LEARNSTAR
ACADEMY
ADULT HIGH SCHOOL

2026-2027

STUDENT HANDBOOK

EARN YOUR ACCREDITED HIGH SCHOOL DIPLOMA – ON YOUR TERMS

Effective 05.01.2026

Table of Contents

Table of Contents 2

Introduction to Learn Star Academy 5

- Purpose of This Handbook 5
- Reservation of Rights 5
- Message from the President 5
- Mission Statement 7
- Vision Statement 7
- Core Values 7

Key Institutional Information 8

- About Learn Star Academy 8
- Legal Governance 8
- Non-Discrimination Policy 9

Accreditation 9

- Middle States Association CESS (MSA-CESS) 10

Starting Your Academic Journey 10

- Cognia (Systems Accreditation) 10
- CBE Certified (Competency-Based Education) 10

Starting Your Academic Journey 11

- Academic Expectations 11
- Transfer Credits 11
- GED and HiSET Credit Transfer 12
- Guidelines for International Students 12
- Academic Records Policy 14

Adult High School Diploma Options 14

- Choose Your Diploma Pathway 15
  - 21.5-Credit Adult High School Diploma 15

24-Credit College & Career Prep Diploma 1
Diploma Residency Requirement 17
Minimum Performance Requirements for Credit 17
Completion Track 17
Online Learning & Time Management 17
Your Learning Platform: Learn Stage 17
BRYTE AI Tutor 18
School Hours of Operation 18
Adult Student Participation Expectations 18
Course Extension Policy 19
Grading, Credits & Graduation 19
Grading Scale 19
GPA Policy 20
Credit Awarding & Diploma Eligibility 20
Final Exam Access Policy 20
Age-Based Enrollment Policy 21
Status Letters and Transcripts 21
Academic Policies 21
Academic Probation 21
Course Drop and Withdrawal Policy 21
Course Load Policy 22
Program Reengagement Policy 22
Academic Integrity, Plagiarism & AI Use 23
AI-Assisted Grading & Grade Review 25
FERPA — Family Educational Rights and Privacy Act 25
Student Support Services 25
Success Coaching 26
Academic Coaching 26
BRYTE AI Tutor 26
How to Access Support 26
Tuition, Payment Plans & Refunds 26

Adult High School Diploma Program — Tuition Overview 27
Program Fees 27
Payment Terms 27
Refund Policy 27
Credit Transfer Guarantee 28
Enrollment Process 28
Steps to Enrollment 28
Open Enrollment 28
Proof of Enrollment 29
Institutional Policies 29
Behavior Expectations 29
Progressive Discipline Policy 29
Harassment, Bullying & Discrimination Policy 30
Acceptable Use Policy 31
Internet Safety Policy (CIPA Compliance) 31
Privacy Policy 32
Data Security & SOC 2 32
Policy Enforcement & Grounds for Dismissal 32
Technology Requirements 33
Frequently Asked Questions 34
Policy Acknowledgment & Enrollment Agreement 36

Introduction to Learn Star Academy

Purpose of This Handbook

This Student Handbook is your comprehensive guide to Learn Star Academy's adult high school diploma program. It outlines the policies, procedures, academic requirements, and resources you need to earn your diploma successfully, on your schedule, at your pace.

Learn Star Academy adult high school is built specifically for adults 18 and older who are ready to finish what they started. Whether you stepped away from school months ago or decades ago, this program is designed around your life, not the other way around.

In addition to serving as a student resource, this handbook serves as the official document governing academic policies, program requirements, and accreditation standards. Students are generally held to graduation requirements in effect at the time of their enrollment.

Reservation of Rights

Learn Star Academy reserves the right to revise, modify, or discontinue policies, procedures, academic programs, and other provisions outlined in this handbook at any time, with or without prior notice, in accordance with applicable accreditation and licensing requirements. This handbook is not a binding contract but serves as a general guide to the school's current programs and expectations.

While students may be permitted to complete their academic program under the requirements in place at the time of their enrollment, revised policies may, in some cases, supersede prior guidelines. When feasible, the school will provide support to ensure a smooth transition under updated policies or academic structures.

Message from the President

Dear Learn Star Academy Student,

Welcome to Learn Star Academy! You have taken one of the most important and life-changing steps toward achieving your goals, the decision to complete your high school education and earn an accredited

high school diploma. We are honored that you have chosen Learn Star Academy to be your partner on this journey, and we are excited to help you succeed.

At Learn Star Academy, we believe that education has the power to transform lives. Whether you are returning to school after a few years away or continuing a goal that has been on your mind for a long time, your decision to invest in yourself is something to be proud of. Earning your high school diploma can open doors to better career opportunities, college and vocational training programs, military service, personal growth, and increased confidence in your future.

We understand that adult learners face unique challenges. Many of our students are balancing careers, raising families, serving their communities, or managing other important responsibilities. That is why our program is designed to be flexible, affordable, and accessible. Through our 100% online, self-paced learning environment, you can study when and where it is most convenient for you.

While you control the pace of your education, you are never alone. Our dedicated team of success coaches and academic coaches is committed to helping you every step of the way, from enrollment through graduation. Your success is our mission.

As you begin your studies, remember that every lesson completed, every assignment submitted, and every course finished brings you one step closer to your goal. Stay focused, remain committed, and trust the process. Thousands of successful graduates began exactly where you are today — with a decision to take the first step.

Welcome to Learn Star Academy. Your future starts today!

Sincerely,



Rod Clarkson, M.B.A., Ed.S.

President / CEO

Mission Statement

At Learn Star Academy, our mission is to empower adult learners to complete their high school education through flexible, accessible, and high-quality AI-powered learning pathways designed to fit the realities of work, family, and life.

Vision Statement

Learn Star Academy envisions a world where every adult has the opportunity to complete their high school education and unlock their full potential, regardless of past circumstances. We strive to be a global leader in adult secondary education by delivering innovative, competency-based learning experiences powered by advanced technology and strengthened through human connection.

Our vision is to redefine adult education by making it flexible, personalized, and accessible, empowering learners to achieve meaningful academic, career, and life outcomes.

Core Values

1. Access and Opportunity

We believe education should be accessible to all. We remove barriers and create flexible pathways that allow adult learners to succeed on their own terms.

2. Learner-Centered Excellence

We place the learner at the center of everything we do, delivering high-quality, standards-aligned instruction that supports mastery and long-term success.

3. Flexibility with Accountability

We provide self-paced, competency-based learning while maintaining clear expectations, academic integrity, and rigorous standards.

4. Innovation with Purpose

We leverage advanced technologies, including artificial intelligence, to enhance learning outcomes while ensuring ethical, responsible, and human-centered implementation.

5. Human Support and Connection

While powered by technology, we are nurtured by people. We prioritize meaningful relationships, guidance, and support to help every learner succeed.

6. Integrity and Trust

We uphold the highest standards of honesty, transparency, and accountability in all aspects of our academic and operational practices.

7. Equity and Inclusion

We are committed to fostering an inclusive learning environment that respects and supports the diverse backgrounds, experiences, and goals of adult learners.

8. Lifelong Learning and Growth

We inspire confidence, resilience, and a commitment to continuous learning that extends beyond graduation into career and life success.

Key Institutional Information

About Learn Star Academy

Learn Star Academy is a 100% online adult high school operated as a component school of Excel Education Systems, Inc. (EES), headquartered in Minnetonka, Minnesota. EES holds systems (district-level) accreditation by Cognia and by the Middle States Association of Colleges and Schools, CESS, and serves students nationwide. Learn Star Academy was established to serve adults in the United States who have not yet earned a high school diploma or its recognized equivalent. LSA is an AI-enhanced, competency-friendly school. We believe Learn Star Academy represents the future of adult education.

Legal Governance

Learn Star Academy is organized under the laws of the State of Minnesota, Statute 302A, as a Minnesota-based non-public school.

Excel Education Systems, Inc. holds systems accreditation by Cognia and by the Middle States Association of Colleges and Schools, CESS. Learn Star Academy operates as a component school within this accredited system.

Contact Information

Learn Star Academy / Excel Education Systems, Inc.

601 Carlson Parkway, Suite 1250, Minnetonka, MN 55305

Website: learnstar.com

Phone: 952-465-3700 | Toll-Free: 800-620-3844

Email: support@learnstar.com

Non-Discrimination Policy

Learn Star Academy is dedicated to fostering a respectful and fair educational environment for all students and staff. We are firmly committed to a policy of non-discrimination in all aspects of our operations — including student admissions, hiring practices, and educational programs — regardless of race, ethnicity, gender, religion, disability, age, national origin, or any other characteristic protected by law.

Concerns or complaints regarding discrimination are taken seriously and will be addressed promptly through our established procedures. For any questions or additional assistance, please contact the school office.

Accreditation

Why Accreditation Matters

Accreditation ensures your diploma is recognized by colleges, universities, employers, and government agencies nationwide. Learn Star Academy's status is held through internationally respected bodies and reflects the same standard used by schools across the United States.

Middle States Association CESS (MSA-CESS)

Learn Star Academy is accredited by the Middle States Association of Commissions on Elementary and Secondary Schools (MSA-CESS) as a component school of the EES school district/system. MSA-CESS is a globally recognized accrediting body that serves over 3,000 schools across the U.S. and more than 100 countries.

Recognition	Status
MSA-CESS	Accredited
Excel Education Systems (parent)	Cognia & MSA-CESS systems accreditation

Starting Your Academic Journey

Cognia (Systems Accreditation)

As a component school of Excel Education Systems, Inc., Learn Star Academy is covered by Excel Education Systems' systems accreditation through Cognia, a globally recognized accrediting organization. Together with MSA-CESS, this supports recognition of your diploma by colleges, universities, employers, and government agencies.

CBE Certified (Competency-Based Education)

Learn Star Academy's competency-based model aligns with Cognia's Competency-Based Education (CBE) Certification, which recognizes mastery-driven programs designed for adult learners who advance by demonstrating real competency rather than seat time.

Starting Your Academic Journey

Academic Expectations

Learn Star Academy is designed for self-motivated adults. Because our program is fully online and self-paced, your success depends primarily on your own engagement, dedication, and consistent effort. Our team of academic coaches and student success coaches are here to guide and encourage you — but you are in the driver's seat.

- Log into your courses consistently and make regular progress.
- Complete assignments to the best of your ability and with academic integrity.
- Communicate proactively with your Success Coach when challenges arise.
- Take ownership of your academic plan and graduation timeline.

Transfer Credits

Learn Star Academy welcomes transfer credits from a variety of educational backgrounds. If you have previously attended an accredited high school, you may be eligible to transfer credits toward your diploma, potentially reducing the time and cost to graduate.

Accepted transfer credit sources include:

- Regionally or nationally accredited U.S. high schools
- Public and charter schools recognized by the State Department of Education
- Accredited international schools recognized by their country's Ministry of Education

To transfer credits, students must submit official transcripts directly from the issuing institution to the Learn Star Academy Registrar's Office. In compliance with accreditation requirements, the school cannot accept official transcripts submitted by the student. Adult students cannot transfer homeschool credits.

In accordance with accreditation guidelines, Learn Star Academy allows the transfer of up to 75% of the total credits required for graduation. Regardless of how many credits have been previously earned, all students must complete a minimum of 6.0 credits directly through Learn Star Academy to earn a diploma.

GED and HiSET Credit Transfer

Learn Star Academy awards up to 5.0 high school credits for students who have passed sections of the GED or HiSET exam. Students earn 2.0 English credits for passing the Reasoning Through Language Arts (RLA) section and 1.0 credit each for passing the Math, Science, and Social Studies sections. These credits are considered ungraded transfers and do not impact GPA.

To receive credit, students must have their official GED or HiSET transcript sent directly from the testing service to the Learn Star Academy Registrar. For assistance obtaining scores, contact the Registrar's Office.

Guidelines for International Students

Learn Star Academy welcomes adult learners age 18 and older from around the world who wish to complete their secondary education and earn a U.S.-based high school diploma through a flexible, fully online program.

Online Enrollment and U.S. Student Visas

Learn Star Academy is a 100% online adult high school diploma program and does not issue Form I-20 for F-1 student visas. Enrollment in Learn Star Academy does not provide eligibility for an F-1 visa or other U.S. student immigration status.

International students may complete the Learn Star Academy diploma program while residing outside the United States. Because educational recognition and requirements vary by country, students are responsible for determining whether a U.S.-based online high school diploma will meet the educational, employment, postsecondary admission, or other requirements of their country of residence or intended destination.

International Transfer Credits

Adult learners who have previously completed secondary-level coursework outside the United States may be eligible to transfer qualifying credits toward their Learn Star Academy diploma requirements.

International academic records may be considered for evaluation when the original transcript:

- Is written in English;
- Includes letter or numerical grades;
- Clearly identifies the courses completed; and
- Identifies the credits or equivalent academic units earned.

Official transcripts must be sent directly from the issuing school or institution to the Student Records Office at records@excelhighschool.com. Official transcripts submitted directly by students cannot be accepted as official records.

Credential Evaluation

If an international transcript does not meet the requirements above, is not in English, does not clearly identify courses, grades, and credits, or otherwise cannot be evaluated internally, the student will be required to obtain an independent credential evaluation through Scholaro, an approved Educational Credential Evaluator.

Credential evaluations must be completed on a course-by-course basis. Students are responsible for all evaluation fees and for arranging for the completed official evaluation to be sent directly to Learn Star Academy.

When Transcripts Are Evaluated

Learn Star Academy does not review or evaluate transcripts for transfer credit until the student is officially enrolled and the first required tuition payment has been received.

Following receipt and evaluation of all required academic records, eligible transfer credits will be applied toward the student's selected Learn Star Academy adult high school diploma pathway.

Apostille and Legalization Services

For graduates residing outside the United States, Learn Star Academy offers Apostille and Legalization services to assist with authenticating diplomas and transcripts for international use.

Services may include certification of eligible academic documents through the appropriate Secretary of State. Upon request, authenticated documents may also be mailed to the appropriate embassy or directly to the graduate, depending on the requirements of the destination country.

Learn Star Academy does not obtain embassy or consular stamps on a graduate's behalf. When additional embassy or consular legalization is required, the graduate is responsible for coordinating and completing those requirements directly with the appropriate government authority.

International students are encouraged to research the academic recognition, legalization, and documentation requirements applicable in their home country before enrolling.

Academic Records Policy

Adult learners (age 18+) who begin a program at Learn Star Academy with the intent to complete all graduation credits through the school are not required to submit prior academic records at enrollment. Adult students seeking transfer credit must submit appropriate documentation for review, including official transcripts from accredited institutions sent directly from the issuing school. Learn Star Academy maintains all academic records in the Learn Stage Student Information System; official transcripts are available upon request through the Registrar's Office and will not be released if there is an outstanding balance on the student's account.

Adult High School Diploma Options

Learn Star Academy offers two flexible diploma options designed exclusively for adult learners age 18 and older. Both pathways are 100% online and self-paced, allowing students to build on previously earned high school credits and complete the requirements that best align with their goals.

Program at a Glance

- 100% online and self-paced
- Designed exclusively for adult learners age 18+
- Typical completion: 3–18 months, depending on transfer credits and pace
- Transfer up to 75% of required diploma credits
- Affordable monthly tuition until graduation
- Access through the Learn Stage LMS and mobile app

- BRYTE AI Tutor support

Choose Your Diploma Pathway

21.5-Credit Adult High School Diploma

A streamlined pathway for adults seeking to complete their high school diploma efficiently and move forward with employment, career training, or other postsecondary opportunities.

21.5 Credit Diploma Requirements **Standard Career Ready Diploma** *Streamlined pathway designed for adults seeking the fastest route to an accredited high school diploma.*	
Subject Area	**Credits Required**
English Language Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.5
Physical Education / Health	1.0
Fine Arts	1.0
Electives	6.0
TOTAL	21.5 Credits

24-Credit College & Career Prep Diploma

An expanded pathway for adults who want additional academic preparation for college, career training, or future educational opportunities.

24 Credit Diploma Requirements **College & Career Prep Diploma** *Expanded diploma option designed for students planning to pursue college or strengthen career readiness.*	
Subject Area	**Credits Required**
English Language Arts	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.5
Health & Physical Education	1.0
Fine Arts	1.0
World Languages	2.0
Electives	5.5
TOTAL	**24**

Students may enter Learn Star Academy with previously earned high school credits. Following a transcript review, eligible transfer credits are applied toward the selected diploma pathway, allowing students to focus on the remaining requirements needed for graduation.

Diploma Residency Requirement

Regardless of how many transfer credits are accepted, all students must complete a minimum of 25% of their credits directly through Learn Star Academy to earn a diploma. This ensures the integrity of the Learn Star Academy credential and compliance with accreditation standards.

Minimum Performance Requirements for Credit

To earn academic credit for any course at Learn Star Academy, students must meet all of the following:

- Final Exam: A score of 60% or higher on the final exam is required.
- Authentic Assessments: Each authentic assessment, writing assignment, or project must receive a score of 60% or higher.
- Final Course Average: The student must achieve a final average of 60% or higher for the course.

Completion Track

Standard Track (Self-Paced): Complete coursework lesson by lesson at your own pace. Ideal for students who prefer a structured, guided learning experience. Monthly tuition continues until graduation.

> *Note: Learn Star Academy reserves the right to modify programs or policies as needed. Students are generally held to the graduation requirements in effect at the time of enrollment. When changes occur, reasonable efforts will be made to help students remain on track.*

Online Learning & Time Management

Your Learning Platform: Learn Stage

All courses are delivered through Learn Stage, Learn Star Academy's proprietary Learning Management System (LMS/SIS). Learn Stage is accessible 24 hours a day, 7 days a week, 365 days a year — so you can study when your schedule allows, from anywhere with a reliable internet connection.

Learn Stage features include:

- Intuitive course navigation with lesson-by-lesson progression
- Built-in progress tracking and grade reporting
- Digital textbooks, video lectures, interactive activities, and assessments
- Help Desk Ticket system for communicating with your support team
- BRYTE AI Tutor — available 24/7 for on-demand academic support

BRYTE AI Tutor

BRYTE is Learn Star Academy's AI-powered academic tutor, available directly within your courses 24/7. BRYTE can explain difficult concepts, guide you through assignments, provide real-time academic help, and support independent learning at your own pace. Think of BRYTE as your personal tutor — always ready to assist when you are stuck, curious, or preparing for an assessment.

School Hours of Operation

While coursework is accessible around the clock, the Learn Star Academy administrative office operates Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Standard Time. Success and academic coaches and support staff are available during these hours to answer questions and provide assistance. The Help Desk Ticket system remains available 24/7; tickets will be addressed during regular business hours.

Adult Student Participation Expectations

Adult students are not subject to compulsory attendance requirements; however, consistent academic activity is essential to program completion. Students who are inactive for 60 consecutive days or more may have their accounts locked and risk program termination.

To stay on track, we recommend completing 1 to 2 lessons per course per week, investing approximately 45 minutes to 1 hour each, periodically throughout the week. The more time you invest in your courses,

the sooner you will graduate — some students complete the program in a matter of months rather than years. Seat time is not a central focus of this competency-friendly program.

> *Note: Lack of time to communicate or participate will not be considered a legitimate reason for a course extension.*

Course Extension Policy

In rare situations, Learn Star Academy may approve a one-time, two-month course extension, allowing a student additional time to complete a course. To be approved, the following criteria must be met:

- Reasonable Progress: The student must have made reasonable progress toward course completion, as determined by the review committee.
- Legitimate Reason: A legitimate reason must be submitted in writing through the Learn Stage Help Desk for routing to the review committee. Examples include unforeseen personal or medical emergencies and natural disasters.

Grading, Credits & Graduation

Grading Scale

Grade	Range	Description
A	90–100%	Exceptional mastery of course objectives
B	80–89%	Strong understanding; work completed with care and competence
C	70–79%	Acceptable grasp of most course outcomes

Grade	Range	Description
D	60–69%	Limited understanding; minimum performance met
P	60–100%	Pass (pass/fail courses); does not impact GPA
F	Below 59%	Insufficient mastery; credit not awarded

GPA Policy

Learn Star Academy uses a standard 4.0 grade point average scale. Final grades, GPA, and earned credits are recorded in the Learn Stage Student Information System and reflected on official transcripts.

Learn Star Academy does not offer course forgiveness. All course attempts, including retakes, are included in the student's official academic record and calculated into the cumulative GPA. When a course is repeated, both the original and repeated grades appear on the transcript, and both are factored into the GPA.

This policy ensures transparency and reflects the complete academic history of the student. Students are encouraged to seek academic support if challenges arise to avoid the need for retakes.

Credit Awarding & Diploma Eligibility

High school credit is awarded upon successful completion of coursework with a passing grade (D or higher, or 'Pass' in pass/fail courses). Students must complete a minimum of 21.5 credits under the Adult Diploma Program. Final grades, GPA, and earned credits are recorded in the Learn Stage Student Information System and reflected on official transcripts.

Final Exam Access Policy

For adult learners, final exams are unlocked by default and may be taken at any time upon course completion. Students are allowed two attempts to pass a final exam. If both attempts are unsuccessful, the course must be retaken, and a new exam will be unlocked after 30 days.

Age-Based Enrollment Policy

Learn Star Academy requires that students be at least 18 years of age to enroll in the adult diploma program. There is no upper age limit, adults of any age are welcome. There are no exceptions to the minimum age requirement; all applicants must be at least 18 years of age to be eligible for enrollment.

Status Letters and Transcripts

Learn Star Academy provides status letters and transcripts upon request, provided the student has successfully completed at least one course and is current on all tuition payments. Official transcripts are sent directly from the Registrar's Office to the designated records or admissions office at a receiving institution and will not be released if there is an outstanding balance on the student's account.

Academic Policies

Academic Probation

Students who fail two courses will be placed on Academic Probation. During this period, they are required to maintain regular communication with their Academic and Success Coaches to ensure they receive the support needed to improve. A third course failure may result in dismissal from the school. Probationary status may remain in effect for the duration of enrollment or may be lifted at the discretion of the school, depending on the student's progress and demonstrated commitment to academic success.

Course Drop and Withdrawal Policy

Pending Courses: A course is considered “Pending” when the student has not yet attempted any coursework. Pending courses may be removed from the student’s academic record without a grade or completion status.

Initial Drop Window: Students may drop a course within the first 30 calendar days of availability without a transcript entry, provided they have not reached the applicable academic progress threshold as follows:

Withdrawal Based on Academic Progress:

- 1.0-Credit Courses (Full-Year): Course withdrawal will result in a "Failed" grade once the student has completed the midterm, or attempted any assignment beyond the midterm.

- 0.5-Credit Courses (Semester): Course withdrawal will result in a "Failed" grade once the student has reached at least 50% academic progress.

After the drop window, students who withdraw before reaching the applicable threshold will receive a "Withdrawn" grade on their official transcript. Any course with unfinished required assignments at its deadline will be recorded as "Failed," regardless of academic progress, unless an extension has been approved.

Academic progress is calculated based on the amount of required coursework completed or attempted relative to the total coursework required, as reflected in the Learning Management System (LMS). The Student Records Office will apply this standard, with exceptional circumstances subject to review and approval by Academic Administration.

Course Load Policy

Adult students may be enrolled in up to six courses at a time. Students may take only one core course per subject area concurrently — for example, English 11 must be completed before enrolling in English 12. New courses are automatically assigned in sequence as courses are completed.

Program Reengagement Policy

Learn Star Academy's Program Reengagement Policy promotes academic integrity, student accountability, and successful program completion.

Students whose subscriptions have lapsed or been canceled, or whose accounts have been placed on hold or locked due to inactivity, must reactivate their subscriptions to resume enrollment. Students who

have been inactive for an extended period may be required to restart coursework or retake previously enrolled courses to ensure alignment with current academic standards and course requirements.

Students who have voluntarily withdrawn on multiple occasions, demonstrated a pattern of insufficient academic progress, or failed to complete their program within the designated timeframe may be required to submit a formal written appeal for reentry consideration. Appeals must demonstrate a substantial change in circumstances and a clear, actionable commitment to academic success. All outstanding financial obligations from prior enrollments must be satisfied in full before reengagement requests are processed. Patterns of repeated withdrawal and prolonged inactivity are strongly discouraged, and reentry is not guaranteed.

Academic Integrity, Plagiarism & AI Use

Learn Star Academy is committed to maintaining the highest standards of academic integrity, honesty, and ethical conduct. Students are expected to complete their coursework honestly and demonstrate mastery of course content through their own efforts. While technology, including artificial intelligence (AI), can be a valuable educational tool, students must use such tools responsibly and in accordance with this policy. To protect the integrity of our academic programs, Learn Star Academy utilizes advanced plagiarism detection, AI-content detection, authorship analysis, and activity monitoring tools integrated into the Learn Stage LMS.

Academic Integrity Expectations

Students are expected to:

- Submit original work that reflects their own knowledge, understanding, and effort.
- Properly cite and reference any outside sources used in assignments.
- Complete assessments, quizzes, exams, discussions, and written assignments independently unless collaboration is specifically authorized.
- Use AI and other technology tools in a manner consistent with this policy.
- Respond honestly and cooperatively when questions arise regarding authorship or originality of submitted work.

Permitted Use of Artificial Intelligence

Students may use AI tools for educational support purposes, including brainstorming ideas, conducting preliminary research, improving grammar and spelling, receiving study assistance, clarifying concepts, organizing notes and outlines, and practicing skills. Students remain fully responsible for understanding all material submitted for academic credit.

Prohibited Use of Artificial Intelligence

Students may not:

- Submit AI-generated work as their own original work.
- Use AI to complete essays, assignments, projects, discussion posts, or assessments without authorization.
- Copy and paste AI-generated responses into assignments for credit.
- Use AI to answer exam questions, quizzes, or assessments.
- Misrepresent AI-generated content as personal work, or use AI to bypass learning objectives.

The unauthorized use of AI-generated content may be considered academic dishonesty and may result in disciplinary action.

Plagiarism

Plagiarism is the act of presenting another person's words, ideas, work, research, or creative content as one's own without proper attribution.

Examples include copying content from websites, books, or online sources without citation; submitting work created by another person; purchasing essays or assignments; submitting AI-generated content without authorization; reusing previously submitted work without instructor approval; and paraphrasing a source without proper acknowledgment.

Learn Stage Academic Integrity Monitoring

To ensure academic honesty, Learn Star Academy uses integrated tools within the Learn Stage platform, including AI-detection technology (writing-style consistency, authorship analysis, linguistic patterns, and originality indicators), plagiarism detection (scanning against public internet sources, academic databases, published materials, and student submission repositories), and activity monitoring (login patterns, assessment behavior, submission history, time-on-task metrics, and device/browser activity).

Authorship Verification & Investigations

Learn Star Academy reserves the right to verify authorship of student work through oral examinations, interviews, writing samples, revision requests, and supplemental assessments. Detection software does not automatically determine misconduct; flagged submissions are reviewed as part of a broader evaluation in which students may be asked to explain their work, demonstrate understanding, provide drafts, or complete additional assessments.

Consequences of Violations

First Violation: Warning, educational intervention, assignment resubmission requirement, or reduced grade / assignment failure.

Repeated or Serious Violations: Course failure, academic probation, suspension, administrative review, or dismissal from Learn Star Academy. The severity of disciplinary action depends on the nature and extent of the violation.

AI-Assisted Grading & Grade Review

In addition to the standards on student AI use above, some assignments at Learn Star Academy are evaluated with the support of AI-assisted grading tools under the oversight of qualified staff. AI assistance helps provide timely, consistent feedback; final grade decisions remain the responsibility of Learn Star Academy's instructional team. A student who believes an assignment was graded in error may request a grade review through their coach, and a staff member will re-evaluate the work. Learn Star Academy's approach to academic integrity and the responsible use of AI is governed by Excel Education Systems Policy EES-POL-2026-003 (Academic Integrity in Online Education).]

FERPA — Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Students have the right to inspect and review their academic records, request amendment of inaccurate records, and provide written consent before the school discloses personally identifiable information. Because Learn Star Academy serves adult learners exclusively, all FERPA rights belong to the student.

Generally, the school must have written permission from the eligible student before releasing any information from an education record. However, FERPA permits disclosure without consent to certain parties or under certain conditions, including:

- School officials with legitimate educational interest

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Accrediting organizations
- Compliance with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

Students may assign observer access in the Student Information System to share online course progress and account information with authorized third parties.

Student Support Services

Success Coaching

Every Learn Star Academy student has access to a Success Coach for support. Your Success Coach is your primary point of contact throughout your academic journey — helping you set goals, stay on track, navigate challenges, and celebrate your progress.

Academic Coaching

Academic Coaches are certified instructors available to help you with course-specific questions and content. They provide timely feedback on assignments, clarify course material, and help you prepare for assessments. Our support team is composed of highly qualified professionals with teaching licenses, advanced degrees, and deep subject-area expertise.

BRYTE AI Tutor

BRYTE is available 24/7 directly within your Learn Stage courses. Use BRYTE to get immediate explanations, assignment guidance, and real-time academic support whenever you need it — day or night. BRYTE is available for all student support needs.

How to Access Support

Students can connect with the support team at any time by submitting a Help Desk Ticket through the Learn Stage platform. BRYTE is available 24/7 to provide immediate support.

> **Need Help?**
> Submit a Help Desk Ticket through your Learn Stage portal or email support@learnstar.com. Our team is available Monday–Friday, 8:00 a.m. – 5:00 p.m. CST.

Tuition, Payment Plans & Refunds

Learn Star Academy is committed to making your diploma accessible and affordable. Our tuition is structured to fit the real financial circumstances of adult learners.

> *Tuition rates are subject to change. Always refer to the official enrollment agreement and learnstar.com for the most current pricing.*

Adult High School Diploma Program — Tuition Overview

Feature	Detail
Payment Model	$99 monthly subscription tuition until graduation
Maximum Program Duration	18 months from enrollment date
Program Format	100% online, self-paced
Enrollment	Open enrollment — start any time

Program Fees

Tuition is $99 per month under the subscription model. A $19.99 fee applies for graduation processing and shipping of your diploma/graduation package. The international shipping fee is $75.00.

Payment Terms

Monthly tuition is automatically charged to a valid credit or debit card and continues until graduation or cancellation. Students are expected to keep accounts in good standing. Official transcripts and the diploma will not be released while an outstanding balance remains on the account.

Refund Policy

Students may cancel their enrollment subscription at any time without penalty. Once an account is canceled, the student will no longer have login access to the account. No refunds will be issued after the initial 10 days of enrollment.

> *See your Enrollment Agreement for full details and exceptions.*

Credit Transfer Guarantee

Learn Star Academy guarantees that credits earned through our accredited program meet academic standards and are widely accepted by U.S. colleges and universities, community and junior colleges, the military, and most employers. If a post-secondary institution does not accept Learn Star Academy credits, we will collaborate with the institution to facilitate acceptance or, if that is not possible, refund the tuition paid for the non-accepted credits. Students are encouraged to verify credit transfer with their intended institution prior to relying on it.

Enrollment Process

Enrolling in Learn Star Academy is fast, secure, and 100% online. Students can enroll any day of the year, there are no enrollment deadlines or start dates to wait for. Courses are activated immediately after the subscription payment is made.

Steps to Enrollment

1. Online Application: Complete the application form at learnstar.com.
2. Enrollment Agreement: Review and sign the official enrollment agreement.
3. Required Documentation: Submit transcripts if seeking transfer credit. Adult learners not seeking transfer credit are not required to submit prior academic records at the time of enrollment.
4. Payment: Submit tuition payment to activate your account. Monthly tuition continues until graduation or cancellation.

Open Enrollment

Learn Star Academy operates on a rolling open-enrollment model. Students can enroll and begin classes any day of the year. There are no application deadlines, no waiting periods, and no start-of-semester delays. There is no minimum GPA requirement to enroll.

Proof of Enrollment

Learn Star Academy provides Proof of Enrollment (POE) documentation for students who require official verification for purposes such as DACA, the Social Security Administration, the Department of Motor Vehicles, insurance, work permits, or other institutional or legal requirements. Students can download or email verification letters or transcripts in the student portal. There is no charge for this service.

Institutional Policies

Behavior Expectations

All Learn Star Academy students are expected to uphold the highest standards of conduct in all academic and digital environments. Students must demonstrate respect, integrity, and responsibility in their communication, coursework, and interactions with staff. Any behavior that, in the judgment of school staff or administration, negatively impacts the learning environment, violates school policies, or disrupts school operations may result in disciplinary action, up to and including dismissal.

Examples of unacceptable behavior include plagiarism or academic dishonesty; harassment, bullying, or inappropriate language; violation of the Acceptable Use Policy; and disrespectful or disruptive communication with staff.

Progressive Discipline Policy

Learn Star Academy follows a progressive discipline model that provides opportunities for correction, support, and accountability while addressing inappropriate behavior. Depending on the severity of the behavior, steps may be accelerated or skipped.

Step 1 — For minor breaches, the student receives direct communication from a Coach or Advisor to address the behavior and reinforce expectations.

Step 2 — For continued or more frequent breaches, communication is escalated to include school administration. Behavior expectations are clarified, and documentation is recorded.

Step 3 — For a moderate policy violation, the student may be placed on behavioral probation with clearly defined conditions. Future violations may lead to suspension or dismissal.

Step 4 — For a serious violation such as plagiarism, harassment, or a significant Acceptable Use Policy breach, a formal review is conducted. Disciplinary outcomes may include probation, removal from a course, or dismissal. In cases of severe or egregious misconduct, immediate dismissal without a prior conference may occur.

Harassment, Bullying & Discrimination Policy

Learn Star Academy is committed to maintaining a safe, respectful, and inclusive learning environment, free from harassment, bullying, intimidation, and violence. This policy prohibits all forms of harassment, including religious, racial, sexual, and chronic or continual harassment, whether conducted verbally, physically, in writing, or electronically. It applies to all students, staff, faculty, advisory board members, agents, contractors, and volunteers, and to all school-affiliated communication and learning platforms.

Reporting

Any student, staff member, or community member who believes that harassment, bullying, or discrimination has occurred should report the incident immediately to a school administrator, Success

Coach, or through the Help Desk. Both written and oral reports are accepted; formal reporting forms are encouraged but not required.

Investigation & Disciplinary Action

The Director (or designee) will initiate a prompt, thorough, and confidential investigation, which may include interviews with the parties and witnesses and review of messages, discussion boards, or digital logs. Interim measures may be implemented during the investigation to ensure safety and minimize disruption. If a violation is confirmed, appropriate disciplinary action will be taken, which may include written warnings, suspension, or removal from specific courses or platforms, or dismissal. Outcomes are communicated in writing, consistent with applicable privacy laws.

Retaliation Prohibited

Learn Star Academy strictly prohibits retaliation against anyone who reports harassment, cooperates in an investigation, or testifies in any related proceeding. Retaliation includes threats, intimidation, exclusion, or digital harassment, and violators will face disciplinary action.

Alternative Legal Avenues

This policy does not restrict any individual's right to seek additional remedies through state human rights agencies (e.g., the Minnesota Department of Human Rights), civil or criminal legal action, or federal civil rights protections (Title VI, Title IX, ADA, and others).

Acceptable Use Policy

Access to the Internet and digital systems is critical to the function of Learn Star Academy's academic programs. Use of school-managed technology is a privilege — not a right — and is provided solely for educational purposes. Any user who fails to comply may face disciplinary action, including restricted access, removal from the program, or legal consequences. Unacceptable uses include accessing or transmitting inappropriate content; cyberbullying, stalking, or targeted harassment; introducing malware or attempting to bypass security systems; logging into another person's account or sharing credentials; and submitting AI-generated work as original content without acknowledgment.

Privacy and Monitoring

Learn Star Academy reserves the right to monitor all activity on school systems. Users should have no expectation of privacy when using school platforms or email accounts.

Limitation of Liability

Learn Star Academy is not liable for data loss, service interruptions, or technical issues; inaccurate information obtained via the Internet; financial obligations incurred through unauthorized use; or damage to personal devices used to access school systems.

Internet Safety Policy (CIPA Compliance)

Learn Star Academy is committed to providing a safe, responsible, and legally compliant online learning environment in accordance with the Children's Internet Protection Act (CIPA). The school uses technology protection measures to block access to obscene, harmful, or inappropriate content on its network and platforms. Filtering tools may only be disabled by authorized personnel for lawful purposes under strict supervision.

Personnel Screening

Learn Star Academy maintains rigorous personnel screening standards. All employees are fingerprinted and undergo comprehensive background checks prior to hire, and the school uses a continuous monitoring service that alerts it to any relevant updates in an employee's background. Only individuals who meet these screening and monitoring requirements are permitted to interact with students or access student data.

Privacy Policy

As an adult learner, all privacy rights belong to you. Learn Star Academy will not release personally identifiable information from your educational record without your written consent, except as permitted by law. Your academic records are stored securely in Learn Stage and are accessible only to authorized personnel.

Data Security & SOC 2

Learn Star Academy and its parent organization, Excel Education Systems, protect student data through industry-standard security practices. Excel Education Systems maintains SOC 2 Type II compliance, an independent attestation of the controls used to safeguard the security and confidentiality of student information. Your records are used only to support your learning and school operations and are never sold.

Policy Enforcement & Grounds for Dismissal

Learn Star Academy reserves the right to withdraw a student's enrollment if any of the following conditions apply:

- Chronic course inactivity or prolonged lack of academic engagement
- Disciplinary issues, including harassment, academic dishonesty, or disruptive behavior
- Failure to pay tuition or fees by established deadlines
- Violation of any school policy, including the Academic Integrity Policy or Acceptable Use Policy

All decisions regarding dismissal or disciplinary action are made in accordance with our Progressive Discipline Policy and with consideration of each student's individual circumstances.

Technology Requirements

Students do not need advanced technical skills to succeed at Learn Star Academy, but basic digital literacy is essential. Students should be able to navigate the Internet confidently, use email (including sending attachments), and create and edit documents using common software such as Google Docs or Microsoft Office.

Component	Minimum Requirement
Operating System	Windows 7 or later, or macOS 10.12 or later
Internet Browser	Google Chrome (recommended), Firefox, Safari, or Edge
RAM	4 GB or more (8 GB recommended)
Internet Speed	High-speed internet required for optimal use

Component	Minimum Requirement
Device	Desktop or laptop computer is required for exams and full functionality
Email	Each student must have a valid, unique email address

> *Note: Learn Star Academy's courseware is fully compatible with mobile devices or tablets for all coursework. While most content is accessible via smartphone, full functionality — including exams and certain interactive assignments — may require a desktop or laptop computer.*

Frequently Asked Questions

Q1: Can adults really earn a real, accredited high school diploma through Learn Star Academy?

Learn Star Academy is accredited by MSA-CESS, and issues an accredited high school diploma recognized by colleges, universities, employers, and the military nationwide. LSA operates as a component school of Excel Education Systems, which holds systems accreditation through Cognia and MSA-CESS, and LSA is a candidate for MSA-CESS accreditation in its own right.

Q2: How long does it take to complete the program?

Completion time depends on how many transfer credits are accepted and how quickly you progress. Most students complete the program in 3 to 18 months. Students with significant prior high school credits may graduate faster.

Q3: When can I start?

Learn Star Academy operates on a rolling open-enrollment model. You can enroll and begin classes any day of the year — no deadlines, no waiting periods.

Q4: Is the program 100% online?

Yes. Learn Star Academy is 100% online and fully self-paced. There are no in-person sessions, no set class times, and no geographic restrictions. You can learn from anywhere with a stable internet connection.

Q5: Can I transfer credits from my previous high school?

Yes. Learn Star Academy accepts official transfer credits from accredited U.S. high schools and eligible international institutions. Adult students may transfer up to 75% of the required credits and must complete a minimum of 6.0 credits directly through LSA to earn the diploma. Homeschool credits cannot be transferred for adult students.

Q6: What if I passed my GED?

Learn Star Academy can award up to 5.0 credits toward your diploma for passing sections of the GED or HiSET exam. Contact the Registrar's Office to submit your official GED or HiSET transcript.

Q7: How much does it cost?

Learn Star Academy offers a $99 monthly subscription plan. Tuition continues until graduation. A $19.99 graduation processing/shipping fee applies (international shipping $75). Visit learnstar.com for current pricing.

Q8: Will colleges accept my diploma?

Yes. Learn Star Academy graduates have been accepted to public and private universities, community colleges, vocational and technical programs, and U.S. military branches. Our credit transfer guarantee means that if an institution does not accept your credits, we will work to resolve it or refund the tuition paid for those credits.

Q9: What support will I receive?

Every student has access to BRYTE AI for 24/7 academic support, plus a Success Coach and certified Academic Coaches. Students may submit a Help Desk Ticket for additional help.

Q10: Is there a GPA requirement to enroll?

No. Learn Star Academy has open enrollment. There is no minimum GPA requirement, and there is no upper age limit — but all applicants must be at least 18 years of age.

Policy Acknowledgment & Enrollment Agreement

All students are required to review and acknowledge the following prior to or at the time of enrollment. Enrollment in Learn Star Academy constitutes acceptance of all policies outlined in this handbook and the official Enrollment Agreement.

Student Acknowledgment

By enrolling in Learn Star Academy, I acknowledge that I have read and understand the policies, procedures, graduation requirements, and expectations outlined in this Student Handbook. I agree to comply with all school policies and the Enrollment Agreement as a condition of enrollment.

Student Name (Print) Date

Student Signature

LEARNSTAR ACADEMY

A School of Excel Education Systems, Inc.

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