



STUDENT HANDBOOK

2026–2027 · Academic Policies & Procedures

200 Spectrum Center Dr, STE 300, Irvine, CA 92618

+1 (323) 405-1895 · www.robertacademy.org · info@robertacademy.org

Welcome to Robert Academy. This handbook describes the academic policies and procedures that guide your work as a Robert Academy student. It applies to all students in grades 9–12, whether studying on our Irvine campus or online. Please read it carefully with your family. Questions about anything in this handbook should be directed to Jasmine Sutton, Guidance Counselor, at guidancecounselor@robertacademy.org.

1. OUR MISSION & ACADEMIC PHILOSOPHY

Robert Academy prepares students for the nation's leading universities — and for life beyond them — by pairing a rigorous, college-preparatory curriculum with real-world business experience. Through small classes, personal mentorship, and one-on-one college counseling, every student graduates with a Cognia-accredited U.S. diploma, transferable college credit, and genuine professional experience.

Three principles shape academic life at Robert Academy. First, **mastery over pace**: our self-paced, Acellus-powered curriculum lets students spend the time each concept requires, rather than moving on before they are ready. Second, **rigor with support**: a 5:1 student-teacher ratio means no student works without guidance. Third, **learning through work**: every student holds a real job while in school, and we expect what is learned in the workplace to sharpen what is learned in the classroom.

2. THE ACADEMIC PROGRAM

Two Ways to Learn

Students may complete coursework in person on our Irvine campus or online through the same Acellus curriculum. Families may combine the two and may adjust their arrangement during the year in consultation with the Guidance Counselor.

Self-Paced Study

Each course is self-paced. Students are expected to maintain steady weekly progress (see Section 5), but may accelerate through material they have mastered and slow down where they need more time. Vectored instruction within Acellus identifies gaps in prior knowledge and provides targeted remediation.

Year-Round Enrollment

Robert Academy enrolls students at any point during the year. New students begin each course at the beginning and progress toward graduation from their enrollment date. Courses completed at a previous accredited school may transfer (see Section 3).

3. ENROLLMENT, COURSE SELECTION & TRANSFER CREDIT

Students build their course schedule with the Guidance Counselor before each academic term, choosing from the Robert Academy Course Catalog. Course selections must keep the student on track for their chosen graduation pathway.

- **Course load.** Full-time students carry the equivalent of six credits per year unless the Guidance Counselor approves an adjusted load.
- **Adding and dropping.** A course may be added at any time. A course may be dropped without transcript notation within 30 calendar days of starting it; after that, a withdrawal is recorded as W.
- **AP and Honors enrollment.** Enrollment in AP and Honors courses requires the recommendation of the Guidance Counselor, based on prior performance in the subject.
- **Transfer credit.** Credits earned at another accredited school with a grade of C– or better may transfer upon receipt of an official transcript. Robert Academy reserves the right to decline transfer credit.

4. GRADING, GPA & ACADEMIC RECORDS

Grading Scale

Robert Academy uses a standard, unweighted 4.0 scale: A = 4.0 (90–100%), B = 3.0 (80–89%), C = 2.0 (70–79%), D = 1.0 (60–69%), F = 0.0 (below 60%). No additional weight is given for AP or Honors coursework. The school does not rank students.

Passing Grades & Credit

Credit is awarded for final grades of D (60%) or higher; however, a grade of C– or better is required for a course to count toward the Honors Pathway and for transfer to most four-year universities. Students who do not pass a course may retake it through credit recovery; the higher grade is recorded and the original attempt is noted on the transcript.

Progress Reports & Report Cards

Families have continuous, real-time access to grades and progress through the Acellus parent portal. Formal report cards are issued each semester. The Guidance Counselor contacts families whenever a student's grade in any course falls below 70%.

Transcripts

Official transcripts are issued by the school registrar and sent directly to colleges, scholarship programs, and other schools upon request to guidancecounselor@robertacademy.org. Please allow five business days.

5. COURSEWORK, PACING & EXAMINATIONS

Weekly Progress Expectation

Self-paced does not mean unscheduled. Full-time students are expected to complete at least 5% of each active course per week, which finishes a standard course in approximately one semester at a comfortable pace. The Guidance Counselor reviews progress weekly and contacts students who fall behind.

Examinations

Unit exams are taken within Acellus as students complete each unit. Final exams for campus students are proctored on site; online students take proctored finals by webcam arrangement with the school. AP exams are administered each May in accordance with College Board requirements, and students enrolled in an AP course are expected to sit for the corresponding exam.

Incompletes

A course left unfinished 12 months after its start date is recorded as a withdrawal unless the Guidance Counselor has approved an extension for documented circumstances.

6. ACADEMIC INTEGRITY

Robert Academy expects all work a student submits to be their own. Violations include plagiarism, unauthorized collaboration, use of unauthorized aids or AI tools on assessments, sharing exam content, and misrepresenting the circumstances of proctored work.

- **First violation:** the assignment or exam receives a zero, the family is notified, and the student completes an academic-integrity review with the Guidance Counselor before resuming the course.
- **Second violation:** the student fails the course in which the violation occurred, and the incident is recorded in the student's file.
- **Further violations** may result in dismissal. Serious violations on AP or dual-enrollment work are also subject to College Board and NJIT policies.

7. ADVANCED ACADEMICS

Advanced Placement (AP)

Robert Academy offers 18 College Board–approved AP courses, and 100% of our students complete at least one AP course before graduation. AP courses follow College Board syllabi and are graded on the same unweighted scale as all other coursework.

Honors Courses

Thirty Honors courses offer accelerated depth in the core disciplines. Honors enrollment is by counselor recommendation and is expected of students pursuing the Honors Pathway.

Dual Enrollment — NJIT

Through our agreement with the New Jersey Institute of Technology, qualified students may earn up to 30 transferable college credits before graduation. Dual-enrollment courses appear on both the Robert Academy transcript and an official NJIT transcript. Eligibility requires a 3.0 GPA and counselor approval.

8. GRADUATION REQUIREMENTS

Standard Pathway — 24 credits

English Language Arts 4.0 · History/Social Studies 4.0 · Mathematics 3.0 · Science 3.0 · Fine Arts 1.0 · Health & PE 1.0 · Practical Arts 1.0 · Electives 7.0. Recommended for students entering community college, the military, or the workforce after graduation.

Honors Pathway — 26 credits (minimum 3.0 GPA)

English Language Arts 4.0 · History/Social Studies 4.0 · Mathematics 4.0 · Science 3.0 · Fine Arts 1.0 · World Language 2.0 · Health & PE 1.0 · Practical Arts 1.0 · Electives 6.0. Recommended for students applying to competitive four-year universities — the pathway chosen by most Robert Academy students.

Pathway selection is made with the Guidance Counselor and may be changed while remaining requirements can still be met. Diplomas are Cognia-accredited (via AHS) and recognized by colleges and universities nationwide.

9. THE BUSINESS PATHWAY: WORK EXPERIENCE PROGRAM

Robert Academy is a business-themed high school: **every student holds at least a part-time position at a real company** while enrolled. The Work Experience Program is a core academic component, not an extracurricular.

- **Placement.** Students secure a position within their first semester with support from the school. Positions must be lawful employment appropriate to the student's age, and work hours must comply with California minor work-permit requirements where applicable.
- **Academic connection.** Students complete a brief structured reflection each semester connecting workplace experience to their coursework. Satisfactory participation earns Practical Arts or elective credit (0.5 per year).
- **Balance.** Work schedules must leave room for weekly academic progress (Section 5). The Guidance Counselor will require reduced work hours for any student falling behind academically.

10. COLLEGE COUNSELING

Every student works one-on-one with the Guidance Counselor from enrollment through graduation: course planning in grades 9–10, college list development and standardized-test planning in grade 11, and application support — including essays, recommendations, and transcript delivery — in grade 12. Robert Academy graduates have earned admission to universities including UT Austin, the University of Maryland, Boston University, Rutgers, and NJIT, with a 100% four-year college placement record.

11. ACADEMIC SUPPORT & INTERVENTION

Students who fall behind pace or whose grade in any course drops below 70% receive a structured support plan: additional teacher time, adjusted pacing, and — where needed — reduced work-program hours. A student whose semester GPA falls below 2.0 is placed on academic probation for the following semester; probation includes weekly counselor check-ins and suspension of dual-enrollment eligibility until the GPA recovers.

12. ACKNOWLEDGMENT

Policies in this handbook are reviewed annually and may be amended by the school with notice to families. Enrollment at Robert Academy constitutes acknowledgment of the policies described here.

Contact: Jasmine Sutton, Guidance Counselor · guidancecounselor@robertacademy.org · +1 (323) 405-1895 · 200 Spectrum Center Dr, STE 300, Irvine, CA 92618