

**Innovative education.
Empowered students.**

Global Academy @ ASU Prep

ASU Prep
Global
Arizona State University



Student & Family Handbook

Welcome

Welcome Students and Families!

On behalf of the faculty of the Global Academy at ASU Prep, I would like to extend a warm welcome to you. We are grateful that you have selected our school as your school of choice. The aim of Global Academy is to empower students to take ownership of their learning and their education pathway, and provide an opportunity for all students to see themselves as scholars with a clear route to post-secondary opportunities.

Please review all of the information contained in this handbook so that you are equipped with knowledge about the systems and procedures of Global Academy to ensure your academic success. Global Academy prides itself as a program that works most successfully when all stakeholders are actively involved. I invite you to learn more about Global Academy by visiting <https://www.asupreglobalacademy.org/> and if you have additional questions or concerns, please reach out to globalacademy@asuprep.org.

Sincerely,



Rachel Maleski, M.Ed.
Principal

2024-2025 Global Academy at ASU Prep Calendar

July 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 | Enrollment Start Blackout Date
4 | Independence Day holiday

November 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

27 | Enrollment Start Blackout Date
11 | Veterans Day Observed
28-29 | Thanksgiving holiday

March 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 | Enrollment Start Blackout Date
10-14 | Spring Break
12 | Enrollment Start Blackout Date

August 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 | Enrollment Start Blackout Date
Dec 23- Jan 3 | Winter Break
25 | Enrollment Start Blackout Date

April 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 | Labor Day holiday

January 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 | New Years Day
1 | Enrollment Start Blackout Date
6 | Teachers Return
20 | MLK Jr Day holiday

May 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

26 | Memorial Day holiday

October 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 | Enrollment Start Blackout Date
7-16 | Fall Break
9 | Enrollment Start Blackout Date
16 | Enrollment Start Blackout Date

February 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 | Presidents Day holiday

June 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 | Juneteenth holiday

Dates subject to change

About the Global Academy at ASU Prep

Arizona State University has partnered with ASU Preparatory Academy to create the Global Academy at ASU Prep, where online 6-12 and university courses converge in a unique learning opportunity for all students. Unique to the program, Global Academy is integrated with the university, with more than 200 pathways into the disciplines that give students direct access to university faculty and major-level courses in high school. Throughout their 6-12 experience, students can also choose to become part of a college-going and college attending community, thus providing familiarity, confidence, and a pathway to post secondary success.

Global Academy at ASU Prep is the private school option available through ASU Preparatory Academy, an innovative and thriving public charter school network located in Arizona. As a public school network, ASU Preparatory Academy serves Arizona public charter students at several campuses in Arizona, and through ASU Prep Digital, a full-time public charter school for Arizona residents. Global Academy provides the same robust, fully virtual educational program as a private school for students nationally and internationally.

Mission and Purpose

Global Academy at ASU Prep implements innovative education to empower students. Our mission is to design new models for educational success and to raise academic achievement for all learners. We are committed to ASU's core values of excellence, access, and impact in everything we do. We measure ourselves by the outcomes our students achieve, the accomplishments of our graduates, our contributions to the public good and by the economic, social, and cultural vitality of the communities that surround us. This handbook provides guidelines and expectations for students, staff, and families that will support a learning environment to best accomplish our mission.

Governance

Global Academy at ASU Prep is a nonprofit 501(c)(3) organization. The governing body is the Global Academy Board of Directors.

Nondiscrimination

Global Academy at ASU Prep, in affiliation with Arizona State University, does not discriminate on the basis of race, color, national origin, gender, disability, religion, sexual orientation or age in its programs, activities and enrollment or in its hiring and employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: ASU Preparatory Academy, Section 504 and Title IX Coordinator, 1130 E. University Drive, Suite 230, Tempe, Arizona 85281.

Academics

Welcome, Start Here Module

Every course contains a “Welcome, Start Here” module which contains pertinent information to ensure student academic success in the course. Certain items in the course are customized to meet the need of a particular curricular area (for example, explanation of using a graphing calculator in advanced mathematics courses). Other items within the module are standardized across all courses, including, but not limited to, the academic integrity attestation form. It is required that all students complete the “Welcome, Start Here” module in order to gain access to the rest of the course content. For more information, please reach out to your teachers.

Course Seat Time

The minimum seat time required in all 6-12 courses is fourteen (14) calendar days per half-credit enrollment from the date of initial course enrollment. The average time to complete courses varies depending on the pace with which students choose to work, however, each half-credit course is designed to be completed in fifteen (15) weeks when students work roughly three to four hours per week in each course. All half-credit enrollments must be completed within one calendar year of enrollment date.

Retention and Promotion Policy

Grades 6-12 full-time students who are not demonstrating mastery and proficiency in expected/required standards at the end of each semester will meet with a team consisting, but not limited to parent, student, Learning Specialist, and administrator to establish a plan for success.

Grades 6-8 full-time students who are being recommended by teacher or parent for retention or acceleration of a full grade will contact school personnel and a team consisting of, but not limited to, parent, student, Learning Specialist, and administrator will convene to discuss the following items:

- Current mastery of standards/content in all areas
- Work habits and attendance
- Social and emotional maturity
- Teacher input regarding classroom participation and student agency
- Parent input and feedback regarding request (if applicable)

The team will determine if retention or acceleration is appropriate. Any approved grade level advancement or promotion will be officially processed and reflected in the student record at the conclusion of the school year.

Recommendations for learners that do not demonstrate mastery:

- Participate in a conference to determine concerns and garner feedback
- Complete credit remediation courses

Attendance Requirements

Full-time students at Global Academy at ASU Prep are expected to regularly log in and participate in academic activities. Depending on each student's unique needs, we recommend that student work time totals a minimum of 30 hours per week. A standard full-time course load consists of six credit hours per academic year.

Consistent participation in coursework is essential for academic success. Although we appreciate that health and family take precedent, we do ask that families prioritize school commitments. If a student participates in extracurricular activities or works part-time during the

week, it is recommended that they consider their pacing and make appropriate expectations to complete coursework at their target end-date.

Vacations or Days Off: Because Global Academy at ASU Prep allows students to work ahead or catch up on course work by allowing 24/7 access, students have the flexibility to take days off and still stay on pace. All notifications for vacations or days off should be sent via email to your teachers.

Credit Requirements for Matriculation

All full-time students must attempt four (4) credits per academic year (July 1-June 30) to be considered a full-time student. All full-time students are eligible for up to six (6) credits per academic year in the base tuition price, but can opt to enroll in additional courses for an additional fee.

We recommend that full-time middle school students complete five (5) credits each academic year but can take up to six (6) credits each academic year. Students can opt to complete more than six credits each academic year for an additional cost per half-credit. Each year, this should include:

- One credit of English (non-ESL/ELL courses)
- One credit of mathematics
- One credit of science
- One credit of social studies/history
- One credit of the student's choosing

We recommend that full-time high school students complete the six (6) credits each academic year which are included in annual tuition rates. In order to satisfy most U.S. college and university admission requirements, we stipulate that students earn at least the following credits:

- 4 credits math
- 4 credits English (non-ESL/ELL courses)
- 3 credits lab sciences (1 year each from biology, chemistry, earth science, integrated sciences, or physics)
- 2 credits social sciences (including 1 year American history)
- 2 credits same second language (includes American Sign Language)
- 1 credit fine arts or 1 year career and technical education
- 1 credit health, health science, and/or physical education

Rolling Enrollment

To provide each of our students with the most personalized learning experience, the Global Academy at ASU Prep offers rolling enrollment for all students throughout the calendar year. Exceptions include “black-out” dates, which are published by June 30th of each calendar year for the following academic year. Part time tuition is paid pay per course and full-time tuition will be charged in 4 installments per year.

Family Commitment

Global Academy at ASU Prep follows a “high tech, high touch” model. While our curriculum may be asynchronous, the relationships between teachers, faculty, and our students and families are not! Success in our program is dependent on the partnership among students, teachers, parents and guardians. To that end, frequent two-way phone communication with teachers is an expected element of academics at Global Academy.

Engaging in your child's education will make him/her a more successful student. Examples of family involvement may include:

- Encourage live learning session attendance and participation

- Build rapport with teachers and other faculty
- Attend learning conferences
- Log in to the parent portal and Learning Management System weekly to monitor grades and coursework
- Role play Discussion Based Assessments and help prepare for exams and tests
- Set up a designated work space in the home
- Get involved in activities
- Arrange family activities to honor students for their effort and hard work
- Encourage communication with their teacher to support their needs
- Complete school surveys
- Share information about IEPs and 504s to your child's instructional team as necessary for review and consideration
- Actively review teacher feedback and convey any concerns to instructor

Prior Review of Student Discipline History

Upon registration for full-time enrollment at Global Academy, students/families must disclose any prior suspensions or expulsions to the admissions office. Global Academy may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. Parents/guardians are asked to provide the behavioral report for submission to the instructional leadership team who will review the report. The instructional leadership team will then determine if Global Academy is an appropriate fit for the student and/or and make determinations regarding implementing appropriate measures of safety in the event there is a need to do so.

Age Requirements

In order to enroll as a student in our high school program, a student must reach ten years of age before their date of initial high school course enrollment, and must have demonstrated competency (subject to Global Academy review) or official transcripts reflecting completion of elementary and middle grades content and standards.

All full-time, diploma-seeking Students must complete all coursework before the student reaches 22 years of age. Extenuating circumstances that may require the student to continue their coursework beyond age 21 is subject to Global Academy review and approval.

Language Proficiency

The coursework at Global Academy at ASU Prep is taught and assessed in standard U.S. English. Students who enroll in our coursework should possess academic English language proficiency for reading, writing, and speaking tasks. Our online coursework includes tools that may allow students to translate many, but not all, items into their primary language. However, all coursework must be completed and submitted in English.

Special Education Services

Privacy and Confidentiality

To maintain privacy of students' special education records, across school systems and databases, Global Academy at ASU Prep follows protocols consistent with the federal regulations associated with the Family Educational Rights and Privacy Act (FERPA).

Special Education Options

Children with disabilities placed in private schools, by their parents, do not have an individual entitlement to the special education and related services they would receive if they were enrolled in a public school.

There are several different options to obtain special education instruction or therapies for your student.

1. The local school district of which you are a resident of may provide proportionate share of services. The writing of the IEP and provision of the IEP services are handled by the local school district on an annual basis as addressed in local or state policy.
2. The parent or guardian can secure special education instruction and therapies privately or through the use of ESA funds based on local or state policy.

This information may also be obtained from the student's present or former teachers or therapists. The instructional team can provide students with accommodations listed in an IEP or 504 Accommodation Plan to the best of their abilities provided that it is supplied to Global Academy at ASU Prep.

Section 508 Compliance

Global Academy at ASU Prep strives to ensure our website information and courses are available to all, regardless of abilities. In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Section 508 of the Rehabilitation Act as amended, 29 U.S.C. Section 794d, requires that Federal agencies' electronic and information technology is accessible to people with disabilities.

Global Academy at ASU Prep courses are 508 compliant and conform to Web Content Accessibility Guidelines 2.0 Level A and AA. Client-side supports allow for the additional personalization of accessibility supports based on the individual's tools and experience with access. Many components of the Web Content Accessibility Guidelines 2.0 can be enhanced by client-side support, to include a live assistant. ASU Preparatory Academy continues to be committed to making their courses and content available to persons with various accessibility needs. If you have difficulty accessing any portion of this site or would like additional information on our 508 initiative, please email globalacademy@asuprep.org.

Grading Scale

Letter grades for all 6-12 students are determined on the following 4.0 scale:

Grade	Description	Percent
A	Exemplary	90-100
B	Highly Proficient	80-89
C	Proficient	70-79
D	Partially Proficient	60-69
F	Minimally Proficient	0-59

Global Academy at ASU Prep expects students to complete all coursework within a given time frame. Students are allowed and encouraged to take multiple opportunities to achieve mastery if needed. Final and summative assessments in courses are only allowed one attempt. Discussion

Based Assessments and end-of-course exams are required to be completed in order to receive course credit with a passing grade. Students must complete and pass at least two Discussion Based Assessments per course. Additionally, in lab-based Science courses (Chemistry, Biology and Physics), all lab assignments/assessments are required to be completed to receive course credit with a passing grade. Global Academy at ASU Prep reserves the right to require students to demonstrate mastery of coursework in order to receive an early grade out for credit.

Honors course material is 25% of the total grade.

Grades are issued for academic performance based on mastery and completion of the course content in a given semester. An appeal must be submitted via email to the instructor within 14 days of the issued grade to begin the appeal process.

In circumstances when students are able to demonstrate academic mastery of a grade-level subject area, advancement into the next level can be arranged. For Middle School students taking High School level coursework, the credits earned will reflect as letter grades on the High School GPA and transcript.

Due to the impact advanced and/or accelerated coursework has on a student's transcript and GPA, it is strongly recommended that students:

- Have at least a B or better in the subject area in the middle or high school course they wish to take
- Be in good academic standing as demonstrated by a minimum of B or better in all courses
- Have a recommendation from their course instructor to pursue advanced coursework

Grace Period

Unless otherwise noted, below are grace period guidelines for Global Academy at ASU Prep students. Students may modify class schedules without penalty during the grace period. This policy is not applicable to students who are withdrawing from the school.

Grace Period is within 1-14 calendar days of start date:

- Unenroll with no grade
- No grade goes on transcript
- Does not affect GPA
- Partial tuition refund for part-time Arizona and U.S. students
 - For international part-time students, all enrollments require prepayment for the program courses and all payments for credits are non-refundable.

After 14-day Grace Period:

- No issued grade
- No grade goes on transcript
- Does not affect GPA
- No tuition refund for part-time students.

Full-time students transferring out of Global Academy at ASU Prep to attend another school will not receive a final grade or earn credit for any in-progress coursework. In-progress grade reports may be produced to families to take to new schools upon request. Additional circumstances, such as medical or major life events that occur within a semester, may result in a student receiving a "W" in any class withdrawn beyond the grace period.

Withdrawal Requests

All withdrawal requests for full-time or part-time students will be processed after a parent or guardian provides formal notification. Once a student's withdrawal is processed, any school documents (report cards, transcripts, etc) may be downloaded from the student account in the parent portal.

Transcripts and Credits

Prior Approval for External Course Credit

Full time students may take courses at another accredited school or university.

All homeschool credits must be presented at the time of enrollment. Additional homeschool concurrent credits will be accepted at the discretion of the instructional leadership team towards high school graduation requirements. Homeschool transfer grades will not be calculated into the student GPA.

Credits being transferred will follow Global Academy at ASU Prep standard. Collegiate or university courses worth between 3 to 5 college credits transcribed by a community college or university may transfer back as 1.0 high school credit. Allocation of credits towards graduation requirements will be determined by the Instructional Team

Students wishing to transfer high school credits earned at an international school will need to supply a certified translation from an approved list of credentialed agencies. Certified translated transcripts must include a grading scale for the awarding school as well as the following items for each course: title or course name, start and end date, grade issued, and Carnegie unit or credit earned.

Official Transcripts for Outside Institutions

Official transcripts are required in order to transfer credits to the Global Academy at ASU Prep transcript. An official transcript is required from each school previously attended where high school credit was earned. While Global Academy at ASU Prep requests transcripts from prior reported high schools, it is the responsibility of the student and/or parent to request Official Transcripts from local colleges or universities.

External Credit Policy

For full-time students, in order to transfer credit taken at an outside institution to be considered as part of the students' academic record, the following criteria must be met:

- course must be taken at an accredited institution
- course completion must be reflected on an official transcript
- official transcript must be delivered by the outside institution directly to the Global Academy at ASU Prep either via U.S. mail or via secure electronic delivery.

Unsealed or electronically forwarded documents do not count as secure transmission. External courses taken while enrolled full-time in another institution will not be awarded unless it is reflected on the prior institution's Official Transcript.

Alternate Credit Policy

Full-time students may receive credit for certain activities completed outside of the Global Academy's instructional program. Included in this alternate credit policy are activities such as internships, dedicated service-learning projects, and athletic preparation. Students and families must complete the Alternate Credit Application, which includes a detailed report of a minimum of 75 hours dedicated to the alternate activity for the equivalent of one half credit (0.5). Alternate

Credit Applications are subject to review and approval by the instructional leadership team. Completion and submission of the hours or application is not a guarantee of earned credit.

Transferring to The Global Academy at ASU Prep as a Homeschooler

Global Academy at ASU Prep defines a Homeschooler as one that has learned outside of the public or private school environment and has a current affidavit of Homeschool Education on file with their local education agency. Courses will be evaluated as part of a Homeschool Education program when instruction, curriculum design, grading, issuing of credits and assessments are administered by the homeschool administrator. Transcripts are not required for incoming 9th graders unless wishing to transfer in high school credits. Parents/guardians must submit all documentation of homeschool credits earned in their Home Education program prior to the start of enrollment for consideration. Unless otherwise approved by administration, no additional credits will be considered for transfer after a full-time student is already enrolled.

A homeschool transcript must include:

- Student's full legal name
- Complete Home Address
- Ninth grade start date (month/day/year) *if applicable*
- Organized by academic year: Grade level start date and end date (month/day/year), Course titles, Course start and end date, Grade awarded, Units of credit for each course
- Grading scale with letter grades (if numeric scale is used)
- Signature (handwritten) of the home school administrator (the parent or person who organized, taught and evaluated the home school coursework)

Continuous Academic Achievement

The instructional team monitors student progress and makes every effort to assist students in maintaining satisfactory academic standing. If the academic achievement of a pupil declines while the pupil is participating in online instruction, the pupil's parents, the pupil's teachers and the principal or designee will confer to evaluate whether the pupil should be allowed to continue to participate in online instruction. Failure to meet the rules or guidelines by the date imposed by administration may result in recommendation for an Academic Success Plan or dismissal from the full time program. Upon withdrawal, all work toward course completion will be vacated.

Required Materials List

While the majority of the curriculum will be online, some courses do require additional course materials (i.e., a novel, inexpensive lab supplies, etc.). Please check the syllabus for each course for full details.

Students will need access to a webcam, microphone, headset, and printer access. Technology requirements are:

Devices (Recommend a device that is 5 years or newer)

- Desktop
- Laptop
- Chromebook (must be equipped with a webcam, or utilize a plug-in webcam device)
- Microphone and webcam

Operating Systems

- Windows 7 and newer
- Mac OSX 10.6 and newer
- Linux

- ChromeOS

Internet Speed

- High speed internet (recommended)

Supported Browsers

- Internet Explorer 11 and Edge (latest version)
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

Supported Browser Plugins and Settings

- Javascript enabled
- Flash - latest version is recommended
- 1024x768 is recommended
- Pop-up blockers should be disabled
- Cookies should be enabled

Concurrent Courses

Concurrent courses are college courses offered through ASU and taught by ASU professors. University course content is not modified in any way and follows the ASU academic calendar. 3-5 credit concurrent courses transfer back to the high school transcript as 1.0 credits. This is a great opportunity for students to receive high school and college credit for the same class, have an authentic college experience, learn from experts in career fields locally and across the globe, and get ahead on a college major pathway.

Course tuition is due prior to course start in order to reserve a seat. Students wishing to enroll in a concurrent course should speak to their instructional team to discuss eligibility requirements, prerequisites, placement exams, cost of course materials, add/drop/registration deadlines, and more.

Students wishing to take any concurrent courses in a semester are encouraged to meet academic qualifications, including but not limited to a 3.0 unweighted GPA overall in a minimum of 6 high school courses and in the area of study (ex: 3.0 or better in Math and overall to take concurrent math courses), demonstrated successful completion of a full-time digital course load, and the recommendation of an instructional team member. Students who earn a D or F in a concurrent course or that are placed on Academic Probation are ineligible for concurrent courses in the following academic term. Students who receive a C in a concurrent course are limited to one concurrent course in the following academic term. Any student with an outstanding balance is also ineligible for concurrent courses.

Students may be required to attend a separate Concurrent Course Orientation. Students are expected to adhere to all university policies, expectations, and codes of conduct, which may differ from the requirements of Global Academy at ASU Prep; if there is a discrepancy, Arizona State University rules and procedures supersede those of Global Academy at ASU Prep.

Full time students who opt to take concurrent courses in lieu of high school credit courses will have the final course grade included on their high school transcript, regardless if students opt to convert the course to university credit if a Universal Learner course.

Accelerate ASU

Another opportunity to earn college credit while enrolled at Global Academy at ASU Prep is through Accelerate ASU courses (also known as Universal Learner courses). What is unique about these courses is the concept of flexibility. Based on their success in the course, students have the option to convert their efforts to college credit. If not satisfied with the final grade it will not appear on their high school or college transcript. This is a helpful safety net for many students that want to protect their academic GPA at both the high school and college level. However, if full-time students decide not to convert the course to credit this will impact the student's graduation plan and might require summer school or additional courses to be completed.

It is recommended that students wishing to take Accelerate ASU courses have an established 2.5 GPA in a minimum of three (3) high school credits, and be on track for graduation requirements.

Students enrolled in Accelerate ASU courses will only earn high school credit at equivalency of 1.0 credit (if the course is between 3-5 credits) if they convert the final ULC course to college credit. Students will need to earn a C or better in the college course to be eligible for conversion.

Progress Reports & Report Cards

Student progress is available 24 hours a day by logging into the student and parent portal. Students and families are asked to actively monitor grades and review teacher feedback. Student grades are based on assessments and student work outlined in the online syllabus for each course. Progress reports are communicated frequently at the individual class level by teachers.

Returning to School After Significant Illness, Injury, or Surgery

The Global Academy requests that students/families share pertinent information regarding a child who is returning to school after a period of absence so that we can best support our students. We ask that families share information regarding an extended absence due to illness or injury that may require additional support to ensure student success in academic pacing. Students that present documentation with chronic health issues may receive special accommodations, including a reduced workload and withdrawal without penalty if unable to attend school full time. All documentation must be sent to the school principal.

Student Records (FERPA)

[The Family Educational Rights and Privacy Act](#) (FERPA) is a U.S. federal law that protects the privacy of student educational records. FERPA affords parents and students over eighteen (18) years of age (eligible students) certain rights. They are:

- The right to inspect and review the student's education records within forty-five (45) dates from the day the school administrator receives a written request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents/guardians should write to the school administrator, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
- 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. One exception that permits disclosure without consent is disclosure to the school officials with legitimate educational interests to review educational records in order to fulfill professional responsibility.

- Visit the [FERPA website](#) to read the full FERPA annual notification of rights and additional options.

Standards of Conduct

The first priority for all decisions and actions taken at Global Academy at ASU Prep is to provide a safe and orderly learning environment. This can happen if all involved are committed to performing their best and respecting the rights of others. Dr. Crow, President of ASU, reminds us of an important lesson provided by Dr. Martin Luther King, Jr. who wrote in the Morehouse College campus newspaper in 1947:

“We must remember that intelligence is not enough. Intelligence plus character – that is the goal of true education.”

This sentiment, which Dr. King so eloquently articulated as a young man based upon his personal experience in college, is reflected today in the ASU Student Code of Conduct: “The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.” Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect our school community and to maintain order and stability within our school.

Civility Code

Global Academy at ASU Prep aims to promote mutual respect, civility, safety, and orderly conduct within the bounds of a safe and secure online learning environment. It is critical that all students, parents/guardians, teachers/staff, and other stakeholders maintain respectful and courteous interactions and adhere to conduct that promotes success in college, career, and life. As such, the presence of a positive, congenial, and collaborative relationship between all stakeholders is of the utmost importance.

No person shall:

- Use profanity, insults, or other disparaging remarks towards students or staff in any form (verbal, non-verbal, or written communication)
- Knowingly misrepresent, mischaracterize, or misquote information received from others (verbal, non-verbal, or written communication)
- Make threats to students or staff in any form (verbal, non-verbal, or written communication)
- Intentionally cause or threaten harm toward student or staff (physical, emotional, or otherwise)
- Intentionally cause damage or destruction of school property, (physical/electronic, etc.). This includes property belonging to any Global Academy student, faculty, or staff
- Intentionally cause disruption in courses, events, school programs, or other affiliated activities
- Intimidate, harass, or discriminate against students or staff on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other basis protected by federal, state or local laws

- Refuse to comply with any reasonable request of identifiable school officials in the course of performing their duties
- Take photos or videos of students or staff (virtually or in person) without the written consent of Global Academy at ASU Prep
- Deliberately provoke or encourage others to commit any acts as prohibited by the Global Academy at ASU Prep student/parent handbook or by law
- Violate any federal, state, or local laws

Violations of the Civility Code shall be reported to the Administrative Team for review. Upon investigation, Global Academy at ASU Prep and its administrative team reserves the right to pursue action including but not limited to: warning, withdrawal, administrative discipline, expulsion, or in severe cases, pursuit of civil or criminal legal action for any party in violation of the Civility Code.

Code of Conduct

As a member of the Global Academy at ASU Prep family, you will be expected to uphold the rules, policies, and procedures of our school. The Online Code of Conduct for students includes the following:

- Reach for new content and skills and make them your own.
- Participate in online course discussions and other activities on a regular, substantial basis.
- Review course requirements; organize and schedule work.
- Be persistent as you read, study, research, plan, and accomplish work.
- Learn and practice the new technology skills needed for assignments and interaction.
- Keep an open mind, and consider different perspectives and opinions.
- Participate in online discussions with thoughtful posts that build upon previous ideas and information.
- Contribute toward an online class environment that supports and encourages creativity and sharing.
- Use the support and ideas of your online community to participate in the creative process of learning.
- Treat your classmates and teacher with courtesy and respect.
- Think before you communicate; avoid derogatory, dismissive, or overly critical comments.
- Support others in learning by providing constructive feedback, resources, and information.
- Post questions in the message board so that other students can benefit from the clarifications and solutions provided by your teacher or the learning community.
- By your comments and actions, show your appreciation for the contributions of others.
- Welcome and value the diversity, expertise, and insights of the learners in your class.
- Be honest in your representations of your background and education when sharing with your teacher and classmates.
- Submit work that is your own.
- Follow copyright laws, and give credit when using the work of others.
- Be an active, dependable member when participating in group activities.

Student Rights, Privileges, and Responsibilities

At Global Academy at ASU Prep, we wholeheartedly believe that you should have special rights and privileges as a student in the school. You are placing a great deal of trust in Global Academy at ASU Prep, and we plan to place that same trust in you. With those rights and privileges, though, comes great responsibility. You are expected to be a self-directed learner and, as such, you will be required to commit significant time and energy to your academics.

In return, Global Academy at ASU Prep offers you the following rights and privileges:

- Access to a world-class, rigorous education that will prepare you for success in college, career, and life.
- Access to a safe, diverse, and inclusive learning environment that fosters the intellectual, personal, social, and ethical development of all students.
- Access to the ASU Library and other digital resources to make your learning experience productive, and meaningful.
- Access to learning opportunities that promote critical thinking and problem-solving, and that prepare you to apply what you have learned to real-world situations.
- Ability to choose the direction of your learning and studies as you navigate through the digital school program.
- Access to state-of-the art, 21st-century digital tools to facilitate learning, collaboration, and communication.
- Access to a dynamic learning environment that includes engaging and interactive coursework, robust discourse, and opportunities to collaborate with peers.
- Access to regular, timely, and substantial feedback from teachers on assignments and projects, including individualized assistance as needed.

The benefits and privileges are numerous for attending the Global Academy at ASU Prep. In return for these benefits and privileges, you are asked to acknowledge, adhere, and agree to the following responsibilities:

- Take personal responsibility for your academic performance at all times.
- Follow all Global Academy at ASU Prep policies and procedures as outlined in the student handbook.
- Commit to completing and submitting all assignments on time.
- Conduct yourself in a professional manner at all times and follow the rules of netiquette when interacting with and collaborating in the virtual learning environment.
- Treat all teachers and classmates with respect and refrain from abusive and inappropriate behavior.
- Immediately contact your teacher or academic success coach if you experience harassment, bullying, or any other inappropriate behavior by a classmate or faculty member.

Honor Code

We, the students of the Global Academy at ASU Prep, adopt this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace our duty to uphold ASU's Honor Code, and in light of that duty, we promise to refrain from academic dishonesty. We pledge to act with integrity and honesty and to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the Global Academy at ASU Prep.

Academic Integrity

Academic Integrity, as defined by the Global Academy at ASU Prep, is the set of core values and principles that drive our mission of providing a personalized academic program that empowers you to complete college, excel in a global society, and contribute to your community. These core values include honesty, integrity, hard work, and the fortitude to do what is right and just. The Global Academy at ASU Prep reserves the right to require additional Discussion Based Assessments and proctored exams (in person and/or virtual).

Academic: your educational experience.

Integrity: to act with honesty.

Types of Academic Integrity Violations

- Direct Plagiarism - A word-for-word transcription of a section of someone else's work, without citation and without quotation marks. This also includes allowing another student to copy your work.

- Mosaic Plagiarism - Sometimes called “patchwriting,” which entails borrowing phrases, as opposed to complete sentences, but not using a citation.
- Using an Academic Broker - Allowing another person or generative artificial intelligence to complete coursework on your behalf.
- Self-plagiarism - submitting work that is the same or significantly the same as you previously submitted for another class without approval from your teacher.

Consequences for Academic Integrity Violations

Consequences for Academic Integrity violations can include but are not limited to:

First Offense

- Full-time students complete the first module in the online “Understanding Academic Integrity at ASU Prep” course within 48 hours of assignment. Failure to respond will result in immediate lockout of course and administrator phone call.
- Parent/guardian and/or school contacted by the student’s teacher
- Resubmit assignment for full credit or complete alternative assessment for full credit with completion
- Violation will be noted in the school’s student information system for one calendar year from the date of the violation
- Full-time and part-time Global Academy Students are subject to the school’s Civility Code
- Partnership students may be subject to disciplinary action per their school of record

Second Offense

- Full-time students complete the Second Offense module in “Understanding Academic Integrity at ASU Prep” within 48 hours of course assignment. Failure to respond will result in immediate lockout of course and administrator phone call.
- Student and parent/guardian meeting with administration and/or designee
- Redo the original assignment with academic integrity. Receive reduced grade (50%) on assignment
- Violation will be permanently noted in the school’s student information system
- Full-time and part-time Global Academy Students are subject to the school’s Civility Code
- Partnership students may be subject to disciplinary action per their school of record

Third Offense

- Automatic zero on assignment
- Parent contacted by administrator
- Offense will be permanently noted in the school’s student information system
- Full-time and part-time Global Academy Students are subject to the school’s Civility Code
- Partnership students may be subject to disciplinary action per their school of record

Additional offenses may result in withdrawal from the course and/or Global Academy. A grade of W will appear on the student’s Global Academy transcript for all impacted classes and the student may be prevented from re-enrolling at Global Academy. There will be no tuition refund, even within the grace period, due to an academic withdrawal based on academic integrity violations.

Roles and Responsibilities to Ensure Academic Integrity

Student

- Submits only original work
- Protects their original work (do not post online or share with another student)

- Communicates with teacher if unsure about any aspect of academic integrity expectations
- Never shares username or password

Parent/Guardian

- Monitors student work to ensure only original work is submitted
- Discusses academic integrity and the consequences with your child
- Notifies instructors when traveling for IP address monitoring

Teachers

- Use internet-based screening software to detect plagiarism
- Monitor live learning sessions, discussion boards, and assessments to ensure originality of all submitted work
- Complete check-in calls and Discussion Based Assessments (DBAs) with students to discuss course content
- Facilitate randomized proctored exams (face to face and virtual)

Misconduct

Misconduct refers to non-academic misconduct by a student. Misconduct is defined as:

- Interfering with the orderly conduct of an examination, lecture, tutorial or other teaching class, or impairing or hindering the learning or assessment performance of others
- Impairing or undermining the reputation of Global Academy at ASU Prep, its courses or assessments
- Gaining or seeking to gain an unfair advantage in relation to any work submitted for assessment or dishonestly helping others to gain an unfair advantage
- Collusion

Examples of Misconduct are:

- The use of profanity, sexually explicit comments or threatening comments toward school staff or other students in any verbal or written communication
- Disrupting the orderly conduct of live lessons, tutoring sessions, discussion boards or any school activity
- Refusing to comply with any reasonable request of identifiable school personnel performing their duties
- Violating any federal or state statute

Consequences from misconduct violations can include but are not limited to:

First Offense

- Documentation of incident
- Parent contact by teacher and/or administration

Second Offense

- Formal reprimand
- Documentation of incident
- Parent contact by Administration

Third Offense

- Possible short-term suspension
- Student Conduct Agreement
- Parent contact by administration

Fourth Offense

- Possible long-term suspension and/or expulsion
- Parent contact by administration

Technology Acceptable Use Policy

Students are expected to use Global Academy at ASU Prep issued accounts including but not limited to email, Single Sign-On account, and other electronic information services (EIS), collectively referred to as the "ASU Prep Account," in a responsible, efficient, ethical, and legal manner in accordance with the mission and educational goals of Global Academy at ASU Prep and in accordance with Governing Board Policy and the Student Code of Conduct.

1. Students shall use their ASU Prep Account productively and responsibly, and for school-related purposes only. Users shall not use the ASU Prep Account for personal or non-school related use.
2. Students may not use their ASU Prep issued account to engage in transmission, receiving or possession of obscene materials of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/iPad/network.
4. Students may not use their ASU Prep Account to engage in illegal activities such as software pirating, peer- to-peer file sharing (i.e., FrostWire, Bit Torrents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the school Director and IT Director.
5. Transmission of any material in violation of any state, federal law, or school policy is prohibited.
6. Use of your ASU Prep Account to engage in cyber bullying is prohibited. Cyber bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.
7. Privacy in communications when using the ASU Prep Account is not guaranteed. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files and/or messages residing on or sent using the ASU Prep Account.
8. When using the ASU Prep Account students must follow the directions of school teachers/staff and adhere to school policies.
9. Users agree to not use the ASU Prep Account in any manner that violates Governing Board policies or Global Academy at ASU Prep's code of conduct.

Cyberbullying

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group, intended to harm others.

Examples of Cyberbullying include but are not limited to:

- Mean text messages or emails
- Rumors sent by email or posted on social networking sites
- Sending embarrassing pictures or videos

Becoming a global citizen at Global Academy at ASU Prep will encompass collaborating and connecting with students and teachers around the world using the latest technology. Online audio, video and texting tools will be used along with email, personal phone calls and texts to provide an enhanced global experience between students.

School-wide Rules against Cyberbullying:

- Students will not cyberbully other students
- Students will help students who are cyberbullied
- Students will tell a staff member and an adult at home when they know cyberbullying is occurring

Consequences for cyberbullying can lead to dismissal from Global Academy at ASU Prep.

Due Process

Students have the right and the responsibility to respect the rights and property of others. If a student fails to fulfill responsibilities regarding conduct, disciplinary action will follow. Each student is entitled to due process. This means that the student must be informed of the allegations and have an opportunity to respond.

Communication Expectations

Email, Phone, and Texting

Students communicate regularly with their teachers through email, phone and text messaging. Responding in a timely manner to all communication helps build a more connected community at Global Academy at ASU Prep. Best practices for these communication tools include but are not limited to the following:

Email

- Reading and responding to email is expected
- Email is to be used for school-related work between students and teachers and/or students to students
- Sending bulk email is prohibited

Phone/Texting

- Regular phone communication and texting is an expectation between students/parents and teachers and other faculty
- Students will discuss academic material with their teacher(s) via phone at least on a monthly basis
- Students are required to have a working voicemail system for faculty and staff to leave messages
- Inappropriate texting, including sending electronic photographs or videos with nudity, is strictly prohibited
- Global Academy at ASU Prep is not responsible for costs associated with long-distance phone calls, use of data or school-related apps, or texting. Please check with your phone provider to know your specific phone plan.

Live Learning Sessions

All 6th - 12th grade courses include a dedicated weekly live learning session. Student attendance and participation is an integral part of bridging the online content to real-world applications as well as collaboration opportunities with peers around the globe. However, we understand that our students are learning with us from all over the world and may not be able to attend these dedicated learning sessions. We encourage students to connect with their teachers to schedule personalized learning sessions based on teacher availability and student schedule.

Discussion Boards

A discussion board forum contributes to the development of critical-thinking skills and allows time for thoughtful, in-depth reflection on course topics. By facilitating a global, exploratory learning platform to respond to the work of others, discussion boards pave the way to approach your own learning in diverse ways.

Discussion boards are used for educational discussions that pertain directly to the course and not for social conversation. Being thoughtful to differences of opinions allows everyone to contribute to the topic while also allowing intense discussions.

When posting on the discussion board in your course, be sure to abide by the following rules:

- All posts are to be on topic and within the scope of the course material
- Be respectful of opinions that differ from your own
- Read all the posts in a discussion board before posting to avoid repetition
- Avoid plagiarism by giving proper credit when referencing or quoting another source
- Be open minded and push yourself to truly consider differing opinions
- Never insult or make fun of another student's post
- Avoid slang words and use concise language

Discussion Board posts will be evaluated by your teacher to determine your understanding of an idea or concept that has been presented in a lesson. Before composing your response, it is always a good idea to refer to the discussion board rubric that will be used to evaluate your work.

Discussion Based Assessment (DBA)

Students are required to participate and earn passing grades for Discussion Based Assessments (DBAs) throughout each course via phone or real-time web conferencing. DBAs are oral assessments where the teacher and student talk about specific coursework, giving students a chance to demonstrate course mastery. Students are encouraged to have notes and the lessons available as references for the discussions.

The frequency and timing of DBAs varies by course. DBA information and due dates can be found within course modules, gradebook, and the pace chart Canvas. Students should contact their teacher(s) to arrange a time to complete. Timely completion of DBAs is a requirement to remain in good academic standing and to successfully complete the course. Per Academic Integrity reasons, only one DBA per course per day is permitted.

Teachers can require additional DBAs as needed beyond the existing gradebook assignments at any time to ensure the veracity of all student submissions.

Tuition Policies

Students incur costs for services and fees throughout the course of their experience with the Global Academy at ASU Prep.

Full-Time (Grades 6-12) is defined as a student enrolled in courses with the Global Academy at ASU Prep as their primary school. Full-time tuition will be charged in 4 installments per year.

Part-Time (Grades 6-12) is defined as enrolled in courses and the Global Academy at ASU Prep is not designated as the primary school for the student. Tuition is charged per course and full payment is due upon enrollment into courses.

Failure to satisfy an outstanding balance may result in:

- Transcript withheld
- May not enroll in any ASU concurrent courses
- ASU concurrent courses will not be applied to high school transcript

For Full-Time students, annual tuition contracts are required and must be signed prior to enrollment in courses.

For details on tuition rates, please visit www.asuprepglobalacademy.org

ASU concurrent courses

All concurrent courses must be paid for, in-full, on or before the first day of the course (see ASU Calendar for session details <https://students.asu.edu/academic-calendar>). If payment is not received by the first day of the course, the enrollment will be dropped. Tuition and the \$75 university course fee is due on or before the first day of the course. Course Tuition is refundable if the student drops the course by the specified date ASU Online has indicated for the session the student is enrolled in. The \$75 fee is non-refundable.

Late Payments

Tuition and fees are assessed and paid within the Global Academy at ASU Prep's Student Information System. Parents are required to activate their parent portal account promptly when provided the information to do so. Failure to pay the full amount due on or before the due date can result in late fees of up to 3% on each delinquent installment payment. This penalty and late fee will be processed on the first business day after the due date. The late fee will only apply to the delinquent tuition payment(s).

Student Surveys, Research Studies, and Evaluation

Due to Global Academy at ASU Prep's partnerships and affiliations, there will be times when students will be asked to complete surveys, and the resulting data will be analyzed and evaluated. Our students' privacy and confidentiality is important; therefore, every opportunity to provide anonymity for each student will be taken. Whenever appropriate, all stakeholders will be provided with additional pertinent information regarding participation in any such research.

Network News and Media Opt-out

Your student may be interviewed, recorded, videotaped, or photographed by the media or school staff for a story in the newspaper, Internet, radio, or television. These media requests must be approved by school administration, which will ensure the best interests, safety, and rights of your child are upheld. We will be cautious with our practices regarding this issue.

Parents/guardians who want their child(ren) EXCLUDED from these activities must opt out in writing to globalacademy@asuprep.org.