



Student and Family Handbook

2024-2025





Student and Family Handbook

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Mission & Vision

At Centric, our mission is to provide quality, customizable education and learning to the world with innovative technology and programs to help teachers teach and learners learn.

Our vision is to:

- Establish trust and open communication between all constituents
- Encourage personal growth and individual goals
- Cultivate collaboration
- Celebrate progress
- Foster a culture of support
- Make the delivery of education exciting and joyful
- Act with respect
- Be a global citizen
- Propel support to help teachers teach and learners learn

Philosophy of Education

Centric Learning is an innovative education company focused on putting students at the center of their education. Founded in 2010 by Beth Baker and Glen Taylor, we now have thousands of young people around the world learning the Centric Learning way - the way students were born to learn. At Centric, students are at the center of what we do. Centric's project-based learning approach meets students where they are and supports their growth and acceleration from that point. Our individualized approach ensures that each and every student has the opportunity to excel and follow the path to success that works best for them.

We provide a wide array of educational services to students in grade levels 3-12. Centric Learning offers multiple models of live instruction depending on the needs of the students served. The specific learning model for each student is determined at the time of enrollment.

- **Synchronous:** Synchronous instruction requires class sessions that are offered in real time, with students and instructors attending together from different locations.



- **Asynchronous:** Asynchronous instructional models group students in cohorts or classes but there are no real time class sessions in which the students and teacher all attend together. Students work on assignments independently.
- **Bichronous:** A bichronous instructional model is an online instructional model that blends synchronous and asynchronous learning.
- **Hybrid:** This instructional model blends in-person instruction with online learning.

Accreditation

Centric Learning Academy is nationally accredited by [Cognia](#). Cognia is the world leader in providing improvement and accreditation services to education of all types in their pursuit of excellence in serving students.

Cognia serves as a trusted partner to more than 32,000 schools and school systems. The North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of Cognia. This accreditation demonstrates our dedication to continuous improvement in all that we do.

Academic Calendar (2022-2023)

Centric Learning Academy's academic calendar is aligned with a typical US school calendar. Holidays with no classes held include:

- Martin Luther King Jr. Day (Third Monday of January)
- Good Friday (Friday before Easter)
- Memorial Day (Last Monday of May)
- Labor Day (First Monday of September)
- Thanksgiving & Friday after Thanksgiving (Fourth Thursday and Friday in November)



Centric Learning Academy students will also take a week-long break, typically in late March, for a US “spring break.” Below are other typical seasonal breaks for students:

- Students in the **northern hemisphere (USA)** will take a summer break in July through August. They will take a winter break for approximately two weeks from mid-December through early January.
- Students in the **southern hemisphere (Brazil)** will take a summer break with classes ending mid-December and resuming early February. They will take a winter break in July.

Specific yearly dates of summer and winter breaks will be communicated to students and families by the Centric Learning Academy mentor and posted on the yearly calendar shared with students and families.

International students do not have class on the US holidays listed above, however we understand that there are important local and national holidays outside of the US holidays. International students should communicate a local/national holiday-related absence to their teacher in advance, and they will be marked excused. If you have questions about the calendar or excused absences, contact your teacher and/or mentor.

Below are the 2022-2023 Centric Learning Academy academic calendars.



Northern Hemisphere (USA) Calendar

2023 USA CALENDAR



JANUARY

S	M	T	W	T	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			

FEBRUARY

S	M	T	W	T	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			

MARCH

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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

APRIL

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

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23	24	25	26	27	28	29
30	31					

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

HOLIDAY - NO CLASS

LIVE CLASSES BEGIN

LIVE CLASSES END

SCHOOL BREAK

[Click here to download a PDF of the above calendar.](#)



Southern Hemisphere (Brazil) Calendar

2023 BRAZIL CALENDAR



JANUARY

S	M	T	W	T	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			

FEBRUARY

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18	19	20	21	22	23	24
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MARCH

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APRIL

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MAY

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21	22	23	24	25	26	27
28	29	30	31			

JUNE

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11	12	13	14	15	16	17
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25	26	27	28	29	30	

JULY

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30	31					

AUGUST

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26	27	28	29	30	31	

SEPTEMBER

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24	25	26	27	28	29	30

OCTOBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	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					

HOLIDAY - NO CLASS

LIVE CLASSES BEGIN

LIVE CLASSES END

SCHOOL BREAK

[Click here to download a PDF of the above calendar.](#)

Enrollment and Payment

Centric Learning Academy offers open enrollment on a rolling admissions basis for students in the **third through twelfth grades in the US-based diploma program**. Please note that our school year follows a traditional northern hemisphere calendar with school years starting in September and finishing in June. Students enrolling mid-year will be placed in the most appropriate class for their grade level and course needs. If a live class that meets the student's needs is not available at the time of initial enrollment, the



student may be enrolled as an asynchronous student until the following academic term or semester.

Brazilian high school students who are enrolling in our International Dual Diploma program may enroll at any time during the academic year. However, enrollment windows have been established for each semester that determine when a student in this program may begin live classes. For Semester 1, students must enroll by March 31st to begin live classes that semester. After March 31st, students may enroll and begin the program asynchronously but will not be able to join a live class until the next semester. For Semester 2, students must enroll by August 31st in order to join a live class in that semester. Students who enroll after August 31st may begin the program asynchronously and join a live class in Semester 1 of the next academic year.

Enrollment and Payment Directly to Centric Learning

Students may enroll in Centric Learning Academy through a contract between the student's parent/guardian and Centric Learning Academy. In this relationship, the payment agreement will be developed with the parent/guardian at the time of enrollment. Enrollment questions can be sent to info@centriclearning.academy.

Enrollment and Payment through a Partner School

Students may also enroll in Centric Learning Academy through a contract between a partner school and Centric Learning Academy. In this relationship, the payment agreement will be developed with the partner school at the time of enrollment. Enrollment questions can be sent to info@centriclearning.academy.

Academic Validation

Centric Learning Academy Diploma Academic Validation

Centric may accept credits of students who transfer from other schools. The Centric Learning Academy team will review transfer credits based on school accreditation status, course descriptions, learning outcomes, syllabi, and other



documentation. Our team will complete a degree audit to determine how transfer credits align to graduation requirements. Centric Learning Academy reserves the right to deny credit transfer when documents presented do not provide adequate validation of school, credit, and grade information.

Students transferring into Centric Learning Academy must take a minimum of 8 credit hours with Centric Learning Academy and complete all graduation requirements in order to receive a Centric Learning Academy diploma. Graduation requirements can be found in the section on student progression.

International Dual Diploma Academic Validation

To earn a US high school diploma through the international dual diploma program, students must complete a total of 24 credits. Students must earn the required 6 credits through Centric Learning Academy, and the remaining 18 credits may be transferred, pending review, from the Brazilian host school. The following six course credits cannot be transferred from other schools; they must be completed through Centric. The six required credits are:

- English 09 (1 credit)
- English 10 (1 credit)
- English 11 (1 credit)
- English 12 (1 credit)
- Civics (0.5 credit)
- Economics (0.5 credit)
- US History (1 credit)

Once the student completes high school at their local Brazilian host school, the student must present documentation to request a full transcript with credits earned in the Brazilian curriculum to be transferred to their Centric Learning Academy transcript. They may submit this request via support ticket by emailing help@centriclearning.net.

Students who transfer from their original Brazilian host school to another Brazilian host school prior to high school graduation will be charged an additional fee to add the Centric Learning Academy credits to their transcript.

Necessary documentation:



- Brazilian high school transcript (10th-12th grade)
- Brazilian middle school transcript (9th grade)

All documents will remain archived by Centric Learning Academy and are attached to the student's Centric account.

The Brazilian transcript will be checked for its courses and grades. A grade average per course is calculated for all courses from 9th grade through 12th grade. For mathematics, there is no average calculation; instead, the grades from 9th through 12th grade are added for Math 1 through 4 in this order. After determining the average grade for each course, they are converted to letter grades following the Centric Learning Academy grading scale.

Courses and grades are transferred to fulfill all requirements for 24 credits from Centric Learning Academy's graduation plan.

Mentoring & Instruction

As your start date approaches, you will hear from the Centric Learning Academy principal. We'll schedule an orientation session, and you will be assigned a "Welcome to Centric" project to complete. Participation in this is vital to ensuring that new students are able to hit the ground running.

Making the transition to online education does not have to be stressful or difficult. Our onboarding process is designed to be a road map, with all of the necessary tools our new students need to have a rich and positive learning experience from day one.

Our orientation is led by Centric Learning Academy teaching and administrative staff. Additional meetings with the Centric Learning Academy mentor can be scheduled at any time during or after the onboarding process if questions arise, and your mentor can be contacted via Centric message or email any time, as well. We'll be with you every step of the way.

Mentoring Services

As mentioned above, students will be assigned a mentor upon enrollment to guide them through their time with Centric. Students may reach out to their



mentor any time via Centric message or email, and they can request a Zoom meeting as needed. The mentor will work directly with the principal to ensure student success and communicate any concerns. When students have questions and concerns, they may copy their mentor on communication with their teachers and evaluators as needed. Caregivers are encouraged to reach out to their student's mentor with questions before contacting the principal. Caregivers are also encouraged to communicate with teachers for course specific questions and concerns.

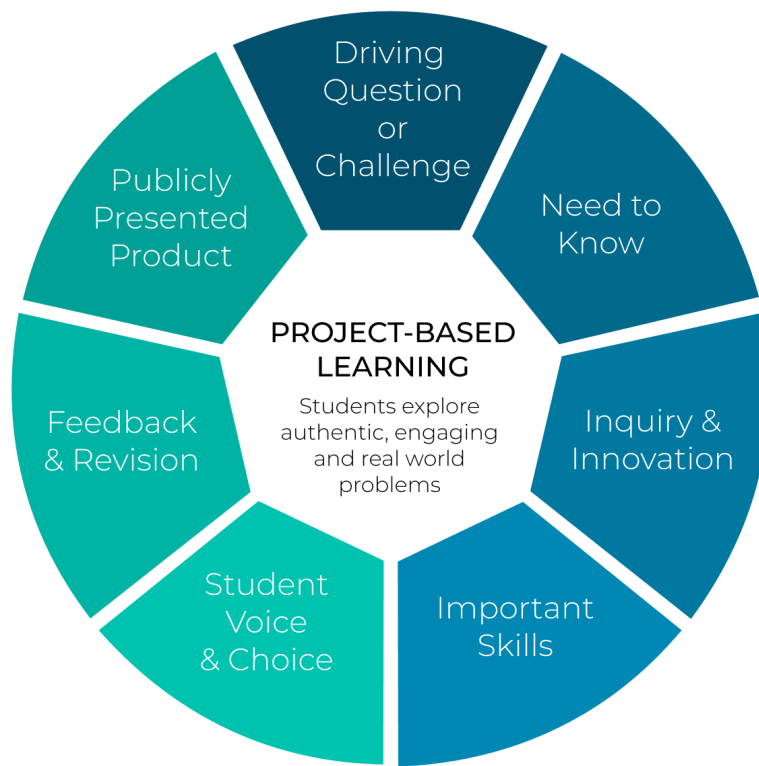
Instructional Model

Centric offers several instructional models that can be customized to meet individual student needs. We provide **bichronous instruction** (blended virtual and asynchronous instruction) for core content classes in ELA, mathematics, science, and social studies. Elective courses are offered in an **asynchronous instructional model** in which students work independently through our project-based learning curriculum with support from our team of evaluators, who are content experts in their fields of certification. Students have the option to schedule tutoring sessions at an additional cost if this support is needed for their success in an individual course, or for all of their courses. For information about purchasing additional tutoring sessions, contact your student's mentor.

Curriculum

All course curriculum at Centric Learning Academy is project-based. Students will engage in projects aligned to strands, which are based on national and state standards.

Project-based learning (PBL) is designed around the seven essential project design elements of gold standard PBL from the [PBLWorks organization](#).



In US-based diploma programs, there are recommended course sequences to give students a starting point to complete courses using the projects, but students are also encouraged to choose projects that interest them. They are also encouraged to design a project of their own if they are interested in a topic not yet covered in a project. If they are interested in this option, the student should reach out to their teacher/mentor, then send a support ticket.

In our international diploma programs, a cross-curricular sequence has been established to help students complete all required credits through a series of pre-selected projects. See the section under the heading “International Brazil Program” below.

Honors Courses

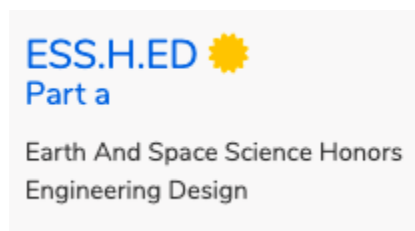
A **regular course credit** is earned upon completion of 80% of the strands for a course. For example, if Biology (a 1 credit course) has 20 strands possible, a student will earn 1 credit on their transcript for earning 16 of the 20 strands. If Civics (a 0.5 credit course) has 10 strands possible, a student will earn 0.5 credits on their transcript for earning 8 of the 10 strands. See the Grading



section of the Assessment Policies section for more information on earning strands. By default, students will be enrolled in a regular course credit unless otherwise requested.

Honors courses are available for core subjects aligned to the national standards (math, science, social studies, and English language arts). *Currently, Honors courses are only available for students enrolled in the Centric Learning Academy Diploma Program, not for those enrolled in the Centric Learning Academy International Dual Diploma Program.* Honors courses at Centric include the same strands and projects as regular courses, but students are required to earn all strands (100% of the strands available in a course) rather than the typical 80%. Additionally, they must complete a final capstone project designed specifically for the honors course and earn their capstone strand. For example, if there are 20 regular Biology course strands (a 1 credit course), a student must earn 21 strands – all 20 regular strands plus the capstone strand – to earn 1 honors credit. If there are 10 Civics course strands (a 0.5 credit course), a student must earn 11 strands – all 10 regular strands plus the capstone strand – to earn 0.5 honors credits.

Honors courses appear to have a different set of strands, but they are actually the same strands with the same language and codes; the code simply has an “H” added to denote honors credit. They will also have a yellow sun icon to show that they are honors strands. Here’s an example:



Because the base set of strands are the same, a student may choose to enroll in honors at the start of a course, during a course, or after completing a regular course credit given that they are still enrolled in courses with CLA and have not yet graduated. Honors courses are an additional fee of \$25 per 0.5 credit. Contact your CLA mentor to enroll in an honors credit.



Please visit this [☰ Centric Learning Course Offerings](#) document for an up to date full course list.

International Brazil Program

The international dual diploma program in Brazil is a six credit high school program designed to be completed in 36 months (three school years). This means that to stay on track, a student should complete approximately one credit per semester, two per year. Credit will be split among courses due to our cross-curricular project design. For example, they may earn some credit in Civics, English 09, and US History during a semester, but the earned credit will add up to 1. As mentioned above, students do not self-select the projects or sequence of projects in this program. There is a predetermined set of 30 projects that students enrolling in the international dual diploma program will be assigned to complete in order to finish all six credits. This sequence, as well as further information about course completion, can be found in this [☰ Brazil Program Information & Sequence](#) document. This document is shared with all students enrolled in the international dual diploma program in Brazil at the time of their enrollment.

If a student desires to complete the program in less than 36 months, this should be arranged in writing in the enrollment agreement. Accelerated program options are not available for students in grade 9. Contact info@centriclearning.academy with questions.

Assessment

MAP Diagnostic & Growth Testing

At Centric Learning Academy, we prioritize growth, engagement, and college/career readiness. Our PBL curriculum does not include regular testing or standardized tests, but we may use a test such as MAP twice a year (beginning and end) as a diagnostic and growth assessment tool for students enrolled in the Centric Learning Academy Diploma Program. *Students enrolled in the Centric Learning Academy International Dual Diploma Program will not participate in NWEA MAP testing.* [NWEA MAP](#) is an external



testing tool. Students will engage in an online adaptive test to determine their math and reading level. Upon multiple test sessions, it also allows us to measure growth in a subject across a year and multiple years. This data is used to share student progression with parents/guardians and teachers, and it is used to plan intentional instruction for students.

Competency-Based Assessments

Our Centric learning platform and Centric Learning Academy teachers do not use traditional grades with percentages and letters. Some assessments are “autograded” meaning graded by the computer, but students earn strands based on a holistic view of their work and their progression towards mastery of a learning goal. Certified teachers provide timely feedback on award letters with student next steps, and students always have the option to resubmit if they are seeking a higher score (max is a Level 3).

Students can earn a strand at four levels. Note that Level 1, 2, and 3 earn the same amount of credit, but they will reflect differently in the GPA (see next section on GPA details).

- **Possible (P, Not Yet Proficient)** - A student didn't quite reach the strand yet, but it's possible with revision and resubmission. Award letters will include feedback for how students can improve their work to earn the strand.
- **Level 1 (Partially Proficient)** A student earned the strand at the lowest level demonstrating partial proficiency. They are welcome to revise and resubmit to increase their demonstration of learning to increase to a Level 2 or 3. A Level 1 does earn credit.
- **Level 2 (Proficient)** - A student earned the strand at the mid level where they are proficient and meeting strand expectations. They are welcome to revise and resubmit to go above and beyond if they'd like to earn a Level 3. A Level 2 earns credit.
- **Level 3 (Exceed Proficiency)** - A student earned the strand at the highest level. This shows they were thinking critically, creating, analyzing, etc and have mastered the strand expectations. While they are welcome to revise and resubmit for the sake of learning, a Level 3 is the highest strand level possible. A Level 3 earns credit.



If students have questions about strands earned or award letters sent, they should contact their teacher or the evaluator who sent the award letter. They are also encouraged to review award letters with their teacher and/or mentor to ask questions before contacting the evaluator.

GPA

While our grading is competency-based, we can provide a grade-point average and traditional transcript grades. On transcripts, our strand levels correlate to the following grades:

Centric 3 Point Proficiency Scale	4 Point GPA Scale
3	4.0
2	3.0
1	2.0
0 (P)	N/A - P does not earn credit

GPA's can be translated to letter grades with the following conversion chart:

GPA Value	Letter Grade
3.8 - 4.0	A
3.5 - 3.79	A-
3.2 - 3.49	B+
2.9 - 3.19	B+
2.5 - 2.89	B-



2.10 - 2.49	C+
2.0 - 2.09	C

Note that Centric grades do not go below a 2.0/C as you see on the scale above, but grades transferred from a host school or a previous school may appear lower than a C on a transcript as transfer credit.

Please contact help@centriclearning.net with any questions about transcripts or GPAs, including to obtain an official transcript for a school transfer or college application.

Progress Reporting

Progress reports will be sent monthly to the student and their parent/guardian. For live classes, teachers will add comments about student participation and progress in class. Progress reports should be reviewed for course completion as well as grades. For questions about progress reports, please contact the teacher directly or contact your student's mentor.

Attendance Policies

Centric Learning Academy follows a "bichronous" model. This means that students are expected to attend live online classes with a teacher in addition to working asynchronously and independently each week.

US-Based Diploma Program

All Centric Learning Academy students are expected to engage in a total of 180 hours per academic school year. This is approximately five hours per week per course or 30 hours total per week (accounting for school breaks). Students enrolled in the asynchronous instructional model work at their own pace.

Students who choose the Live Class Option will attend two hours of live class instruction on Zoom for each core subject course (math, ELA, science, and



social studies) and are therefore expected to work for an additional three hours per week on asynchronous work. For core subjects, live class teachers will provide guidance to students on what projects/assignments they should be working on asynchronously.

For non-core subject courses, students will complete all projects asynchronously. Students are expected to work for approximately five hours per week on these courses, as well.

Here is an example of what a weekly schedule for a student in live classes may entail:

Monday	Tuesday	Wednesday	Thursday	Friday
Math (1 hr live)	Math (1 hr live)	Science (1 hr live)	Science (1 hr live)	Students should work for 4-6 hours asynchronously.
ELA (1 hr live)	ELA (1 hr live)	SS (1 hr live)	SS (1 hr live)	
Students should work for 4 hours asynchronously.	Students should work for 4 hours asynchronously.	Students should work for 4 hours asynchronously.	Students should work for 4 hours asynchronously.	

Attendance is taken during each live online class session. Students may be marked present, late, unexcused (absent), or excused (absent).

- **Present:** Student joins the Zoom on time, ready to learn. The student actively participates and stays for the duration of the hour long class.
- **Late:** Student joins the Zoom 10 to 20 minutes after the class has started. (For example, if a class starts at 9 am, a student would be marked late for joining between 9:10 and 9:20 am.) Upon joining, the student is ready to learn. The student actively participates and stays for the duration of the hour long class.
- **Unexcused (absent):** A student may be marked unexcused for not attending class without prior notice given to the teacher or a follow up message being sent within 24 hours of the absence. Additionally, a



student who joins class more than 20 minutes late or leaves class more than 10 minutes early without notice will be marked unexcused.

- **Excused (absent):** A student may be marked excused if a caregiver provides notice or if the student contacts the teacher prior to or within 24 hours after the absence with a valid excuse. Valid excuses include medical appointment, sickness (more than two consecutive sickness absences must be corroborated with a doctor's note), or funeral. Other reasons will be handled on a case by case basis with the teacher and with the director if necessary.

International Dual Diploma Program

Live classes for students enrolled in the International Dual Diploma Program are held twice a week for two hours per class (a total of four hours per week). Attendance will be taken during each live class and included on monthly progress reports:

- Students will be marked **late** if they join 10 to 20 minutes after the Zoom class has started.
- Students will be marked as an **unexcused absence** if they join class 20 or more minutes after class has started or leave more than 10 minutes early without notice. Students will also be marked unexcused if they do not communicate a planned absence to their teacher in advance (via Centric message or in a prior class).
- Students will be marked **excused** if they communicate (via Centric message or in a prior class) a planned absence to their teacher in advance. In the event of an unplanned absence, students should communicate with their teacher within 24 hours after the absence in order for it to be excused.

In addition to live class time, students may need to work on Centric projects outside of class to maintain pacing and stay on track for completion of the program. See the specific information shared with the student about projects to complete each semester for more details. If a student has questions about



their pacing or work outside of class, they should contact their teacher/mentor.

Live Class Expectations

Students are expected to attend classes on time and stay the entire duration of class. All Centric classes are conducted virtually through the Zoom platform. To achieve maximum engagement, students are expected to turn cameras on, and have a working microphone, and participate as directed by their teacher. If students have a specific request to be exempt from the “cameras on” policy, their parent/guardian should contact the student’s mentor to discuss this request. Centric Learning Academy reserves the right to deny these requests.

International students and families should understand that all classes will be conducted in English and all assignments will be completed in English to help develop students’ English language proficiency.

Academic Integrity Policy

Centric Learning Academy aims to mold “committed ethical citizens” who use information ethically and value the work of others. At Centric Learning Academy, we believe that cheating negates the value of education, damages the ethical character of the individual, and undermines the integrity of our school. As such, academic dishonesty will not be tolerated at Centric Learning Academy. Students are expected to behave with honesty and integrity and to assume full responsibility for their academic work. They should not attempt to lie, cheat, or display any other acts of academic dishonesty.

Some examples of academic dishonesty include but are not limited to:

- Turning in work that is not your own
 - This includes using a bot, such as ChatGPT, or a program, such as Wolfram-Alpha, to do the work for you and turning in the computer’s work as your own.
- Submitting the same work for more than one assignment

- Using internet translators as a substitute for your own written work or for more than a couple of words (when studying a foreign language or completing work in a language that is not your first language)
- Having someone, other than yourself, complete an assignment
- Copying another student's work or allowing others to copy your work
- Willingly sharing work with another student when expected to work individually
- Fabrication - Intentionally making up data, information, documents, research, or forging signatures
- Plagiarism, which includes copying directly from the internet (see below)

Plagiarism

Plagiarism is the act of intentionally or unintentionally using someone else's work (words, images, data, and/or ideas) as your own. Plagiarism includes, but is not limited to, the following:

- Using another person's words as your own (with or without that person's consent)
- Buying a paper online
- Copying from written sources without proper citation
- Copying and pasting from online sources without proper citation
- Failing to identify quotations in a paper
- Changing words but copying sentence structure from another source
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Using pictures, data, graphs, etc without proper citation
- Citing sources incorrectly
- Turning in other students' artifacts as your own
- Not having previous permission to collaborate and/or complete work in pairs or a group and turning in those assignments

Plagiarism is a very serious offense that in high schools across the United States warrants a very serious consequence, such as loss of points, a failing grade, loss of course credit, among others. To prepare our students for the



possibility of attending universities and to be ethical global citizens, Centric Learning Academy will treat plagiarism in a serious manner.

Artificial Intelligence (ex. ChatGPT)

While using artificial intelligence (AI), such as ChatGPT, does not necessarily entail copying existing work, it is still considered a form of academic dishonesty at Centric. Using competency-based assessment, evaluators look for evidence that a student has demonstrated essential knowledge and skills for college and career readiness. When a student uses AI to generate work, AI is demonstrating those competencies, not the student, and therefore credit cannot be awarded.

We understand that we live in a world of technology and encourage students to become ethical digital citizens. Using technology tools for research and learning are part of learning at Centric, but students may not generate “original work” with AI and submit it as their own. Submissions evaluators suspect may not be original student work are run through an AI and plagiarism detector, and if AI generation is detected, the submission will be “marked as plagiarism.” All strands will be earned at a P and a student will be required to resubmit with original work.

Other AI tools, such as Wolfram Alpha to generate mathematical solutions, can be helpful for learning. Students submitting solutions from AI generators such as these will not be awarded credit for the reasons described above.

Students, staff, and caregivers with questions about academic integrity should contact a Centric teacher, evaluator, point person, or send a support ticket.

Group Work

Students are often assigned and encouraged to collaborate while working on projects. True collaboration may look like sharing ideas and having discussions. It is not simply assigning multiple students to do parts of the project and then swapping to submit. That is a form of plagiarism. To help the evaluators know when students truly did collaborate on a project/product, students are required to fill out [this group collaboration form](#) to submit with



their collaborative artifacts. If a student fails to submit this form, they will receive “P” grades and the expert will request that they submit the form before earning the appropriate grades.

Learning Opportunities & Suspected Plagiarism

At Centric Learning Academy, students will receive instruction to learn appropriate ways to cite research and credit the original source. This can be found in many projects requiring research, in addition to the “Kidnapped Content” high school project focusing on plagiarism from an English Language Arts and Civics perspective. It is also introduced in the “Welcome to Centric” project for both middle and high school where students acknowledge that they understand plagiarism and will avoid it.

Evaluators who suspect plagiarism when grading student work will award a “P” on strands and elaborate on how students can avoid plagiarism on resubmission. This does not penalize a student’s grade; they simply will have to revise and resubmit their work properly to earn their strands. See below for consistent cases of confirmed plagiarism where resubmission may not be an option.

Consequences of Confirmed Plagiarism

Students who consistently and/or blatantly plagiarize may have more significant consequences applied. Below is the general continuum our academic staff follows, though consequences are not limited to only those listed below. The Centric academic team reserves the right to handle plagiarism cases in the best way they see fit for each case.

1st offense: Conference with Student

The evaluator(s)/teacher, mentor, and student will meet to discuss the offense, including why it is considered plagiarism and ways to avoid it in the future. The student is to revise and resubmit the artifact. The evaluator will document the incident in the student’s communication log and the mentor will notify the parents via email.

2nd Offense: Conference with Student and Parent/Guardian

The evaluator(s)/teacher, parent(s)/guardian(s), mentor, and student meet to discuss the offense. They will discuss why it is considered plagiarism and ways to avoid it in the future. They will also discuss a replacement assignment/task to earn the strands as applicable.

3rd+ Offense: Academic Council Referral

The student is referred to an academic council that will review the occurrence and determine a course of action. Possible courses of action determined by the academic council may include, but are not limited to:

- Placing the student on a probationary period
- Requiring the student to complete and submit a replacement assignment
- Further conference with parent(s)/guardian(s), evaluator(s)/teacher(s), student, mentor, and academic director
- Revoking group collaboration privileges
- Requirement of having all work reviewed by an evaluator/teacher or mentor before the student is allowed to submit work on the platform
- Adding notes to the student's academic record - We may be required (if requested) to report academic dishonesty cases to schools/universities where the student is applying or transferring.

If students and/or their families have questions about plagiarism, they should talk to an evaluator/teacher, mentor, or the Centric Learning Academy principal. Also, there are a variety of resources available online that you may use to better understand this topic, such as [Purdue OWL \(Online Writing Lab\)](#).

Code of Student Conduct

The behavior expected from students online is a combination of common courtesy and safety considerations. There are only a few special areas, which require the application of very specific rules. The following types of conduct are never permissible: defiance of school staff, the use of profanity, refusal to participate, cyber bullying, misuse of technology: email, chat, etc.



School discipline policies will be established and consistently enforced. When a student is having a problem the teacher or mentor may: conference with the student, conference with the parent, refer the situation directly to the director.

Students will not engage in any activities that are contrary to the laws of the State of Florida. Centric Learning Academy will follow procedures for expulsion as prescribed by the school and the State of Florida.

Technology Acceptable Use Policy

Technology is an integral part of your educational experience and must be used in a way that is consistent with the goals of Centric Learning Academy. Technology includes, but is not limited to, computers, tablets, other electronic devices, software, email, the Internet, and other network resources. Your use of technology is a privilege and you are responsible for using it appropriately.

The following are improper uses of technology:

- Photographing, recording, or using images of any person without their knowledge or consent.
- Accessing pornographic or obscene images, language or materials, including screensavers.
- Transmitting any material in violation of federal, state, local law, or the Code of Student Conduct. This includes, but is not limited to: copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses or malware.
- Using technology for commercial activities unless explicitly permitted by the Centric Learning Academy.
- Modifying the original Centric Learning Academy pre-set software image including, but not limited to: loading software applications not authorized by CLA; changing the computer name; changing or removing operating system extensions; altering security/filtering



software; altering the preloaded operating system or application; or taking apart the computer for access to internal parts.

- Downloading music, games, or videos at any time on a school-provided device.
- Using cellular phones or other wireless communication devices during unauthorized times of the school day. Cellular phones, tablets, and other electronic devices may only be used on campus before or after school, unless you have permission from an administrator or designee.
- Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or "sexting."
- Gaining or attempting to gain unauthorized access to Centric Learning Academy networks, computer servers, or data files.
- Gaining or attempting to gain unauthorized access to non-CLA networks, computer servers, or data files utilizing CLA equipment.
- Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author's prior consent, when using computer network access.
- Downloading or printing any material deemed inappropriate by the Centric Learning Academy.
- Attempting to log on to the CLA network or other school-affiliated systems using another's identity or password.
- Sharing of logins and passwords to the CLA network.
- Bypassing or attempting to bypass SDMC filtering software.
- Unauthorized disclosure, use and dissemination of personal information regarding students, unauthorized online access by students, including hacking and other unlawful activities and access by students to inappropriate matters on the Internet is prohibited.



Note: There is no right or expectation of privacy on Centric Learning provided or owned technology. School officials may review any information or files on such technology at any time.

Dress Code for Online Classes

The dress and grooming of Centric Learning Academy students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined below. Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have the following specific consequences. In addition to these consequences, the violation shall be corrected before the student is allowed back in the regular school environment:

- For a first offense, a student shall be given a verbal warning and the Assistant Director (or designee) shall call the student's parent or guardian.
- For a second offense, the student may be ineligible to participate in live synchronous classes for a period of time not to exceed two days and the Assistant Director (or designee) shall meet with the student's parent or guardian.
- For a third and subsequent offense, a student may receive a Suspension pursuant to F.S. 1003.01(5) for a period not to exceed one day and may be subject to any of the interventions listed above.

Bullying

Centric Learning Academy adheres to Florida Statute 1006.147 (Jeffrey Johnston Stand Up for All Students Act) in its definition of and policies related to bullying and harassment. Bullying and harassment of any student or employee of Centric Learning Academy is prohibited. This includes the following contexts:



- During any education program or activity conducted by Centric Learning Academy
- During any school-related or school-sponsored program or activity;
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of Centric Learning Academy
- Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by Centric Learning Academy or substantially disrupts the education process or orderly operation of the school.

"Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

- Teasing;
- Social exclusion;
- Threat;
- Intimidation;
- Stalking;
- Physical violence;
- Theft;
- Sexual, religious, or racial harassment;
- Public or private humiliation; or
- Destruction of property.



“Cyberbullying” means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school.

The definitions of “bullying” and “harassment” include:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of bullying or harassment conduct by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:



- Incitement or coercion;
- Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
- Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

If a student or employee of Centric Learning Academy is the victim of an act of bullying, cyber-bullying, or harassment as defined above, the individual must report the act to the Director/Principal of Centric Learning Academy. The Director will then conduct an investigation into the allegation and determine the appropriate action in accordance with Florida Statutes.

Citation: [Florida Statute 2022 1006.147 - Bullying and harassment prohibited.](#)

Student Discipline

The conduct goal of Centric Learning Academy is for each student to achieve the ability to govern themselves from within. As the student's ability to govern themselves increases, there is less need for imposing rules and regulations upon them. We believe students should show respect for both parents and staff. Staff and parents working together to teach our children to do what is right will result in exceptional young leaders, ready to impact the world.

Consequences that may be used include, but are not limited to:

- Warning: Teacher/mentor will talk to the student and explain his/her offense
- Time-out: Temporary removal from a live class or restricted access to Centric platform/course materials
- Call to parents
- Student conference with the team leader
- Conference with the Assistant Director, mentor, student and parents
- Possible suspension



- Possible expulsion

Note: By listing these possible consequences, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

Opportunities for Parent/Guardian Involvement

One of the best ways to support your student is by helping them to prepare a space to learn successfully. Having technology, a desk, paper and pencil, etc set up in a quiet place is key to helping a student's live class go smoothly.

We also encourage families to attend all events, in person and virtual, connected to student learning. You will hear more information from teachers and your student's mentor about unique opportunities.

If you are not sure what to do, please get in touch with your child's mentor. We would rather you contact us over a small thing and have the issue sorted than leave it and the issue grow bigger.

Confidentiality

Student Data Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a U.S. Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great



distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- In addition, in accordance with Brazil's General Data Protection law (LGPD), all requests for student data collected by Centric Learning Academy must come in writing from the student or the student's legal guardian. Any request made by another entity will be denied.

Technology

Students will need to provide their own laptop or desktop computer and high-speed internet connection. A tablet (ex. iPad) will not be sufficient to complete work on the Centric learning platform. While Chromebooks will work to use the Centric learning platform and productivity tools (Google), they are not ideal for joining live classes on Zoom as Chrome OS does not support the Zoom application as well as a Mac or Windows device. A Mac OS or Windows OS device is recommended.

Students will be provided with a Google account (firstname.lastname@centriclearningacademy.com). This account should be used for all school and Centric-related work. It should not be used for personal use that does not relate to school functions. They will be expected to set up other free web tool accounts, such as Canva and Loom, using their Centric Google.

Student logins to the Centric platform are `firstname.lastname`. They will be prompted to change their password upon first login. If students need their



password reset, they should contact their mentor or email help@centriclearning.net.

Parents/guardians can log in to see their student's work on the Centric learning platform by using the student username but their own password. The default password for a parent/guardian account is "parent." You will be prompted to change your password upon first login. For help accessing your parent/guardian profile, please contact your student's mentor or email help@centriclearning.net.

[You can view the full Centric Learning privacy policy here.](#)

Student Progression and Graduation

Elementary School

Elementary school students will enroll into their appropriate grade level. Students will complete their math, science, social studies, and ELA credits with integrated, cross-curricular projects. There are twelve projects for each elementary grade level (third through fifth) with an intentional progressive sequence to build student competency. Elementary students may have one teacher for all subjects. You can see all project descriptions in our [☰ Centric Learning Course Offerings](#) guide.

Middle School

Middle school projects are cross-curricular, but students will enroll in and complete each course individually. You can see all course descriptions in our [☰ Centric Learning Course Offerings](#) guide.

Below is our Centric Learning Academy middle school track with 16.5 credits.

6th grade	• Math 06 (1 credit) • Science 06 - Physical Sciences (1 credit) • Social Studies 06 - World Geography (1 credit) • English 06 (1 credit)
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	• Health MS (0.5 credits) • Visual Arts MS (1 credit)
7th grade	• Math 07 (1 credit) • Science 07 - Life Sciences (1 credit) • Social Studies 07 - World History (1 credit) • English 07 (1 credit) • PE 07 (0.5 credits) • Theater Arts - MS (1 credit)
8th grade	• Math 08 (1 credit) • Science 08 - Earth & Space Sciences (1 credit) • Social Studies 08 - US History & Geography (1 credit) • English 08 (1 credit) • PE 08 (0.5 credits) • Technology MS (1 credit)

High School

Centric Learning Academy Diploma Program

This program is for US-based students completing their high school diploma directly through Centric Learning Academy. High school projects are cross-curricular, but students will enroll in and complete each course individually. You can see all course descriptions in our

[☰ Centric Learning Course Offerings](#) guide.

Below is our Centric Learning Academy high school track with 24 credits. This track has been aligned to Florida BEST standards and meets the Florida Department of Education graduation requirements. It may also meet other states' standard high school graduation requirements, as well.

9th grade 6 credits	• Algebra 1 (1 credit) • Biology (1 credit) • US History & Geography (1 credit) • English 09 (1 credit) • Arts elective, see choices below (1 credit)
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	• 1 elective credit of choice (see below)
10th grade 6 credits	• Geometry (1 credit) • Chemistry (1 credit) - may sub Physics if preferred • English 10 (1 credit) • Civics (0.5 credits) • Economics (0.5 credits) • PE (0.5 credits) • Health (0.5 credits) • 1 elective credit of choice (see below)
11th grade 6 credits	• Algebra 2 (1 credit) • Science "Other" (1 credit) - may choose Chemistry or Physics, Earth & Space Science, or Anatomy & Physiology • English 11 (1 credit) • World History & Geography (1 credit) • 2 elective credits of choice (see below)
12th grade 6 credits	• Precalculus (1 credit) • Personal Finance (0.5 credit) • English 12 (1 credit) • Technology (1 credit) • 2.5 elective credits of choice (see below)

Elective choices:

- Communications (0.5 credits)
- Cooking (1 credit)
- Creative Writing (1 credit)
- Psychology (1 credit)
- Personal Finance (1 credit)
- Career Development (1 credit)
- Yoga (0.5 credits)
- Visual Arts (1 credit)
- Theater Arts (1 credit)
- Digital Photography (1 credit)



- Music (1 credit)

Also note that extra courses (such as science or math) past the required number of credits in that subject area for graduation can be used as electives.

Centric Learning Academy International Dual Diploma Program

For students enrolled in the **International Dual Diploma Program**, the graduation requirements are the same - students must earn the 24 credits specified. However, in the dual diploma program, six of these credits are earned from the seven courses taken through Centric Learning Academy and the remaining 18 credits may be transferred from the student's local high school. See the curriculum section for more information.

May be transferred from local high school: 18 credits	• Science (3 credits) • Mathematics (4 credits) • World Language (1 credit) • Health & PE (1 credit) • World History & Geography (1 credit) • Arts & Other Electives (8 credits)
Must be earned through Centric Learning Academy: 6 credits	• English 09 (1 credit) • English 10 (1 credit) • English 11 (1 credit) • English 12 (1 credit) • Civics (0.5 credits) • Economics (0.5 credits) • US History & Geography (1 credit)

Student Checklist for Your First Week with CLA

- ☐ I have completed the "Welcome to Centric" project.
- ☐ My parent(s)/guardian(s) and I have completed orientation.
- ☐ I have met my mentor and know how to contact them.
- ☐ I understand what courses are on my learning plan for this year.
- ☐ I know how to check my award letters.
- ☐ I know what to do if I need help on a project or the platform.



- ☐ If I'm in live classes, I know how to join them and get in touch with my teacher(s).