact us at. 317-434-4288 or academy@basicprep.com.

SPECIAL EDUCATION SERVICES

Our school, in most cases, Individualized Education Program (I.E.P.) will govern school services. BASIC PREP ACADEMY will help the client select and adapt curriculum and instruction appropriate to the needs of the student. The ACADEMY will advise parents on appropriate instructional techniques. We will help develop an educational plan to satisfy requirements of the state regulations for home schools students. In short, providing instructional support to the parent will be our goal. Basic Prep Academy will assist in this process but does not assume legal rights as the student's teacher. The responsibility for all final education decisions are the parents/legal guardians of the student.

ETHICS AND CODE OF CONDUCT

Freedom of speech and expression is valued for our society. Basic Prep Academy reflects those values in the academic setting. Online communication

and the integrity of communication are essential. Communication through electronic means that is found demeaning, and or bullying will not be tolerated. Equally valued is the respect given to ethically and morally doing the right thing as it relates individual course work.

To that end, online students at Basic Prep Academy will adhere to the following **Code of Conduct:**

- Access BASIC PREP ACADEMY courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the Basic Prep Academy systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class.

This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.(see also inappropriate behavior)

Students must abide by all rules and regulations published by the BASIC PREP ACADEMY and agree to be subject to disciplinary actions for non-compliance.

FRAUDULENT ACTIVITIES

BASIC PREP ACADEMY has the sole right to terminate or suspend any student who has jeopardized their standing by fraudulent work or cheating. This includes but is not limited to online submission of work.

Basic Prep Academy will take measures necessary to ensure student's work has been authenticated and is not plagiarized or has been compromised. Submission of work and the integrity of students work are important and will take appropriate measures if we find the fraudulent or suspicious work has been submitted.

BASIC PREP ACADEMY has the sole right to terminate or suspend any student who has jeopardized their standing by fraudulent work or cheating.

Students are given due process to appeal decisions rendered by BASIC PREP ACADEMY.

If it is alleged the rights as a student and person has been violated.

The process of an appeal or the questions pertaining to disciplinary actions must be submitted in writing. BASIC PREP ACADEMY has 5 business days to inform student of due process.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes the following:

- Insults or attacks of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment, continually posting unwelcome messages to another person, or use of threats
- Posting material that is obscene or defamatory or that is intended to annoy, harass or intimidate another person.
This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.
- Knowingly and intentionally reporting or giving false or misleading information, either oral or written, which may injure another person’s character or reputation or disrupt the orderly process of the school
- Intentionally destroying, damaging, defacing, or stealing records or property (whether physical or electronic) owned by the school or school staff
- Exhibiting lewd, indecent, or obscene behavior and/or activity, either in person or online
- Bringing weapons, firearms, explosives, alcohol, or illegal drugs/substances to a school-sponsored event/activity
- Any conduct that disrupts the educational process

Bullying /Cyber

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Acts of bullying can be physical, verbal, and/or psychological and are in violation of the school’s Standards of Conduct. **Cyberbullying** is bullying that takes place using electronic technology. Examples of **cyberbullying** include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

- **Verbal** – taunting, making fun of, malicious teasing, insulting, name calling, making threats
- **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/ shunning, extortion, or intimidation
- **Physical** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact

Student Internet Safety

Students must not reveal on the Internet personal information about themselves or other persons. For example, a student should not reveal his/her name, home address, telephone number, or display photographs

TRANSCRIPTS AND RECORDS

The school maintains a permanent record file on each student. It includes denotations of all nontraditional courses, identified grade replacement courses (Credit Recovery), all academic, health, behavior (if applicable) and attendance records.

Material in each student's file is **confidential** and shall be accessible only by permission of the school administration. Information on the student's permanent record will be released to the following with appropriate written authorization:

- To the parent/legal guardian of the minor student
- Home School(Back to the original campus)
- To perspective employers upon receipt of parent/student's request
- To Colleges and Universities
- To another school as a result of withdrawal or transfer (upon written request of parent/legal guardian)

Records will not be automatically transferred, but must be requested. Records will not be released if accounts are not current. The records are considered property of BASIC PREP ACADEMY.

