



# Parent /Student Handbook

## 2025-2026

2080 E Williams Street

Apex, NC 27539

(877) 803-3746

<https://cmprep.k12.com/>

Thank you for choosing **Coast to Mountains Preparatory Academy (CMPA)**! We recognize that the individual student is the most important person in any school, and we will focus on the specific needs, desires, and interests of our students and families. As we partner with you, we will do everything possible to help our students reach their academic goals.

We believe every student should have access to an award-winning curriculum and dedicated, highly qualified teachers. Our curriculum and teachers help build a program that leverages the strengths of virtual learning to increase accessibility of the teaching staff to a level not always seen in a physical school. Each course will offer live sessions and virtual "office hours" so that our students can get real-time help with their lessons.

Students from all walks of life and anywhere in North Carolina have an opportunity to learn using an amazing curriculum—and the help of a dedicated staff—to put them on the path to college and career readiness while learning 21st- century skills.

Welcome to CMPA and let's partner together for success!

**Sincerely yours,**

**CMPA Faculty and Staff**

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## CMPA 25-26 School Calendar



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## Overview of CMPA

### Our Goal

Our goal at CMPA is to ensure North Carolina students are set up for success through tailored support based on their individual needs, interests, and learning styles.

### Award-Winning Curriculum

The Stride K12 Inc. curriculum is developed by cognitive scientists, noted leaders in the education field, math and reading specialists, Flash designers, and other subject matter experts. Stride K12 is widely regarded across the country for its passionate and rigorous approach to education focused on how students actually learn.

The Stride K12 curriculum works for all kinds of students to unlock their personal full academic potential and help them achieve mastery of the key concepts and skills they will need to succeed in life. From gifted children to students whose lives require an individualized schooling schedule, to those who need a gentler pace than in a traditional classroom, Stride K12 provides an adaptable but focused learning environment.

### CMPA Faculty

We believe that a collaborative relationship between you and your assigned teachers is necessary. Your homeroom teacher has a wealth of knowledge and thus should be your first point of contact for all questions that are academic in nature. As your teacher makes contact with you, know that this is a team effort to ensure that your student is making progress and demonstrating compliance in all areas.

## Student Code of Conduct

CMPA students are subject to the rules and restrictions implemented by Coast to Mountains Preparatory Academy and the Student Code of Conduct: Acceptable Use Guidelines for the Internet. Students enrolled in CMPA should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

### Acceptable Use Guidelines for the Internet

- Posting anonymous messages online is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own usernames and passwords and must not share these with anyone.

- Students may not interfere with other user's ability to access CMPA or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.
- Students should change their password(s) frequently, at least once per semester is encouraged.
- Students must not publicly post their personal contact information (address and phone number) or anyone else's.
- Students must not publicly post any messages that were sent to them privately.
- Students are not allowed to download, transmit, or post material intended for personal gain or profit, non-CMPA commercial activities, non-CMPA product advertising, or political lobbying on a CMPA owned instructional computing resource.
- Students may not use CMPA instructional computing resources to sell or purchase any illegal items or substances.
- Students are not allowed to upload or post any software on CMPA instructional computing resources that are not specifically required and approved for student assignments.
- Students must have their own student login and use it when completing work.

#### **Inappropriate Behavior**

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing "spam" mail, chain email, viruses, or other intentionally destructive content.
- Bullying anyone based upon gender, race, color, national origin, or disability.

CMPA reserves the right to review any material transmitted using CMPA instructional computing resources or posted to an CMPA instructional computing resource to determine the appropriateness of such material. CMPA may review this material at any time, with or without notice. Email transmitted via CMPA instructional computing resources is not private and may be monitored.

CMPA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. CMPA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources.

CMPA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of CMPA, its affiliates, or its employees. CMPA assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and Learning Coach have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the Learning Coach or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

## Violation Consequences

- Removal of student access to CMPA instructional computing resources, which could result in his/her inability to complete learning activities.
- Suspension or expulsion from CMPA.
- Involvement with law enforcement agencies and possible legal action.

CMPA administration reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to CMPA instructional computing resources. CMPA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by CMPA.

## Sample Student Offenses and School Actions:

- **Academic Honesty** – Plagiarism, cheating on coursework (see below for more detailed explanation of consequences to offenses).
  - CMPA students are required to attend, complete, and submit all work as their own for all schoolwork. Teachers closely monitor academic integrity in all areas. If a student is found to have plagiarized, cheated, or falsely identified themselves, the CMPA teacher will intervene immediately to research the possible infraction. A meeting may be scheduled by CMPA faculty or staff, with CMPA administration, possibly leading to disciplinary consequences.
- **Assault, verbal threats, or intimidation.**
  - School suspension or expulsion may occur.
- **Bullying of any kind (in-person or cyber) based on race, gender, color, national origin, or disability.**
  - School suspension or expulsion may occur.
- **Inappropriate behavior or actions during Class Connect sessions.**
  - The CMPA teacher has full control over privileges within the online sessions. A student misbehaving may be removed from the session without warning. The student will have a follow-up conference regarding this matter and disciplinary consequences may follow. The school has the right to trace the IP address and retrieve contact information from any person signing into the online classroom.
- **Inappropriate Computer Use: Specific procedures, conditions, and legal restrictions guide the use of school- owned computers.** Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer and should maintain a confidential user password.
  - Depending on the misuse of the school computer, the Academic Administrator or Head of School will determine disciplinary consequences, including loss of privileges up to expulsion.
- **Disrespectful Behavior or Inappropriate Conduct:** Students and parents are expected to comply with reasonable directives of school personnel in a timely and cooperative manner. Any refusal to comply or any use of profane means of expression toward other students or school personnel will be assigned a range of consequences.
  - School suspension or expulsion may occur.

- **Attire and Backpacks/handbags:** CMPA students are to dress appropriately for weather conditions during outings or other school events. Parent support is critical in the effort to maintain a productive academic atmosphere.
  - Students may be asked to change.
  - Backpacks or handbags may be subject to search at school events, outings, or testing.
  - Depending on circumstances, an administrative meeting may follow.
- **Weapons:** Weapons are not permitted in any facility used by CMPA during school events or outings. Weapons may be defined as firearms, knives, cutting tools, or any instrument capable of inflicting serious bodily injury. Small pocketknives should not be brought on any premises used by CMPA.
  - CMPA administration will act to protect students. If a weapon is discovered, it could ultimately lead to expulsion from school.
- **Vulgar/Obscene Language, Gestures, or Display:** To establish and maintain a proper atmosphere for education, students are to refrain from inappropriate, vulgar, and obscene, language, or gestures.
  - School suspension or expulsion may occur.
- **Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with an appropriate educational atmosphere.
  - School suspension or expulsion may occur.
- **Controlled Substances:** Illegal drugs and tobacco products will not be permitted at school outings or at sites utilized by CMPA for any school-related activities.
  - Law enforcement may be contacted, and students will be asked to leave the premises.
  - School suspension or expulsion may occur.

## Academic Integrity Policy (Plagiarism and Cheating)

CMPA students are expected to uphold the highest standards of Academic Integrity by expressing their own thoughts, language, and expressions, and to respect and acknowledge any other author's works with proper documentation in all assignments. Academic Dishonesty or plagiarism is the act of using another person's work to claim as your own. Examples of Academic Dishonesty are:

- Copying answers word for word from any portion of an outside source such as Yahoo Answers, Wikipedia, Ask.com, etc.
- Intentionally paraphrasing ideas from any outside source without proper acknowledgement.
- Submitting in whole, or in part, the work of another student.
- Submitting in whole, or in part, an assignment written for another course by someone else.
- Submitting in whole, or in part, an assignment written for another course by someone else.
- Intentionally allowing one's essay, assignment, or test answers to be copied by another student.

Plagiarism and cheating are taken very seriously. Students who use all or part of someone else's work, without appropriate credit or citation, are in violation of these policies.

- Students will receive a zero on any submitted assignment containing all or partial work not completed as their own work, or properly cited within the assignment.
- Students assisting other students in cheating or plagiarizing are also in violation of this policy and will receive a grade of zero on their assignment submission.

**First Offense:** The teacher will call the student and parent/LC to provide additional instruction as to what constitutes academic integrity. The teacher will send the student a written correspondence explaining and documenting the academic integrity offense. The student may have an opportunity to make up the assignment, at the discretion of the teacher.

**Second Offense:** The teacher will call the student and parent/LC providing additional instruction and feedback regarding academic integrity. The student will receive a written correspondence from the teacher documenting and explaining the academic integrity offense and will CC the principal or other administrator on the correspondence. The student will earn a grade of zero without any chance to make up the assignment.

**Third Offense:** The teacher will call the student and parent/LC providing additional instruction and feedback regarding the incident. The student will receive a written correspondence from the teacher explaining and documenting the academic integrity offense. The student's curriculum will be locked. The teacher will schedule a live session with the student, parent/LC, and principal or other administrators before student is allowed to continue working in their courses. Failure to attend the meeting may result in being administratively withdrawn from CMPA. Any further offenses will automatically result in progressive discipline up to and including administrative withdrawal from CMPA.

**NOTE:** Offenses are cumulative for the year regardless of the class for which questionable work was submitted. For example, if a student gets a first offense in history and another incident occurs in math, then this most recent incident is a "second offense."

If you wish to appeal administrative disciplinary decisions, the parent must appeal the decision within 3 business days. An email must be sent to the Executive Director. In that notification, the parent should state the justification for why they are appealing the decision. The Head of School will review the documentation and may call the parent to discuss before finalizing the decision through a letter to the parent. If the appeal is denied, parents will be provided with directions on how to appeal to the CMPA Board.

## Learning Coach/Student Responsibilities

By signing the Signature Page found at the end of this handbook, parents confirm that they understand and agree to the contents of this page.

### I Understand and Agree that:

- CMPA is a non-public school of choice with a rigorous curriculum, high expectations, and daily attendance requirements.
- In order to fulfill enrollment requirements, the following documents must be provided: copy of birth certificate, proof of residency (copy of utility bill, etc. stating service address), custodial paperwork (if applicable), copy of a current Individualized Education Program Plan (if applicable), and completed copy of CMPA's payment and refund terms agreement.

- My student needs his/her own login and will complete all work from the student account. My student will not use the Learning Coach account and my password will be kept private.
- Pre- and post-diagnostic assessments and interim assessments are a requirement that must be completed within the given timeframe and manner specified by the teacher.
- The cooperation and partnership of the Learning Coach, student, teacher, and other school staff is absolutely necessary for student success in our virtual environment.
- I will ensure that my student is meeting the school attendance requirements outlined in the handbook.
- I have read the withdrawal process as it relates to non-attendance, and not meeting school policies regarding attendance and engagement.
- Providing my student with continuous high-speed internet access is required and vital to his/her success in the program and agree to find an alternative internet connection should home service be interrupted.
- I will commit to reading, listening, and responding to email and phone messages daily.
- I will assist my student in contacting staff or Stride K12 technical support/help desk in a timely manner whenever he/she has a problem that needs to be resolved.
- I will contact the school with any address changes as soon as possible so I will continue to receive regular communications materials from CMPA, and that appropriate state systems reflect the correct address.
- There are guidelines and policies regarding daily lesson completion and recording of scheduled online school lessons.
- My child and I are required to participate in scheduled conferences with our teacher(s) and during these conferences I am expected to have access to all materials and the computer. Scheduled conferences are expected to occur from the primary location that instruction takes place.
- All school policies and procedures must be met for continued enrollment in the school.
- Learning Coach/mentor absences are not an excused reason for a student absence, and it is my responsibility to reach out to my student's teacher(s) to help create a plan for continued study in CMPA's curriculum in my absence.
- I will follow the expectations put forward in the Parent-Student Handbook.

## Teacher Responsibilities

- Guide and direct the student through the Stride K12 Online School platforms.
- Provide instructional support.
- Facilitate academic conferences.
- Review student-submitted work throughout each grading term.
- Respond within 24 business-hours to all emails and telephone calls.
- Inform Learning Coach of school updates/information from CMPA and/or Stride K12.
- Administer diagnostic assessments.
- Provide support in all areas of successful student learning and achievement.
- Complete semester progress reports and year-end report cards.
- Be the first point of contact for parents and students.

## Parent/Student Concern, Complaint, and Grievance Policy

CMPA recognizes that despite best intentions, questions, concerns, or conflicts may arise between the school and/or school staff and CMPA families and/or students. As problems arise, school personnel and parents should collaborate to solve them whenever possible. Complaints by high school students may be made by the students on their own behalf or by the parent or guardian. A parent or guardian may initiate the complaint process on behalf of an elementary or middle school student.

**Please follow these procedures for assistance in resolving a problem:**

**Step 1:** All academic concerns and issues should first be directed to the student's content area teacher via phone or email.

**Step 2:** If a concern is not resolved at this level, parents are advised to contact the Head of School.

**Step 3:** If the concern is still not resolved to the parent or student's satisfaction, the parent and/or student may file a formal complaint or grievance.

**Students may present a complaint or grievance regarding one or more of the following:**

- Violation of the student's constitutional rights.
- Denial, not related to the student's individual capabilities, of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discrimination on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

**Students may present a complaint or grievance provided that:**

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of CMPA.
- The procedure shall not apply to any matter for which the method of review is prescribed by law.
- The guidelines to be followed are:
  - The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
  - The complaint/grievance shall be made only to the CMPA Head of School.
  - The person receiving the complaint will gather information for the complaint form.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or as otherwise required by law.
- Once received, the CMPA Head of School will have 10 school days to review and respond to the grievance.
- Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Head of School.

## Communication

Relationships in a virtual school are created and maintained in a different manner, so communication strategies are absolutely vital for the success of students. We, at CMPA, are expecting the following from students and staff:

- Ongoing and consistent communication is required between the student, parent, and teacher(s) for school compliancy.
  - School communications include: school email, Telephone (leaving voicemail when necessary), School Announcements, and School Newsletters.
- Teachers, advisors, and Administrators will respond to any school emails/phone messages within 1 business day of receiving the message, and we ask that you, as parents, do likewise.

## Loaner Computer for Eligible Families

If a family's income meets the requirements for free/reduced lunch under federal guidelines, CMPA can provide a loaner computer to the family. Students in grades K-5 will receive 1 computer per family and those in grades 6-12 will receive one computer per student. If the family did not request a computer during enrollment and needs one during the school year, they should notify their homeroom teacher.

## Class Connect Sessions

CMPA teachers will offer multiple live sessions each week. The instructional sessions will cover a variety of topics, which may include any of the following:

- Support for Daily lessons in the OLS/OMS/OHS.
- Data supported areas of need.
- Other instructional topics as deemed necessary.

These lessons are an integral component of virtual education and great opportunities for live instructional support. Families find these sessions and the feedback received from them indispensable while trying to meet the expectations of our rigorous program.

Remediation sessions will be mandatory for individual students if it is deemed necessary for that student's success in the program. You and your student will be notified by your CMPA teacher if a session is mandatory.

## Instructional Time and Attendance

### State Requirements

North Carolina recommends all non-public schools offer a minimum number of days of instruction each year (180 days) with a minimum number of instructional hours (1025 hours) for each student. The minimum attendance hour requirements are outlined below:

Grade Level	Minimum Yearly Hours	Weekly Hours	Daily Hours
K-12	1025	30	6

CMPA students are expected to attend school the equivalent of 6 hours for each regular school day, or an average of 30 hours for a 5-day week. Attendance is tracked according to a student's daily login activity and course progress in the online school platform.

Parents are welcomed and encouraged to involve their children in supplemental educational experiences on school days, however, students are still required to complete their daily coursework and login to each course every day. Supplemental experiences cannot be in place of daily coursework, and online time must be prioritized over offline time. These experiences can be counted toward attendance time in subjects where the learning experience supports the objectives of the course.

### **Illness or Inability to Participate in Courses**

If an unexpected situation should arise and the student will miss instructional time, the student is required to follow these steps:

- Contact your teacher(s) to explain the situation as soon as possible.
- Discuss a plan to make up the missing hours with teacher and Learning Coach prior to the absence, when possible.
- If the inability to participate is not due to illness, the family should determine if Internet access is available (through libraries, etc.).
- Even if a student is sick and provided a doctor's note, any missed progress or hours are still required to be made up within a reasonable timeframe.

In the event of an extended inability to participate, the teacher will make the Academic Administrator(s) aware of the situation to determine if further action is required.

### **Attendance Procedures**

School staff will review student accounts weekly by monitoring login activity and course progress within the online school platform. Students should attend an average of 6 hours on each school day in accordance with their instructional learning plan.

- Instructional components include but are not limited to:
  - Live, required Class Connect sessions.
  - Targeted small groups, etc.
  - Assigned coursework and assessments.
  - Supplemental Programs.
- If the student misses instructional time, the student should work extra on other days in order to make up for the missed instructional time.
- If a student misses a live instructional session, they should go back and watch the recording. If the student's account shows 18 hours of missed live class connect instruction and/or assigned coursework progress in OLS/OMS/OHS or 3 consecutive days of no log in to OLS/OMS/OHS courses, school staff will contact the Learning Coach with an attendance warning letter.
- If the student's account shows 36 hours of missed live class connect instruction and/or assigned coursework progress in OLS/OMS/OHS or 6 consecutive days of no log in to OLS/OMS/OHS courses, the learning coach will receive a truancy letter. An intervention plan will be put in place, and a petition to family court may be made.

- If the student's account shows 60 hours of missed live class connect instruction and/or assigned coursework progress in OLS/OMS/OHS or 10 consecutive days of no log in to OLS/OMS/OHS courses, the Learning Coach will receive a truancy letter and our attendance specialist will schedule a truancy meeting with administration to determine the consequences, which could include immediate removal from the school.

All appeals will be directed to the CMPA Head of School, who will review the applicable documentation and uphold or overturn the appeal.

## Truancy and Compulsory Attendance Statue

According to North Carolina General Statute 115C-378(a), Every parent, guardian or custodian in this State having charge or control of a child between the ages of 7 and 16 years shall cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. Every parent, guardian, or custodian in this State having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school.

Attendance at a qualified nonpublic school satisfies the compulsory school attendance requirements provided the school operates on a regular schedule, excluding reasonable holidays and vacations, during at least nine calendar months of the year per North Carolina General Statute 115C-556.

**Initially Absent:** The school shall notify the parent, guardian, or custodian of a child who has accumulated three unexcused absences (equal to 18 hours of missed instruction).

**Potentially Violating Compulsory Attendance:** The school shall notify the parent, guardian, or custodian of a child who has accumulated six unexcused absences (equal to 36 hours of missed instruction). This notification shall include that they may be in violation of the Compulsory Attendance Law and may be prosecuted under that law if absences cannot be justified.

**Habitually Absent:** The school shall notify the parent, guardian, or custodian of a child who has accumulated 10 unexcused absences (equal to 60 hours of missed instruction). The principal of the school will review any report or investigation of the matter and shall confer with the family ensure previous notifications were received. If it is determined that a good faith effort to comply with the law was not made, the principal shall notify the district attorney and director of social services of the county where the child resides. If it is determined that a good faith effort to comply with the law was made, the principal may file a complaint with the juvenile court counselor that the child is habitually absent from school without valid excuse.

## Automatic Triggers for Truancy Referral

When the following events occur, a student will be automatically flagged for truancy:

- No login and/ or no progress made by a student within courses.
- 3 consecutive days absent, and/ or the equivalent of 18 hours of missing attendance.
- 6 consecutive days absent, and/ or the equivalent of 36 hours of missing attendance.
- 10 consecutive days absent, and/ or the equivalent of 60 hours of missing attendance.

Progress is defined as logging into and completing coursework within each course daily, showing mastery on assignments and quizzes, and attending live, required Class Connect sessions. The truancy process will be started based on the guidelines set forth in the handbook.

### **Truancy / Withdrawal**

Coast to Mountains Preparatory Academy is required to monitor student attendance and progress, in accordance with all applicable compulsory attendance statutes and regulations.

All hours missed due to student absence must be made up within the Online school. Not making up hours is considered an unexcused absence, which will result in truancy proceedings and the possibility of an administrative withdrawal. Hours due to absences can be made up before or after the absence.

In the event of an Administrative Withdrawal, students between the ages of 7-16 must be enrolled in another private, public, or homeschool. CMPA administration will follow up to ensure students are enrolled in another school, as is required by law. If the intent is to homeschool, families must notify the district of that intent, per state requirements.

### **Incidents related to Student Health and Safety**

If any of the following events occur, the Learning Coach should notify a teacher or advisor. This information will be shared automatically with the Head of School to determine the appropriate level of support from CMPA. These events could increase the likelihood for a student to drop out of school, and CMPA wants to have every opportunity to keep the student engaged in their education.

Death/Major illness in the family	Financial hardship/community resources
DJJ/DSS involvement	Homelessness
Drug/alcohol abuse	Runaway
Severe health/medical concerns	Teen pregnancy

## **CMPA Instructional Assessment Plan**

The CMPA Instructional Assessment Plan is a strategic use of the diagnostic and informal assessments over the course of a school year to ensure that all students are provided with a growth measure for academic progress. The data generated will make data-driven instruction possible. These assessments include course interims and diagnostic assessments given at the beginning, middle, and end of the school year.

The goal is to continuously improve student learning and academic progress through the use of data. Through the Stride K12 Instructional Assessment Plan these goals can be accomplished.

Participation in the Instructional Assessment Plan is a requirement for continued enrollment with CMPA. Missing required assessments will immediately generate referrals to school administration and can lead to removal from CMPA for non-compliance.

## Assessments

### K-10 Assessments:

In accordance with G.S. 115C-549, 550 and G.S. 115C-557, 558 in the state of North Carolina, every student enrolled in private schools must be administered a nationally standardized test or standardized equivalent measurement selected by the Chief administrator to all students enrolled. For Coast to Mountains Preparatory Academy, we will be administering the NWEA MAP Assessment 3 times per year.

All students in grades K-10 will be required to take assessments. Details on these assessments will be communicated by grade level teachers. Assessments will be computer based and students may be required to complete these during their class connect sessions using a webcam and microphone. It is critical that each student complete the assessment independently, as the data helps to inform teachers on the mastery of concepts. The results provide teachers with data to help content delivery.

### The purpose of these assessments is to:

- Demonstrate growth of the student during the course of the year and throughout their K12 experience.
- Allow teachers to plan based on your child's strengths and weaknesses.
- Provide educators with valuable data to support instruction.

## CMPA Assessment Calendar 2025-2026

Dates are tentative – Info will be emailed closer to the testing window.

Grade	Test	Dates/Window
K-10 <sup>th</sup>	NWEA MAP Assessment	Fall: August - November
K-10 <sup>th</sup>	NWEA MAP Assessment	Winter: December – February
K-10 <sup>th</sup>	NWEA MAP Assessment	Spring: March - June

## Grading Policy

**Kindergarten through second grade** students will be issued 4 official grade reports. Progress Reports will be issued after quarters 1, 2, and 3. The progress report gives the student's progress at that point in the school year. With CMPA being a cumulative program, the final report given at the end of the school year is the official report card that reflects the student's overall grades. The end of the year report card will be cumulative and will be one data point used in determining grade level/course promotion for the next school year. Promotion and retention decisions will be made using multiple data points collected throughout the year. Decisions will be made on mastery of state standards.

**Grades for students in kindergarten through second grade will be calculated as follows:**

Grade Mark	Definition
<b>EP</b>	Exceeding Progress – the student does excellent work, achieves mastery of the course objectives and learning outcomes, consistently produces <u>high</u> quality work demonstrating skill and thoroughness, and consistently <u>applies</u> knowledge gained in new situations
<b>MP</b>	Making Progress – the student does above average or average work, achieves mastery of almost all of the course objectives and learning outcomes, produces above average work demonstrating skill and awareness, and is able to <u>apply</u> knowledge gained to many new situations
<b>IP</b>	Insufficient Progress – the student does below average work and is not making adequate progress toward mastering the course objectives and learning outcomes, struggles to produce adequate work demonstrating growth, and is only able to apply knowledge gained in limited situations

**Third through fifth grade** students will be issued 4 grade reports. Progress Reports will be issued after quarters 1, 2, and 3. The progress reports will reflect the student's progress at that point in the school year. With CMPA being a cumulative program, the final report given at the end of the school year is the official report card that reflects the student's overall grades. The end of the year report card will be cumulative and will be one data point used in determining grade level/course promotion for the next school year. Promotion and retention decisions will be made using multiple data points collected throughout the year. Decisions will be made on mastery of state standards, successful completion of courses, and BOG/EOG testing scores where applicable.

**Grades for students in 3rd – 5th grade will be calculated as follows:**

Grade Mark	Definition
<b>A</b>	90-100%
<b>B</b>	80-89%
<b>C</b>	70-79%
<b>D</b>	60-69%
<b>F</b>	0-59%

Grade marks will be based on the student's level of success using a combination of categories and weights. Depending on the course and grade level, grades will be calculated based on progress, assessments, academic effort/engagement, and class participation.

**6th-8th grade** students will be issued 2 progress reports at the mid-point of each semester. In addition, students will be issued 2 official grade reports during the year upon conclusion of each semester. The final grade for each course will be based on an average of the two semester grades. Grades are determined by the sum total of points a student earns on all graded assignments and tests.

**Points earned by student /Total points possible = Grade**

**Example:** In his or her math class, the student earns 563 points out of a total of 700 possible points. The grade would be 80%.

$$563/700 = 80\%$$

Grade Mark	Definition
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

**High School** students will be issued 4 official grade reports during the year; one at the midpoint of each semester and one upon conclusion of each semester. The final grade for a course will be based on an average of the two semester grades.

**Points earned by student /Total points possible = Grade**

**Example:** In his or her math class, the student earns 563 points out of a total of 700 possible points. The grade would be 80%.

$$563/700 = 80\%$$

Grade Mark	Definition
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

### **Evidence of Mastery**

Grades are determined based on how well a student performs on graded activities within each course. Graded activities include but are not limited to:

- Practice Lessons
- Threaded Discussions
- Web Explorations
- Labs
- Journal Entries
- Class Discussions
- Quizzes

- Tests

Some assignments are teacher graded, and others are computer graded. During the semester, students and parents can always view grades in the grade book for each course. It is important to note that these grades are updated every time an assignment is graded.

**Warning:** If a deadline has passed and the teacher has not entered a zero for that assignment, the student's grade may be temporarily inflated. Zeros are typically entered by Tuesday for work not received by the Sunday night deadline.

## Late Work Policy

### Kindergarten - 5th grade

- OLS-Graded assignments – any assignments not completed by the provided due date will be considered overdue. All overdue assignment will be moved to the “overdue tab” in the OLS. Students are expected to go in and make up all overdue lessons as soon as possible.
- Benchmark Assessments will have set due dates and will not be allowed to be completed late. Benchmark assessments will be entered as a grade for all students.
- Teacher-graded assignments, such as those created in Go Formative, will have a one-week deadline for student completion from the date assigned. This ensures that timely instruction, following the assignment review by the teacher, can occur to target students' learning needs. After one week, students will receive a grade of zero if the assignment has not been submitted.
- Under some circumstances, teachers may grant due date extensions on assignments. Families should never assume that they will automatically grant these requests. Due date extensions must be requested before the due date of the assignment during the school week. Requests received on or past the due date, or on a non-school day may not be granted.
- In case of computer- or internet-issues, students are required to contact their classroom teachers immediately to communicate the issue, so please have a hardcopy of all teachers' names and phone numbers.

### 6th - 8th grade

- All OMS assignments are given a due date. Graded assignments – whether teacher or computer scored – are listed on the course calendar. These assignments must be completed and submitted no later than the due date for that assignment to receive full credit for the work. Any work that is not received by the due date will be considered missing and assigned a zero no later than the Tuesday following the due date.
- Teacher-graded assignments, such as those created in Go Formative, will have a one-week deadline for student completion from the date assigned. This ensures that timely instruction, following the assignment review by the teacher, can occur to target students' learning needs. After one week, students will receive a grade of zero if the assignment has not been submitted.
- Under some circumstances, teachers may grant due date extensions on assignments. Families should never assume that they will automatically grant these requests. Due date extensions must be requested before the due date of the assignment during the school week. Requests received on or past the due date, or on a non-school day may not be granted.

- In case of computer- or internet-issues, students are required to contact their classroom teachers immediately to communicate the issue. Therefore, it is recommended to have a hardcopy of all teachers' names and phone numbers.

### **Class Connect Exit Tickets**

- As part of our data driven instructional plan, exit tickets are utilized by teachers to quickly assess student understanding of the material covered in class. These formative assessments help teachers know how to best meet the needs of each student. Further, these support students as they reflect upon their learning and work towards mastery of standards.
- As such, exit tickets will have a due date within 2 calendar days of being assigned and will close after 7 calendar days.
- Under some circumstances, teachers may grant due date extensions on assignments. Families should never assume that they will automatically grant these requests. Due date extensions must be requested before the due date of the assignment during the school week. Requests received on or past the due date, or on a non-school day may not be granted.
- In case of computer- or internet-issues, students are required to contact their classroom teachers immediately to communicate the issue, so please have a hardcopy of all teachers' names and phone numbers.
- Please be aware that because of the point values assigned to teacher- scored assignments, it is mathematically impossible to pass a course without completing them.

### **High School**

- All assignments – whether teacher or computer scored – are listed on the course calendar and are given a due date. These assignments must be completed and submitted by their assigned due date. Any work that is not received by the due date will be considered missing and assigned a zero.
- A grade of zero will remain until the assignment is completed, upon which teacher graded assignments will be changed according to the grading scale below:

<b>1 Week Late From Due Date</b>	<b>10% off assignment grade</b>
<b>2 Weeks Late From Due Date</b>	<b>20% off assignment grade</b>

- Any assignments submitted more than two weeks late will not be graded and the zero will stand.
- Under some circumstances, teachers may grant due date extensions on assignments. Families should never assume that they will automatically grant these requests. Due date extensions must be requested before the due date of the assignment during the school week. Requests received on or past the due date, or on a non-school day may not be granted.
- In case of computer- or internet-issues, students are required to contact their classroom teachers immediately to communicate the issue, so please have a hardcopy of all teachers' names and phone numbers.
- Please be aware that because of the point values assigned to teacher- scored assignments, it is mathematically impossible to pass a course without completing them.

## Awarding of Credit, Grade Promotion and Definition, Cohort Year, and Graduation

Students must have the required number of total credits (22) in order to have a diploma from CMPA issued.

Students are required to complete:

- 4 units of English/Language Arts
- 4 units of Math
- 3 units of Science
- 3 or 4 units of Social Studies -a full credit of Civics, a full unit/credit of World History, and 2 credits of American History or 1 credit of AP US History
- 1 unit of Health/PE
- 6 units of Electives

Students planning to attend a 4-year public college/university in NC also need to take 2 consecutive years of World Language.

### Cohort Year Classifications

Students are placed in a graduation cohort year when they begin 9th grade for the first time. A student's cohort year is based on their expected year of graduation, which is calculated as the spring of their fourth year in high school. For example, a student who begins in 9th grade for the first time in 2017-2018, will be assigned to the 2021 cohort. A student's cohort year does not and cannot change, regardless of grade-level classification earned.

### Credit Grade Level Promotion Guidelines

CMPA calculates grade level based on credits earned.

- 9th to 10th grade (5 credits minimum required which include passing credits in English 1 and Math 1).
- 10th to 11th grade (11 credits minimum required which include the above as well as passing credits in English 2 and Math 2).
- 11th to 12th grade (17 credits minimum required which included the above as well as passing credits in English 3, Math 3, and Biology).
- 22 total credits are required to graduate.

### Retention Guidelines

Students who do not meet the minimum credit expectation for the proceeding grade level will be retained within the current grade level. All parents of students in danger of failure or retention will be notified through email, phone, and/or conferencing and written notice throughout the school year.

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides parents and students over 18 years of age ("eligible students") certain rights regarding the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- To request an inspection and review, the parent or eligible student should submit a written request to the Head of School that identifies the record (s) they wish to inspect. The Head of School makes arrangements for access and notifies the parent or eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate.
  - Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Head of School, clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school notifies the parent or eligible student of the decision and advises him/her of his/her right to a hearing regarding the request for amendment.
  - Additional information regarding the hearing procedures is provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA allows disclosure without consent.

One exception that permits the school to disclose information without consent is when the school discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

**U.S. Department of Education 400 Maryland Ave., S.W.**

**Washington, D.C. 20202-4605**

FERPA requires that the school, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the School may disclose "directory information" without written consent, the parent or eligible

student, have advised the school in writing that he/she does not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the school to include the following information from education records in certain school publications or disclose it to certain parties.

**Examples include:**

- Shipment of computer and school materials to and from student's home.
- Entry of student enrollment information into a computer database for use by school officials.
- Sports activity sheets, such as for wrestling, shows weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. In addition, federal laws require the school to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised the school in writing that they do not want their student's information disclosed without prior written consent.

**The school has designated the following information as directory information:**

- Name
- Address
- telephone number
- e-mail address
- photo
- athletic information
- grade level
- activities and clubs
- awards

If a student has reached the age of 18 and does not wish for his/her educational information to be released to the parent or legal guardian, the student should submit a letter, ink signed by the student, indicating that desire. The letter will be placed in the student file and information will only be released to the student from that point forward.

## Special Education Services

CMPA Special Education professionals assist parents in accessing and coordinating services pursuant to a current Individualized Education Plan. Parents should indicate that their child has an Individualized Education Plan on their enrollment form.

Special education services are available to students who have been identified with a disability and meet eligibility requirements. Documentation of the disability must be provided, such as a previous Individualized Education Plan (IEP) and/or a psychological evaluation.

Students in the special education program may be served in both general education and the pull-out resource setting, depending on their needs. Services are provided by highly qualified special education teachers via phone, email, and the online (virtual) classroom.

### **What to expect:**

- Every special education student will be assigned a special education teacher in addition to their regular education teacher.
- The special education teacher will hold Class Connects online to provide specialized instruction that addresses a student's specific learning needs.
- The special education teacher is available to be used as a resource for instructional strategies and adaptations and modifications to the curriculum.
- Special Education meetings will be held either online or through the use of a conference call line.
- The special education teacher will provide a progress report at the end of each grading period noting the progress on the student's IEP goals.
- Special Education students are required to meet the same attendance policies as their peers. The home environment and individualized instruction can help the students create a learning environment that meets their specific needs.

### **NC Diploma Considerations for Exceptional Children**

Students will participate in the North Carolina Future-Ready Core Course of Study to obtain a North Carolina High School Diploma. Based on the student's ability levels and post-secondary goals some students will participate in the Occupational Course of Study (OCS), which provides a different route to earning a North Carolina High School Diploma yet ensures that students graduate "Future-Ready."

For students entering the ninth grade in 2015, and thereafter, will be expected to earn 22 credits as outlined by the specific course of study. In some cases, students with identified specific learning disabilities in mathematics may opt for an alternate math sequence to meet graduation requirements.

Students with significant cognitive challenges and other disabilities will be taught content linked to the general curriculum to allow them to earn a Graduation Certificate. Students must successfully complete 21 course credits in high school and pass all requirements noted in their Individualized Education Program (IEP) to earn the Graduation Certificate.

Each student will be assigned a special education teacher who will assist with graduation details, graduation plans and course selection throughout the year.

### **Related Services**

Related services, placement and goals are determined by the IEP Committee.

CMPA provides related services through contracts with service providers (speech pathologists, occupational therapists, etc.). It is important for students and parents to attend all related services appointments in order for the student to receive maximum benefit and achieve IEP goals.

All related services will be provided virtually.

## Multi-Tiered System of Support (MTSS)

### What is MTSS?

The Multi-Tiered System of Support (MTSS) program is an instructional framework with multiple tiers which promotes school improvement through engaging, research-based academic and behavioral practices. CMPA employs a whole-school systems approach using data-driven problem-solving to maximize growth for all. Every student is a part of the tier structure, and every faculty member is involved in providing our students support within it.

### How does it work?

MTSS is an instructional model that consists of three tiers of instruction that are fluid and overlapping. The tiers provide varying levels of instruction to students in terms of duration and intensity. The more instructional support needed the higher up on the model the student moves. It is possible that a student may be receiving a different tier level of support in different subjects at different times throughout the year. Students can change tier levels multiple times in a year.

Every student is given an opportunity to meet or exceed proficiency standards by teachers utilizing data in an effective and collaborative decision-making process which results in differentiating instructional practices for all learners.

### What does it look like?

Every four to six weeks grade levels meet with the MTSS team to discuss students. As a team, decisions are made about what tier a student needs to be at. The higher the tier the more support the student gets. These decisions are based off of data.

- All students are on Tier 1, this is regular core instruction where teachers support students as needed.
- Students that are at Tier 2 will have additional, required class connect sessions in their areas of need.
- Students that are at Tier 3 will have additional, required class connect sessions focused on interventions in their area of need for reading and/or math.

## REQUIRED SIGNATURE PAGE

You have just reviewed the Coast to Mountains Preparatory Academy Student/Parent Handbook. We have attempted to cover all the important rules, regulations, and procedures for which you are responsible during this school year. Your success at the Academy is equal to your effort and desire.

We have read and reviewed the Coast to Mountains Preparatory Academy PARENT-STUDENT HANDBOOK. In signing, we indicate an awareness and understanding of the school practices and procedures set forth herein and our willingness to abide by them.

**Student ID Number:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LC Name:** \_\_\_\_\_

**LC Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_