

Student & Parent Handbook

2016-2017

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WELCOME TO BAY VIRTUAL SCHOOL!



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About Bay Virtual School

Providing the portal to 21st Century education-- online, anytime.

BVS Mission and Vision

BVS Instructional Programs offers equitable access to high quality, individualized education, through the internet and other distance learning technologies to students in Kindergarten through 12th grade in Bay County. This virtual environment provides the flexibility of time and location, and promotes development of skills, attitudes, and self-discipline necessary to achieve success in the 21st century. Bay Virtual School offers enrollment options to allow students to earn a standard high school diploma entirely online.

Bay Virtual School includes a variety of assessment techniques that address the various learning styles and intelligence types. Online learning through Bay Virtual School enables students to assume an increasing responsibility in their own learning.

BVS History

Bay Virtual School has been in existence since the 2009-2010 school year in response to statutory requirements. It has served students in grade K-12 since its inception. BVS has graduated over 100 students in that time, many of whom have gone on to community colleges, universities, and entered the workforce. BVS students have been accepted to military academies and earned hundreds of thousands of scholarship dollars. Dr. Barbara Eubanks served as the school's inaugural principal.

BVS & School Choice

As defined by F.S. 1002. 31, Bay Virtual School is a school of "choice" which includes an application process. Applications are reviewed on an individual basis and program academic rigor, due to the nature of virtual school, is discussed with parents. A student/parent contract is signed at a required face-to-face orientation to make parents aware of the nature of virtual school. Families are offered a 21 day grace period for withdrawal and counseling as to alternatives for those who find the program inappropriate for their children. Students are not excluded based on any disability. A convening of the IEP team and a review of a student's current IEP is held to determine the appropriateness of the potential virtual placement.

BVS Full Time Student Enrollment Criteria

Bay Virtual School is a school of choice and offers a full-time program for students in grades K-12. Full-time BVS students are registered as public school students, take part in FCAT/FSA/FSA and other District testing, and have the opportunity to earn a standard Bay County diploma. In order to be a successful full-time student with Bay Virtual School students should:

- 1) Have been successfully promoted to the next grade level at the end of the previous school year. For mid-year entrance, student must have demonstrated success in first semester courses (grades of C or better) and have recommendation from their previous school guidance or administration.
- 2) Attain one of the following minimum scores on previous year standardized tests:
 - a) FCAT/FSA/FSA Reading or equivalent Level 3 or higher

- b) Grade level proficiency on an official standardized test administered by another state public school system
- 3) Accepted students must meet all of Bay County criteria as specified in the Bay County School District Pupil Progression Plan in order to participate in our full-time program.
- 4) Such criteria include meeting minimum FCAT/FSA/FSA scores, course requirements, immunization, Code of Conduct acknowledgement, etc. Students who meet these requirements must submit the online prospective full-time student application and attend a mandatory orientation and school prep event (in person) prior to beginning any coursework.
- 5) Out-of-County students with board packet approval.

Special Note to applicants currently enrolled and receiving services in an Exceptional Student Education program (ESE):

Bay County School Board ESE Special Programs and Procedures states, “The district assures provision of full educational opportunity to all children with disabilities, aged three through 21, using the kind and number of facilities, personnel, and services necessary to meet this goal. A free appropriate public education (FAPE) is available to all students with disabilities upon determination of need.” Bay Virtual School is considered a “school of choice.” All students with disabilities are required to meet the state and school admission criteria in order to be accepted into Bay Virtual School, just as their non-disabled peers. Current Individual Educational Plans (IEP) of student applicants who meet the school’s entrance criteria will be reviewed on an individual basis in order to determine the appropriateness of the virtual education option. A member of the BVS staff must attend this review. Based on the This means that the special education or related services which were provided to your child at his or her previous school of enrollment may not be provided to him / her at Bay Virtual School. Please utilize this information to make appropriate academic placement choices for your student for this coming this school year and beyond.

BVS Part Time Student Enrollment Recommendations

Bay Virtual School’s part-time program serves both home school students and students who are enrolled in a traditional school but have chosen to take virtual school courses. These students are most successful when they have average or above academic skills. As in the physical school, those struggling readers will find the academic content in virtual classes challenging, but they are not excluded from the program. Bay Virtual School offers instructional support in our Tutorial Lab. However, struggling students may find that the lack of daily face-to-face support (as found in a physical school) too frustrating for virtual course completion.

Conditional Enrollment/Re-enrollment Agreement

As the parent(s)/guardian(s) of _____
(Print Student's name)

I understand that Bay Virtual School is a semester commitment and requires my child to meet all conditions that foster a successful online education. During the first 21 days of my child's enrollment, he/she will be evaluated by teachers and staff based on those conditions listed below.

Conditions defining a successful online student:

- 1) Consistent parent/guardian supervision of student
- 2) Maintaining pace in all courses (1 hour per day per course) and submitting required work
- 3) Daily engagement in course activities/enrolled in 6 courses
- 4) Establishing regular communication with all teachers via email, phone and/or text
- 5) Earning and maintaining passing grades of C or higher
- 6) Earning appropriate credits/standards for end of year grade promotion
- 7) Participating in all district standardized testing
- 8) Honoring all rules and procedures established by Bay Virtual School and Bay County Public Schools for student conduct, academic integrity, and netiquette

If during the initial 21 days, it is determined by Bay Virtual School that my child is **not recommended** for online education, he/she will be withdrawn no grade penalty and referred to school assignment to pursue a different instructional venue.

If I choose to keep my child enrolled after the 21 day grace period, and Bay Virtual School has **not recommended** him/her for online education, I understand that this may result in failing grades which may negatively impact student's grade point average and possible future withdrawal for which I will not hold Bay Virtual School responsible. Furthermore, transfer grades are neither given nor accepted.

Meeting the listed conditions is a requirement for continued enrollment.

Parent/Guardian Signature Date

Student Signature Date

Parent/Guardian Name (Print)

Student Name (Print)

Academic Integrity

BVS expects a full commitment to academic integrity from each BVS student.

Academic integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will not provide assistance to anyone scheduled to take the same course semester/final exams in the future
- Your parent/guardian will attest to the fact that your work is completely your own

BVS Academic Integrity: Violations and Consequences

Level 1

Plagiarism: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own; submitting another student's work or sharing files with other students, and/or inconsistencies between written assignments and oral assessments.

Level 2

Security breaches such as: misuse of passwords, accessing another student's account, providing access to one's account to another student, misrepresenting oneself as another student, or illegally accessing any resources that are intended for instructional evaluation purposes, selling, soliciting, or purchasing material.

Procedure for Level 1 Violations:

1st Offense:

- Teacher schedules phone call or conference with parent and student to advise of violation
- Teacher advises student and parent that student must resubmit assignment(s) using his or her original ideas and work before proceeding to next assignment at the teacher's discretion.

2nd Offense:

- Teacher schedules phone call or conference with parent, student and school administrator
- Teacher advises student and parent that a "0" (F) on the assignment(s) in question will be issued. Student may be able to submit a replacement assignment for partial credit at the teacher's discretion. If the violation occurred on an assessment, student will receive a "0" (F) with no opportunity for make-up.
- For any inconsistencies between written assignments and oral assessments, teachers will advise student that proctored exam(s) will be required at the school office.

3rd Offense:

- Teacher schedules phone call or conference with parent, student and school administrator
- Student is withdrawn from course with an F. Student may continue enrollment in any other active courses until completion or the end of the semester, whichever occurs first.
- Student will lose the privilege to enroll in any additional BVS course(s) in the future.

Procedure for Level 2 Violations:

- Teacher schedules phone call or conference with parent, student and school administrator
- If it is determined a student violated online security, the student will be withdrawn with a failing grade from all online courses, a discipline referral will be issued and the student will be referred to Student Services for suspension, placement in an alternative program or expulsion.
- The student loses the privilege to enroll in any additional BVS course(s) in the future.

Student Contact and Drop Policy

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that the student and instructor maintain regular contact. To ensure that our students are aware of this commitment, the three-part process below will be followed:

- 1) If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive an electronic letter notifying them of the student's unacceptable pace for submitting assignments.
- 2) If the student does not respond to the letter by submitting the appropriate number of assignments within seven (7) days, the instructor(s) will make a telephone call to the student/parent(s).
- 3) If the student does not respond by submitting all required assignments within fourteen (14) days of the initial letter, BVS will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.

Every student has a grace period during the first 21 consecutive days of being activated into a BVS course. During that period, students may drop the course without penalty and teachers can also withdraw unproductive/unsuccessful students from their course to allow them to pursue other educational means without penalty. Once the 21 day grace period has passed, students may be withdrawn with a failing grade whether the withdrawal is initiated by the teacher or the student. The failing grade could be reported on the student's official transcript.

Once a student is removed from a course, re-enrollment may not take place until student demonstrates consistency in all other online courses. Case by case evaluation is conducted.

Full Time Student Expectation Summary

Academic Expectations:

Because of the school's unique nature, students must take primary responsibility for their own learning. Self-motivation, dedication to learning, daily submission of work, and communication are essential. It is the student who determines his or her own level of success. Students can expect deadlines for their work and expect to work hard, but at their own pace within the set guidelines. They will log in to the school each day and will respond to teachers' questions and prompts as they work through courses. They'll use discussion boards, chat rooms, and other communication tools to work with teachers and other students. These tools, which may have been used for social purposes, will be used for genuine academic communication to support learning goals. Students work to receive Bay County Public School's standard high school diploma.

Time & Learning Requirements:

The amount of time students spend on courses will vary from student to student, and even course to course. However, students will have the time they need to complete the coursework (within reason). On average, students should expect to spend approximately 60-90 minutes per day per course if they wish to complete the course in the typical time periods for 0.5 or 1.0 credit courses.

School Calendar:

All courses must be complete by the end of the school year, each year. Bay Virtual School adheres to the school calendar established by the School District of Bay County. High School students are expected to earn at least 6 credits each year. Middle school students must complete a minimum of 5 classes yearly. Those failing to earn the necessary credits for grade promotion will not be allowed to continue virtual enrollment. Students who do not complete a course by the last day of school will be issued a failing grade. Students in grades K-5 will be retained if all required coursework, assessments and communication is not complete by the end of a term.

Student Eligibility for 2016-2017 School Year

Student eligibility for the district virtual instruction program is only available to students residing in Bay County who meet at least one of the following conditions are specified by § 1002.455, Florida Statutes and all of the Bay County Public Schools Application Eligibility Rules:

Target	Criteria
Kindergarten and first grade students	The student is eligible to enter kindergarten or first grade § 1002.455 (2)(e)
Second through fifth grade students	The student is eligible to enter grades 2 through 5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School § 1002.455 (2)(f)
Sixth through twelfth grade students	The student entering into 6 through 12 has spent the prior school year in attendance at a State of Florida public school and was enrolled and reported by a public school district for funding during the preceding October and February Florida Education Finance Program (FEFP) surveys. § 1002.445 (2)(a)
Virtual students	The student entering into K through 12 was enrolled during the prior school year in a Florida school district virtual instruction program under this Florida Statute, a K-8 Virtual School Program under § 1002.415, Florida Statutes, virtual charter school, or a full-time Florida Virtual School program under § 1002.37 (8) (a); § 1002.455 (2) (c).
Student of Military	The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to the State of Florida from another state or from a foreign country pursuant to the parent’s permanent change of station orders § 1002.455 (2)(b).
Siblings of Bay Virtual School	The student has a sibling who is currently enrolled in a school district virtual instruction program and that sibling was enrolled in such program at the end of the prior school year § 1002.455 (2)(d).
BVS Criteria	<ul style="list-style-type: none"> • Minimum cumulative GPA 2.0 Unweighted • Minimum of 2.5 in all Core Courses • Must not have any “D” or “F” grades in core classes • Must submit all required documents and complete admission application

Enrollment Periods

Bay Virtual School is one of Bay County Public Schools many Choice Options. Parents and students may apply to this program during the Bay District School Board open enrollment period. Parents can access the Bay Virtual School (BVS) website to review eligibility criteria and enrollment process throughout the year. Students applying during the application period are notified by email regarding the applicant status to Bay Virtual School during the school’s open enrollment period.

Parent/Legal Guardian Identification/Learning coach

Parent/legal guardian identification must be confirmed when student information is discussed. The parent/legal guardian must be present and produce identification for activities involving enrollment, withdrawals, and change of address and/or phone numbers. Only the parent who enrolls the student may withdraw or transfer the student. A learning coach that is not the legal parent/guardian of the student must have a Permission for Release of Records and/or Information from Records (Form 1867) signed by parent and learning coach authorizing BVS to discuss student's information with learning coach.

Admissions

Enrollment in Bay Virtual School is a smooth and linear process identified by three separate statuses: Applicant, Candidate, and Enrolled as a BVS Student. Parents interested in choosing BVS as their educational option for their student must apply online during the enrollment periods described in the Enrollment Periods section of this manual.

Applicant Status:

1. Parents and students must review the BVS website, www.bayvirtualschool.com to determine if they are eligible and understand the commitment necessary to successfully implement this program.
2. The parents and students are required to submit the online application.

Candidate Status:

All steps within this status are required. Review candidate status, print registration paperwork, and create an account with one of BVS virtual providers. Information can be found on the providers at www.bayvirtualschool.com. Create or update your Parent Portal account with Bay District Schools in the Focus Student Information system. Then schedule to attend a BVS orientation.

1. Information submitted online is verified and reviewed for eligibility according to the State and District rules and regulations. In addition, staff will review the District's online Focus Student Information System to review the student's educational records. ESOL students will be considered at BVS if it is the appropriate placement. Students with an individual educational plan (IEP) will be considered based on whether the IEP can be implemented in a virtual program. Students that fail to meet the initial criteria will receive a letter of ineligibility. Eligible candidates will be notified via email including information regarding the orientation meeting.
2. Parent and student must participate in a face to face orientation training offered by BVS to ensure they understand the program. The training will cover the Learning Coach's role, the provider's registration process, Parent's and Student's responsibilities in a virtual school, and successful monitoring skills. After the orientation, parents and students will sign a contract, fill out registration forms, and officially register their student into Bay Virtual School. At this time, the student "gives up" their seat at whichever physical school they are currently enrolled.

Enrolled Status:

After students are officially registered at the school, their courses are scheduled. Students are photographed for a picture identification card to be used at testing facilities and various meetings.

Parent Responsibilities

Attendance

The parent shall be responsible for their child's school attendance as required by law. In BVS weekly assignment submissions and weekly communication with teachers equate to attendance.

Parents must monitor their student's assignments and assessments:

In lieu of the daily presence of a face-to-face teacher, parents should take the lead in guiding the students through the curriculum, submission of work samples, assignments, practicing FCAT/FSA/FSA assimilations, online class sessions, producing projects, reviewing for quizzes and tests, as well as making sure they participate in the state tests. **Full-time program students who do not participate in required testing will not be allowed to enroll in Bay Virtual School for the following year.**

Student Responsibilities

The goal of every child should be that of a “model student”. A model student is expected to be present at school each and every day, follow scheduled courses, and demonstrate appropriate behavior and a readiness to learn. Student’s responsibilities as defined by Board Policy 5200-Attendance:

Attendance (Florida Statute 1003.21):

Regular participation in classes is critical to student success. It will help to keep students motivated and keep them in touch with their teachers and peers. Virtual “attendance” is taken each school day in two ways. Attendance in online coursework, course sample submissions and assessments are also monitored. Students should log in to each of their courses for substantive participation no less than three times each week, preferably daily. Teachers and virtual school staff will contact students by email and phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. If such efforts do not succeed in reengaging the student, the parent will be notified in writing and may receive a home visit from a social worker, administrator or law enforcement. If a student does not participate in the course within three weeks, the family will be reported to the School District, Department of Highway Safety and Motor Vehicles, and/or the office of the State Attorney as truant, Florida Statute 984.03. To have satisfactory “attendance”, work must be submitted weekly regardless of the student’s pacing, unless arrangements are made in advance with the BVS teachers and staff.

Excused School and Class Absences and Tardiness

1. Student illness: students not submitting assignments for 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must be notarized and include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Death in immediate family.
3. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
4. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or the principal’s designee: The student must receive advance written permission from the principal or the principal’s designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
5. Subpoena by law enforcement agency or mandatory court appearance.
6. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal’s designee. The principal shall require documentation related to the condition.
7. Superintendent of Schools declares closing of schools due to an emergency.

Unexcused School Absence

Unexcused absences include:

1. Absences due to vacations, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)
5. Absences due to lack of internet, computer malfunction, or software errors.

Truancy= Non submission of assignments and lack of communication

In accordance with Florida Statute (F.S.) 984.03 (27) (a). “Habitually truant” means that the child has 15 unexcused absences within 90 calendar days with or without knowledge or justifiable consent of the child’s parent or legal guardian” and is subject to compulsory school attendance under F.S. 1003.21 (1) and (2)(a), and is not exempt under F.S. 1003.21(3), F.S. 1003.24, or any other exemptions specified by law or the rules of the State Board of Education. Truancy refers to students’ unexcused absences from school. Any school absence – excused or unexcused – as well as missed classes can affect students negatively. Truancy affects students of all ages, and costs students more than their education; it costs them their future. Students with excessive absences (not submitting work and communicating with their teacher) will not meet the requirements of this program and will be withdrawn to home school. The following steps will be taken to ensure the truancy issue is rectified:

1. Written Notice to Parents

After a student has had a minimum of five (5) unexcused absences within a calendar month, or ten (10) absences within 90 calendar days, the parent should be advised of the unsatisfactory absences and the school may begin to provide services to process the truancy referral.

After 15 unexcused absences within a 90 calendar day period (3 consecutive months), the school principal or designee must give written notice to the student’s parent to request their attendance at a Truancy Child Study Team (TCST) meeting to discuss the attendance problem and identify potential remedies.

2. Truancy Child Study Team Committee Meeting and Report

The principal will hold a TCST meeting with the parent on the date designated in the TCST notification. The purpose of this TCST is to:

- a. Discuss the reason(s) for the student’s absences.
- b. Identify and recommend potential remedies/interventions including withdraw to home school.
- c. Advise parents that the student’s absences will result in a complaint of truancy to be filed with the Department of Juvenile Justice through a referral to a social service agency, as well as the District’s intent to notify the Department of Highway Safety and Motor Vehicles for Driver License revocation.
- d. The principal or designee must have the parent sign the TCST Committee Report. If the parent is not present, the form must be signed by three Team Members.
- e. Truancy cause for withdrawal will be noted in students’ contact log and/or local file.

Students who know they will not be participating in a course due to vacation, travel or other commitment must be on or ahead of pace and notify their teachers and school office at least two weeks in advance of the planned absence, and discuss the completion of assignments and pacing beforehand. In the case of a prolonged emergency absence, the student and/or parent should notify school administration as soon as possible. Parents may be required to provide notarized documentation when warranted.

Academic Counseling:

Once each semester, full time students will receive a review of their academic progress toward completing middle school and/or obtaining a standard high school diploma and be advised of course selection, career and post-secondary planning. The Bay Virtual guidance counselor is available to support, encourage and monitor the success of students. Although any questions about the specifics of a course should be directed to the particular teacher, any general questions about the school or the student’s education should be directed to the guidance counselor. An evaluation of each student will be conducted at the end of each school year to determine their continued enrollment for the next school year. *To maintain continuous enrollment at Bay Virtual School, a student must earn grades of C or higher in each course, maintain consistent pacing in every class, communicate successfully with teachers, and participate in all standardized testing.* Those students who fail to meet the minimum continuation standards will be referred to the office of student assignment to meet their educational goals in an educational setting better suited to their learning style.

Standardized Tests:

Bay Virtual School expects full-time students to take all standardized tests instituted by the School District of Bay County and the State of Florida. The tests are not administered online remotely so students must provide their own transportation to the school office and have picture identification to be tested. The Bay County Public Schools district-wide testing schedule can be found at www.bay.k12.fl.us or BVS website's school calendar, www.bayvirtualschool.com.

Those full-time BVS students failing to participate in standardized testing will not be allowed to continue enrollment with BVS.

ASSESSMENTS

FCAT/FSA/EOC/FSA

Students are **required** to participate in all district and state mandated testing, including but not limited to the PreK Readiness Screener, the Florida Comprehensive Assessment Test (FCAT/FSA) which includes both reading and writing administrations, end of course exams (EOC's) and Florida Standards Assessments (FSA's). All assessments will be administered at the BDS Assessment Center. Transportation to and from the testing site is the sole responsibility of the parent/guardian.

Full-time students who do not participate in required testing will not be allowed to enroll in Bay Virtual School for the following year.

WHAT IS THE FCAT/FSA?

The Florida Comprehensive Assessment Test (FCAT/FSA) is the foundation of the statewide educational assessment and accountability program. The FCAT/FSA program includes assessments in the following areas:

- Writing for students in grades 4, 8, and 10
- Reading and mathematics for students in grades 3 through 10
- Science for students in grades 5, 8, and 11

WHAT IS THE PURPOSE OF THE FCAT/FSA?

The purpose of the statewide assessments is to gather information of two kinds:

- Parents, students, and teachers need FCAT/FSA data to provide information about student mastery of skills.
- The public needs FCAT/FSA data to understand the "educational health" of students and to hold schools and districts accountable for progress.

WHAT IS MEASURED BY THE FCAT/FSA?

The FCAT/FSA measures student knowledge and understanding of reading, writing, science, and mathematics content as described in the *Sunshine State Standards*. There is a direct connection between the *Sunshine State Standards* and the questions on the FCAT/FSA.

WHAT ARE THE FLORIDA STANDARDS?

The Standards are skills and competencies that Florida students should be able to learn from an early age, as defined by practicing classroom teachers, educational specialists, business people, and concerned citizens from Florida.

WHEN DO STUDENTS TAKE THE FCAT/FSA?

- FCAT/FSA writing in February/March.
- FCAT/FSA reading, mathematics, and science in March/April.

Ask a teacher, principal, or guidance counselor for the exact testing dates.

HOW CAN STUDENTS PREPARE FOR THE FCAT/FSA?

Teachers should prepare students for success on the FCAT/FSA by teaching the important content in the Sunshine State Standards. Students may also benefit from the free, easy-to-use teaching resource, FCAT/FSA Explorer

(www.FCAT/FSAexplorer.com), offered via the Internet by the Florida Department of Education or review of the FCAT/FSA Sample Test booklets at <http://www.firn.edu/doe/sas/FCAT/FSA.htm>

Test Taking Tips for Parents to Remember

- 1) Make sure your child **attends school regularly**. Remember that tests reflect the overall achievement of your child. The more often the child is in a learning situation, the more likely he/she will do well on tests.
- 2) Give your child **encouragement**. Praise him/her for the things done well throughout the year. A child who is afraid of failing is more likely to make a mistake.
- 3) See that your child has a **well-rounded diet**. A healthy body leads to a healthy, active mind.
- 4) See that your child **completes homework assignments**. Homework supports classroom instruction and can help your child increase his/her comprehension of the classroom work.
- 5) **Meet with your child's teacher(s)** as often as possible to discuss your child's progress. Parents and teachers should work together to benefit the child.
- 6) Ask the teacher(s) to suggest **activities for you to do at home** with your child. Such activities can help your child improve his/her understanding of school work.
- 7) Make sure your child is **well rested** on school days. Children who are tired are less likely to pay attention in class or to handle the demands of class work and tests.
- 8) Try not to be overly anxious about test scores. Too much emphasis on test scores can be upsetting to children.
- 9) Find out which tests your child will take and for what purposes. The school principal and counselor should provide you with a schedule of testing for the year and explain the use of the tests.
- 10) Make sure your child arrives **on time** for school.
- 11) See that your child **dresses comfortably**. Students should wear clothes that are comfortable and appropriate for the weather.
- 12) If your child wears a hearing aid or glasses, be sure he/she remembers to use them during all testing sessions.
- 13) Make sure your child receives any necessary test taking accommodations.
- 14) Remember, make sure that your child is well rested and has a healthy breakfast on the day of the test.

FCAT/FSA/EOC/FSA Results

The school may access FCAT/FSA, FSA, and EOC results when the information is released by the state. A login is required to access the site. FCAT/FSA and EOC results are available to students and parents on the district portal shortly after scores are released. Individual Student Reports (ISRs) for FCAT/FSA, EOC, and FSA's are available in the BVS office for pick-up. ISR's are not mailed to the student's address.

Importance of the Grade 10 Reading FCAT/FSA

Florida law is very specific in that no student can receive a standard high school diploma from a public school unless the student has met all academic requirements. This means that students must take required courses, earn the correct number of credits, maintain a passing grade point average, **and pass the Reading Grade 10 FCAT/FSA**. Students who meet these requirements, but do not pass the Grade 10 FCAT/FSA, will receive a Certificate of Completion, which is not equivalent to a standard high school diploma.

The passing scores for the Grade 10 FCAT/FSA Reading are determined by the State Board of Education. (Requirements may change depending on the year of graduation).

Helpful Resources

- The **FCAT/FSA Home Page**, located at <http://www.firn.edu/doe/sas/FCAT/FSA.htm> on the Department of Education website, provides a wealth of information about the FCAT/FSA and serves as a valuable resource to students, parents, and educators.
- **Sample Test Materials**, located at <http://www.firn.edu/doe/sas/FCAT/FSA/FCAT/FSAsmpl.htm> in PDF format, are designed to help students become familiar with the FCAT/FSA by providing helpful hints and offering practice answering questions in different formats.
- **FCAT/FSA Explorer**, located on the Internet at <http://www.FCAT/FSAexplorer.com/>, features skills practice for both reading and mathematics for public school students.

Comprehensive English Language Learning Assessment (CELLA)

All new students that enter Bay County Public Schools and answer one or more affirmative response(s) on the home language survey should be given the initial Comprehensive English Language Learning Assessment (CELLA) in order to determine placement in the English for Speakers of Other Languages program (ESOL). The CELLA online is administered in the spring to all students in the ESOL program. CELLA testing takes place at the BVS school office, and transportation to and from the testing site is the sole responsibility of the parent/guardian.

Advanced Placement Exams

All students taking Advanced Placement courses are required to take the Advance Placement exams. Advanced Placement exams are coordinated with the Bay Virtual School's test chairperson according to the College Board schedule. Advanced Placement testing for Bay Virtual School will take place at the student's zoned school, and transportation to and from the testing site is the sole responsibility of the parent/guardian. BVS pays for Advanced Placement exams for students taking those courses during the school day.

PSAT/NMSQT (Preliminary SAT/Merit Scholarship Qualifying Test)

The PSAT/NMSQT is administered in the fall-usually October. The test is coordinated with BVS test chairperson. All 10th graders in the Bay County Public School system are required to take the PSAT/NMSQT. The test fee is paid by the state. Students in grade 11 may opt to take the PSAT/NMSQT, and if so, must pay the testing fee directly to BVS. Qualifying juniors may qualify for a fee waiver. PSAT/NMSQT testing takes place at the student's zoned school, and transportation to and from the testing site is the sole responsibility of the parent/guardian.

Postsecondary Education Readiness Test (PERT)

Select students in grade 11 who score at Level 2 or 3 on the reading portion of the grade 10 FCAT/FSA 2.0 or Level 2, 3 or 4 on the Algebra I End of Course exam taken in the 10th grade are administered the Postsecondary Education Readiness Test (PERT). Administration of the PERT to students in grade 11 takes place in the late winter/early spring. If a student scores poorly on the PERT and is deemed not to be college ready, then they must enroll in a college readiness class during their senior year of high school. Grade 12 students can be retested with the PERT as they complete the college readiness course if they have not yet demonstrated college readiness with the CPT, ACT or SAT. PERT is also administered at Gulf Coast State College on an as-needed basis to determine eligibility for special programs such as dual enrollment. PERT is administered at the BDS Assessment Center, transportation to and from is the sole responsibility of the parent/guardian.

PHYSICAL EDUCATION WAIVERS:

Students in Grades K-5 must be scheduled for 150 minutes of physical education each week. Students in Grades 6-8 must be scheduled for one class period per day of physical education for at least one semester of each year.

The requirement may be waived for students who meet one of the following criteria:

- The student is enrolled or required to enroll in remedial course.
- The student's parent indicates in writing to the school that:
 - The parent requests that the student enroll in another course from among those courses offered as options by the school district; or
 - The student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

Parents must be notified of these options before scheduling the student to participate in physical education. Parent requests must be kept on file. ISIS records must be updated to show students with Physical Education waivers in the Miscellaneous Academic Information screen the Academic Information Menu.

Physical education waivers are not available for students in Grades 9-12.

Transfer Grades:

Any grades earned at a non-public school are subject to Bay County Public School's accreditation policy and course codes and credits are determined by the district's course code directory. There are no guarantees of identical course transfers. All Bay Virtual grades are transferrable to any Florida public school upon completion. **Transfers that occur prior to the completion of a course will receive no credit.**

Participant Roles:

Student: Students are primarily responsible for their learning. They must take the initiative to log in to the school, participate in discussions, and complete their work at the highest possible level of quality. Students must seek help when they need it, establish their own daily schedules, and take responsibility for meeting deadlines.

Parent/Guardian: Parents are critical for successful participation. They are responsible for providing adequate supervision for their students and supporting the student's learning. This includes providing a suitable working environment, encouragement and appropriate assistance with course content when possible. Parents also have access to many aspects of the school, including grade and participation reports. They will probably find themselves more involved in their child's education than they have been before – and more in touch with their student's progress. It is expected that parents monitor their child's academic activities daily through direct supervision as well as the online guardian account.

Discussion Based Assessments (DBAs):

Discussion –based assessments are an integral part of the learning process and academic integrity assurance in virtual education. Students are expected to make an appointment with their instructor, contact or be available at the appointed time, and be prepared to discuss the targeted academic content. Teachers reserve the right to initiate a random DBA to assure academic integrity protocols are being followed.

Success Sessions

BVS is proud to offer a way for students to interact on a weekly basis. Activities will include face to face instruction, hands-on class reviews, field-trips, and other instructional activities, test prep, including FCAT/FSA and EOC. Students are required to attend one session per semester. It is a great time to complete your collaborative assignment! . Please check the online calendar at www.bayvirtualschool.com for this and other exciting events throughout the school year.

Senior Student Responsibilities:

- Complete all academic graduation requirements
- Enrollment in 6 BVS courses, or equivalent
- Pay all obligations
- Attend two mandatory senior meetings
- Participate in senior activities
- Order Cap & Gown
- Attend Graduation Ceremony

Graduation Ceremony: Qualifying seniors are strongly encouraged to participate in the High School Commencement Ceremony at the end of the year. Completion of 24 credits, required testing, appropriate courses, 2.0 GPA, and purchase of a cap & gown are required.

Staying Current:

All students and parents are responsible for regularly viewing updated announcements and information on the school's calendar/webpage at bayvirtualschool.com.

PICTURE IDENTIFICATION CARD

Picture identification is required for all students for standardized testing, field trips and admission to the BVS office. A Florida ID card is acceptable.

To obtain Florida Identification card information please log on to www.hsmv.state.fl.us/ddl/faqkeys.html

- **Florida Identification Card**
- United States Citizen proof of identity and requirements.
- Non-United States Citizen proof of identity and requirements.
- Social Security number if issued.
- Must be 12 years of age or older (No minimum age in Citrus, St. Johns or Monroe counties).
- No test required.
- An original identification card is \$3.
- To renew an identification card is \$10.
- A duplicate identification card is \$10.
- Address change \$10: Apply by mail or in person at a driver license office.

DUE PROCESS FOR GRADE APPEAL

A student may seek due process to appeal a final grade awarded at the conclusion of a course. Provided a student has submitted all work and completed all assessments according to the course pace and requirements, the student has the following recourse:

1. Student informs teacher in writing (within 10 days of receiving final grade) that he/she is challenging grade, including specific reason(s).
2. Teacher will review student's coursework submissions (within 7 days). If teacher determines grade change is warranted, original course grade will be rescinded and new official grade transcript will be submitted. If teacher determines no grade change is warranted, student may appeal to BVS administration.
3. Student has the right to appeal to BVS Administration (within 7 days). BVS administration may approve or deny the requested grade review.
4. In completing a grade review, BVS administration reserves the right to audit ALL coursework submitted; grade may change (increase, decrease, or remain constant).
5. The decision of BVS administration is final.

A DAY IN THE LIFE OF A BVS STUDENT

BVS advises all students to select, type, print, post, and follow a daily schedule of course activity suitable to make it a routine part of their daily lives.

While times and days to work are flexible, students are required to submit a MINIMUM number of assignments each week per course.

SAMPLE SCHEDULE A (all courses every day)

- 1) This schedule is based on a six-course day. Students can adjust the hours based on their schedule. This schedule allows for breaks in between courses as well as a liberal lunch.
- 2) Students are encouraged to continue working in the assigned course even if they have finished the pace for the week in that subject, i.e.: If Johnny has 20 minutes left assigned to English but he has finished the pace work for the week he is encouraged to work ahead into the next pace week for the remaining time in the English slot. Students are encouraged to move to the next course when the time is up for the day. They are encouraged to finish the work the next day during the appropriate time slot.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM	Math	Math	Math	Math	Math
9:00AM					
	BREAK	BREAK	BREAK	BREAK	BREAK
9:15AM	English	English	English	English	English
10:15AM					
	BREAK	BREAK	BREAK	BREAK	BREAK
10:30AM	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
11:30AM					

	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
12:30PM	Science	Science	Science	Science	Science
1:30PM					
	BREAK	BREAK	BREAK	BREAK	BREAK
1:45PM	Elective 1 (Spanish)	Elective 1 (Spanish)	Elective 1 (Spanish)	Elective 1 (Spanish)	Elective 1 (Spanish)
2:45PM					
	BREAK	BREAK	BREAK	BREAK	BREAK
2:50PM	Elective 2 (PE)	Elective 2 (PE)	Elective 2 (PE)	Elective 2 (PE)	Elective 2 (PE)
3:50PM					
4:00PM	Close out day	Close out day	Close out day	Close out day	Close out day

HOLIDAYS, SATURDAY & SUNDAY

THE STUDENT IS ALSO ABLE TO LOG IN ON WEEKENDS AND HOLIDAYS TO SUBMIT ASSIGNMENTS/WORK, CHECK EMAIL AND VIEW GRADEBOOKS. TEACHERS ARE NOT REQUIRED TO BE AVAILABLE.

SAMPLE SCHEDULE B (alternating course days)

- 1) This schedule is based on an alternating course day (a.k.a. “block schedule”). Students can adjust the hours based on their schedule. This schedule allows for breaks in classwork well suited to athletic practices, faith based activities, medical appointments and other non-school commitments.
- 2) Students are encouraged to continue working in the assigned course even if they have finished the pace for the week in that subject, i.e.: If Suzy has 20 minutes left assigned to English for the day but he has finished the pace work for the week she is encouraged to work ahead into the next pace week for the remaining time in the day.

The following schedule assumes a student attends a non-school activity on Tuesday and Thursday from 1:00 – 5:00 PM. Every day from 5:00-6:00pm or later in the evening, the student is encouraged to check email and prepare for next day.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM	English	PE	English	PE	English
9:00AM					
10:00AM	Math	History	Math	History	Math
11:00AM					
12:00PM	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00PM	Spanish	Non-School Activity	Spanish	Non-School Activity	Spanish
2:00PM					
3:00PM	Science		Science		Science
4:00PM					
	Close out day	Close out day	Close out day	Close out day	Close out day

SAMPLE ACADEMIC PROGRESSION PLAN FOR MIDDLE SCHOOL

	6 th Grade	7 th Grade	8 th Grade
Regular	<ul style="list-style-type: none"> • M/J Language Arts 1 • M/J Mathematics 1 • M/J Comprehensive Science 1 • M/J World History • Keyboarding • 	<ul style="list-style-type: none"> • M/J Language Arts 2 • M/J Mathematics 2 • M/J Comprehensive Science 2 • M/J Civics** • M/J Career Education • 	<ul style="list-style-type: none"> • M/J Language Arts 3 • Pre-Algebra • M/J Comprehensive Science 3 • M/J US History • Elective (HOPE*) •
Advanced *	<ul style="list-style-type: none"> • M/J Language Arts 1 (Advanced) • M/J Mathematics 1 (Advanced) • M/J Comprehensive Science 1 (Advanced) • M/J World History (Advanced) • Keyboarding • 	<ul style="list-style-type: none"> • M/J Language Arts 2 (Advanced) • M/J Mathematics 2 (Advanced) • M/J Comprehensive Science 2 (Advanced) • M/J Civics** (Advanced) • M/J Career Education • 	<ul style="list-style-type: none"> • M/J Language Arts 3 (Advanced) • Algebra 1** • M/J Comprehensive Science 3 (Advanced) • M/J US History (Advanced) • Elective (HOPE*) •

* High school credit-bearing course. Requires school counselor/principal approval

**End of Course (EOC) Exam required for credit.

SAMPLE ACADEMIC PROGRESSION PLANS FOR HIGH SCHOOL

	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Regular	<ul style="list-style-type: none"> • English 1 • Algebra 1* OR Geometry* • Physical Science or Earth/Space Science* World History • HOPE OR other elective • Spanish I 	<ul style="list-style-type: none"> • English 2 • Geometry* OR Algebra II • Biology • American History* • Spanish II • Elective 	<ul style="list-style-type: none"> • English 3 • Algebra II OR Advanced Algebra w/ Financial Applications • Chemistry or Marine or Earth/Space Science Economics / US Government • Elective (Personal & Family Finance) • Elective 	<ul style="list-style-type: none"> • English 4 • Advanced Algebra w/ Financial Applications OR Pre-Calculus • Elective • Elective • Elective • Elective
Honors	<ul style="list-style-type: none"> • English 1 Honors 	<ul style="list-style-type: none"> • English 2 Honors 	<ul style="list-style-type: none"> • English 3 Honors OR AP • English Language & Composition 	<ul style="list-style-type: none"> • English 4 Honors OR AP • English Literature & Composition

	<ul style="list-style-type: none"> Algebra 1* OR Geometry* Honors Honors Physical Science or Earth/Space Science* World History Honors HOPE OR other elective Spanish I Honors 	<ul style="list-style-type: none"> Geometry* OR Algebra II Honors Biology* Honors American History* Honors OR AP American History* Spanish II Honors Elective 	<ul style="list-style-type: none"> Algebra II Honors OR Advanced Algebra w/ Financial Applications Chemistry Honors Economics / US Government Honors AP Psychology Elective 	<ul style="list-style-type: none"> Advanced Algebra w/ Financial Applications OR Pre-Calculus Honors Elective <ul style="list-style-type: none"> Elective Elective
Dual Enrollment	<ul style="list-style-type: none"> English 1 Honors Algebra 1 OR Geometry Honors Honors Physical Science or Earth/Space Science* World History Honors HOPE OR other elective Spanish I Honors 	<ul style="list-style-type: none"> English 2 Honors Geometry OR Algebra II Honors Honors Biology AMH 2010/2020* Spanish II Honors EUH 1000 	<ul style="list-style-type: none"> ENC 1101 & ENC 1102 Algebra II Honors or MAC 1105 BIO 1010/1010L PSY 2012 or SYG 1000 Physics 	<ul style="list-style-type: none"> CRW 2001 & CRW 2002 <ul style="list-style-type: none"> POS 2041 ECO 2013 or 2023 AP Physics Executive Internship DE Elective DE Elective

*End of Course (EOC) exam required for credit.

Bay Virtual School Scheduling Guide

BVS SCHEDULING EXPLANATION

The basic intent of this scheduling process is to allow students to broaden their access to classes without diluting their concentration on any course. Students choose six credits to be studied over the school year. The school year will be divided into two semesters. During each semester a student will be typically be assigned no less than six courses. However, in situations that warrant, a student may concentrate on 3 courses per semester, devoting twice the time to each course. By having only three courses each day, the student is better able to concentrate and focus on learning more thoroughly.

All BVS full-time students are required to participate in all district-wide testing.

- 6 credits per year
- 1 credit (36 weeks of study) or .5 credit (18 weeks of study) per class
- 3 or 6 credits at a time

Full time student scheduling is completed in July. Students may submit to guidance the BVS Course Registration Form for review but should not request courses on the virtual school system (VSA) as requests cannot be processed before July. Returning students will receive additional instructions. New students must submit course requests during orientation. Students enrolled in previous/summer virtual courses with another school (i.e. Florida Virtual School) must have ALL coursework completed with a grade issued PRIOR to the first day of school. Students will not be activated in Bay Virtual courses until all existing coursework is completed.

GRADES

All courses are provided on a semester basis and only semester grades are reported. Students should consider quarterly grades as progress report grades. Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct. The established requirements and procedures for student progression can be found in the Bay County Public Schools Student Progression Plan.

KINDERGARTEN – GRADE 5

GRADE	PERCENT	DEFINITION
A	90-100	Excellent
B	80-89	Very Good progress
C	70-79	Average
N	60-69	Needs Improvement
U	0-59	Unsatisfactory

MIDDLE SCHOOL GRADING SYSTEM

GRADE	PERCENT	DEFINITION
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure

HIGH SCHOOL GRADING SYSTEM

GRADE	PERCENT	VALUE	DEFINITION
A	90-100	4 points	Outstanding Progress
B	80-89	3 points	Above Average Progress
C	70-79	2 points	Average Progress
D	60-69	1 point	Lowest Acceptable Progress
F	0-59	0	Failure

GRADE POINT AVERAGE FOR (HIGH SCHOOL COURSES ONLY)

Grade Points are numerical values assigned to letter grades. A cumulative grade point average is computed by using grades received for more than one grading period.

- A non-cumulative grade point average is computed by using grades received for grading period.
- A weighted grade point average is computed by including honors points.
- An unweighted grade point average is computed without honors points.

GENERAL INFORMATION

High School Extra Quality Points

Classes which are labeled **Honors** shall receive one (1) extra quality point if the grade received is a "C" or above. All classes that are clearly labeled **Advanced Placement**, shall receive two (2) extra quality points if the grade received is a "C" or above. All dual enrollment courses will receive two (2) extra quality points.¹

¹ Weighted GPA is prescribed by law as .50 per course per year. Bright Futures shall assign additional weight to grades earned in courses identified as AP, pre IB, IB. All Level 3 courses and dual enrollment courses in the subject areas of mathematics, language

High School Class Rank

Class rank includes all courses and is the weighted Grade Point Average. It is reported to colleges as the position the student holds by GPA in the entire class.

High School Grade Classification

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. (F.S. 1008.25(6)(a)) **Starting in 2009-10, grade designation for high school students will be determined as follows:**

- a) Following completion of one year designated as a 9th grader and has earned 5 credits, the student will be designated a 10th grader.
- b) Following completion of one year designated as a 10th grader and has earned 11 credits; the student will be designated as an 11th grader.
- c) Following completion of one year as an 11th grader and has earned 17 credits, the student will be designated as a 12th grader.
- d) Students enrolled in and attending Alternative Secondary Schools, including Department of Juvenile Justice (DJJ) programs, participate in a “performance based” educational setting. Students demonstrate credit completion at the point they finish the course requirements. Grade designation is determined in the same manner as indicated above.
- e) BVS diploma is a 24 credit diploma.

High School Forgiveness Rule

Students may elect to repeat a course for credit in order to improve their record and/or raise the cumulative grade point average. A student may repeat a course for which he/she has received a grade of “D”, “F” or “I” and must earn a “C” or higher for that same course. The recovery course must have the same course code designation. The highest grade earned will be computed in determining the grade point average. The student’s record will however, reflect all courses attempted and grades earned. ***Forgiveness rule shall be applied only once per course.***

MIDDLE SCHOOL PROMOTION

Secondary schools are schools that primarily serve students in grades 6 through 12. It is the intent of the Legislature to provide for secondary school redesign so that students promoted from 8th grade have the necessary academic skills for success in high school and students graduating from high school have the necessary skills for success in the workplace and postsecondary education s.1003.413, F.S.

Promotion Requirements

Students entering grade 6 in 2007-2008 and beyond are required to successfully complete the academic courses as follows in order to be promoted to the 9th grade:

- Three middle grades or higher courses in English Language Arts (ELA)
- Three middle grades or higher courses in mathematics. Middle schools must offer at least one high school level mathematics course for which students may earn high school credit. Students who have earned high school credit for Algebra I before the 2011-2012 school year are not subject to the end-of-course assessment required under §1008.22(3)(c)2.a.(I), F.S.; however, beginning with the 2011-2012 school year, to earn high school credit for Algebra I, a middle grades student must pass the Algebra I end-of-course assessment. Students who have earned high school credit for Geometry before the 2012-2013 school year are not subject to the end-of-course assessment required under §1008.22(3)(c)2.a.(I), F.S.; however, beginning with the 2012-2013 school year, a middle grades student must take the Geometry end-of-course assessment, which constitutes 30 percent of the student’s final course grade, and earn a

arts, science, and social sciences will also receive the additional weight. The additional weight assigned is .5 quality point per one credit course. Formula: (Final Course Grade + .5 weight) X Credit Value = Quality Points assigned to course grade.

passing grade in the course. Beginning with 6th grade students entering middle school in 2012-2013, all students who score a Level 2 or higher on the 7th grade FCAT/FSA 2.0/FSA will be eligible to take Algebra I in 8th grade.

- Three middle grades or higher courses in social studies, one semester of which must include the study of state and federal government and civics education. Beginning with students entering Grade 6 in the 2012-2013 school year, one of these courses must be at least a one-semester civics education course. Beginning with the 2013-2014 school year, each student's performance on the statewide, standardized end-of-course assessment in civics education shall constitute 30 percent of the student's final course grade.
- Three middle grades or higher courses in science. Beginning with the 2012-2013 school year, a middle grades student enrolled in high school Biology I must take the Biology I end-of-course assessment, which constitutes 30 percent of the student's final course grade, and earn a passing grade in the course.
- One course in career and education planning to be completed in 6th, 7th or 8th grade. The course must include the career exploration emphasizing technology or the application of technology in career fields and focused on workforce trends and labor market demands, must emphasize the importance of entrepreneurship skills, and shall result in the completion of a personalized academic and career plan. The required personalized academic and career plan must inform students of high school graduation requirements, high school assessment and college entrance test requirements, Florida Bright Futures Scholarship Program requirements, state university and Florida college admission requirements, available opportunities to earn college credit in high school, including Advanced Placement courses, the International Baccalaureate Program, the Advanced International Certificate of Education Program, dual enrollment, including career dual enrollment, academy opportunities, career-themed courses, and courses that lead to recognized industry certifications.

Remediation and Retention – Bay District Policy

It is strongly recommended that Level 1 readers in grades 3-12 enroll in an online intensive reading course as one of their elective courses. Attendance at weekly Success Sessions is strongly suggested to receive additional support.

HIGH SCHOOL COLLEGE CREDIT PROGRAMS

Dual Enrollment Courses

The Dual Enrollment program is defined as the enrollment of eligible secondary students or home education students in a post-secondary course creditable toward both high school completion and an associate or baccalaureate degree or a career and technical certificate.

Eligible secondary students must be enrolled in a Florida public secondary school or in a Florida private secondary school which is in compliance with §1002.42(2), F.S., and conduct a secondary curriculum pursuant to §1003.428, F.S., or §1003.4282, F.S. general requirements for high school graduation, F.S. (Students enrolled in post-secondary instruction that is not creditable toward the high school diploma shall not be classified as dual enrollments.) Students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term as determined by the School District. Instructional time for such enrollment may vary from 900 hours but, the school district may only report the student for a maximum of 1.0 FTE. Any student so enrolled is exempt from the payment of registration, tuition, and laboratory fees. Applied academics instruction, college-preparatory instruction and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the program.

The Department of Education adopted guidelines to achieve comparability across school districts of both student qualifications and teacher qualifications for dual enrollment courses. Students must:

- Demonstrate readiness for college-level coursework and must have a 3.0 unweighted GPA to enroll in college courses

- Demonstrate readiness for career-level coursework and must have a 2.0 unweighted GPA to enroll in career courses
- Pass the Postsecondary Education Readiness Test

Career and Technical Dual Enrollment

Haney Technical Center provides advanced instruction for high school students who demonstrate an interest and readiness to engage in post-secondary certificate career prep courses. The tech centers offer high school students who qualify for dual enrollment an opportunity to earn credit toward both a high school diploma and a post-secondary career preparatory certificate. Elective credits based on a wide variety of Career and Technical program choices are available.

Inter-Institutional Articulation Agreements

The Superintendent of schools and the president of the college shall establish an articulation committee to develop a comprehensive inter-institutional articulation agreement for the school district. The District Inter-institutional Articulation must be completed prior to fall registration each year.

Dual Enrollment and Advanced Placement Instruction Funding

The school district, college, and state university may conduct advanced placement instruction within dual enrollment courses. Students enrolled in a joint dual enrollment and advanced placement course may be funded by either dual enrollment or advanced placement formula, as specified in §1001.62, F.S.; however, no student shall be funded through both a dual enrollment and advanced placement program. The school board shall utilize the funding formula that more closely approximates the cost of the course. Post-secondary credit for a joint dual enrollment and advanced placement course shall be awarded as either dual enrollment or advanced placement credit, based on student preference. An award of advanced placement credit must be limited to students who score a minimum of 3 on a 5-point scale on the Advanced Placement Examination. No student shall claim double credit based on the completion of a single joint dual enrollment and advanced placement course, nor shall any student be required to complete the Advanced Placement Examination.

Full-Time Early Admission

Early admission shall be in the form of Dual Enrollment when students enroll in a post-secondary institution on a full time basis in courses that are creditable toward high school diplomas and an associate or baccalaureate degree. Students enrolled are exempt from the payment of registration, matriculation, and lab fees. This program allows students to enter college following completion of grade 11 (completion of grade 10 with special permission from the school principal or designee) and to substitute two semesters of college work or its equivalent for one year of high school, provided requirements for mastery of District performance standards and FCAT/FSA have been met.

Advanced Placement

Advanced Placement (AP) is the program available to eligible secondary students offered by the Advanced Placement Program administered by the College Board. Post-secondary credit for AP courses shall be awarded to students who score a minimum of 3 on a 5-point scale on the corresponding AP exam. Students shall be exempt from the payment of any fees for administration of the examinations regardless of whether or not they achieve a passing score in examination.

Grade Forgiveness

A student must obtain written permission from the principal before the student takes a course for forgiveness. Any course in which a student makes a D or F may be taken over during the school year to improve his/her grade point average. A grade of D may not be taken over to improve a student's grade point average during summer school, if offered, unless it is needed to meet graduation/grade point average requirements or fulfill the requirements of an academic performance contract. In a required

course, a grade of C or better in the same or comparable subsequent course will be used in lieu of the original grade to compute the grade point average. In an elective course, a grade of C or better in any other subsequent course will be used in lieu of the original grade to compute the grade point average. The original grade must remain on the record.

Sources for forgiveness credit are:

1. Haney Technical Center for 16 years old or older and meets the requirements of Fla. Admin. Code R. 6A-6.020.
2. Correspondence schools accredited by a regional accreditation agency.
3. Extended school day programs approved by the Superintendent.
4. Florida Virtual School.
5. Credit recovery courses and intensive reading and mathematics intervention courses based on student performance on the FL state assessment. These courses should be competency based and offered through innovative delivery systems, including computer-assisted instruction.

Note: The only exception to the above forgiveness policy shall be made for a student in the middle grades who takes any high school course for high school credit and earns a grade of “C”, “D”, or “F” or equivalent. In such cases, a grade of “C” or higher or equivalent earned in the same or comparable course may replace the previous grade.

Transfer of Credits

Transfer Students from Nonpublic School or Program. A student entering the District school system by transfer from a nonpublic school or program shall meet the General Admission and Enrollment Requirements. If the student is transferring from a nonpublic school which is not state or regionally accredited, or from a home education program, the student shall be assigned to a grade by the school principal based on placement tests, age, previous school record, and other available educational data.

Verification of Prior Attendance and Grade Level. Each principal shall obtain a record of the prior attendance and grade level of each student entering the District school system by transfer or enrollment from another school or school district within or outside the State of Florida. No student may be promoted to a higher grade level in the absence of such verification and, in the alternative, shall be placed at the grade level determined by the principal or a child study team. Placement will be discussed with parents or legal guardians. The final decision for placement will rest with the principal.

Students who enter a Florida public school at the 11th or 12th grade from out-of-state or from a foreign country shall not be required to spend additional time in school in order to meet the high school course requirements. Students who are not proficient in English should receive immediate and intensive instruction. A transfer student must earn a 2.0 grade point average and pass the 10th grade FL state assessment or an alternative assessment as specified in Fla. Stat. § 1008.22(9)

Students who earned the required 24 credits for the standard high school diploma except for passage of any must-pass assessment under s. 1003.4282 or s. 1008.22 or an alternate assessment by the end of grade 12 must be provided the following learning opportunities:

- Participate in an accelerated high school equivalency diploma preparation program during the summer;
- Take the Postsecondary Education Readiness Test upon receipt of a certificate of completion and be admitted to remedial or credit courses at a state community college, as appropriate;
- Participate in an adult general education program as provided in §1004.93,F.S. for such time as the student requires to master English, reading, mathematics, or any other subject required for high school graduation. Students attending adult general education programs shall have the opportunity to take any must-pass assessment under s.1003.4282 or s. 1008.22 an unlimited number of times in order to receive a standard high school diploma.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward Florida high school graduates who merit recognition of high academic achievement and who enroll in an eligible Florida public or private post-secondary educational institution within the specified timeframe after high school graduation. The Florida Bright Futures Scholarship Program is the umbrella program for the Florida Academic Scholars Award, the Florida Gold Seal Vocational Scholars Award and the Florida Medallion Scholars Award. For other details see www.floridastudentfinancialaid.org

To be eligible for an initial award from any of the three types of scholarships, students must:

- Complete a Florida Financial Aid Application (FFAA) available at www.FloridaStudentFinancialAid.org/SSFAD
- Be a Florida resident and a U.S. citizen or eligible non-citizen, as determined by the post-secondary institution the student attends;
- Earn a standard Florida high school diploma or its equivalent
- Be accepted by or enrolled in an eligible Florida public or private post-secondary educational institution;
- Enroll in a post-secondary educational institution in Florida for a least six semester credit hours, or the equivalent, per term;
- Have not have been found guilty of , or pled no contest to, a felony charge; and
- Begin using the award within the specified timeframe after of high school graduation. If students enlist directly in the military after graduation, their two-year or three-year period begins upon date of separation from active duty.

The Florida Department of Education has established a toll free number, 1-888-827-2004, for anyone interested in applying for one of the three Bright Futures scholarships. Students should begin by contacting their school's school counselor.

DUAL ENROLLMENT PROGRAM

High school students who meet program requirements may concurrently enroll in courses that are creditable toward a post-secondary certificate, associate's degree, or bachelor's degree at technical centers, college and state universities that have entered into an articulation agreement with Bay County. Students must meet the following requirements:

- Have earned a minimum of 1 credits
- Have earned a minimum 3.0 unweighted grade point average (2.0 for technical programs) prior to enrollment
- Obtain approval from the high school principal (or designee) and parent
- Obtain minimum ACT, PERT, or SAT placement scores prior to enrollment

Course	P.E.R.T	ACT-E	SAT-R
ENC 1101	103 – Writing & 106 – Reading	17 – English & 19 – Reading	440 – Critical Reading
MAC 1105; MGF 1106/1107; STA 2023	123 – Math	23 – Math	540 - Math
MAC 1106	135 – Math	25 – Math	560 - Math

- Select courses from the approved list
- Satisfy any required prerequisites
- Attend Edison, if course is offered at the college level
- Maintain a 3.0 GPA in high school coursework and a 2.0 GPA in dual enrollment coursework in order to continue in the program
- Conform to all School Board and postsecondary institution policies and procedures

Note: Most three credit hour dual enrollment courses equate to one-half (.5) high school credit. Some three and four credit hour dual enrollment courses equate to one (1.0) high school credit. See www.facts.org for a listing of these courses.

EARLY ADMISSION PROGRAM

Early admission is another form of dual enrollment through which eligible students enroll in a college on a full-time basis during the last year of high school. Both high school and college credit will be awarded when attending colleges where an articulation agreement is in force.

Students must meet the following requirements:

1. have passing scores on state-mandated assessments or concordant score;
2. have a composite score of 26 on the ACT or 1170 on the SAT;
3. have a 3.5 grade point average on a 4.0 scale;
4. have earned 20 credits including all required courses except senior English and Economics/American Government;
5. be approved by his/her high school principal;
6. be accepted by an accredited college;
7. have completed accelerated graduation form signed by the parents;
8. be approved by the School Board; and
9. have completed two (2) years of instruction above grade 9.

Students in the Early Admission to College program may be awarded a diploma with their regular class:

1. if the student has completed two (2) college semesters or equivalent with a normal class load (12 semester hours each semester) including six (6) semester hours of English, three (3) semester hours of both Economics and American Government,
2. if the student maintains at least a 2.0 grade point average or equivalent, and
3. if the student's cumulative folder shows adequate notations covering the work accomplished while in college.

ADVANCED PLACEMENT PROGRAM

High schools may offer Advanced Academic Programs as outlined in the district's Advanced Academic Program Guidelines. The Advanced Academic Program will receive 100% of the funds generated by students. These funds must be used, at least in part, to pay state mandated teacher bonuses and purchase required tests, textbooks, and other necessary instructional resources. Teachers trained in Advanced Academic Programs shall be trained at the program's expense. However, parents of students in or entering high school must be notified of the opportunity and benefits of Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, dual enrollment, and Florida virtual school courses. These programs will be used to accelerate or shorten the time necessary for completion of the requirements for the high school diploma and a postsecondary degree. Each high school shall make advanced placement courses available to students who have demonstrated sufficient motivation and capability to participate in academic programs at the postsecondary level

High schools may offer advanced academic programs that meet the following criteria: 1. Offer a specific, unique advanced curriculum; 2. Have specific, unique advanced expectations; 3. Offer students the opportunity to earn advanced standing at the college/university level; and 4. Have students make application to these programs and meet the academic requirements of the program for admittance.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

The NCAA has specific requirements for student-athletes desiring to play college athletics.

Information and NCAA Clearinghouse forms are available by visiting their website:

www.ncaa.org. The student is responsible for requesting from the school registrar that a transcript be sent to the NCAA. All prospective student-athletes who want to play in NCAA Division I or II intercollegiate athletics must meet the NCAA Eligibility test score, grade point average, and core course requirements. Students apply for eligibility during their junior year in high school. Be sure to contact the NCAA Clearinghouse with specific questions.

HIGH SCHOOL BRIGHT FUTURES SCHOLARSHIP PROGRAMS

The Florida Bright Futures Scholarship Program establishes lottery-funded scholarships to reward any Florida high school graduate who merits recognition for high academic achievement and enrolls in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The Scholarship Program is the umbrella program for all State-funded scholarships based on academic achievement in high school.

The three scholarships are the Florida Academic Scholars Award, the Florida Gold Seal Vocational Scholars Award, and the Florida Medallion Scholars Award. Students and parents should access the Bright Futures website at www.MyFloridaEducation.com/brfuture to be informed of any changes.

How To Apply: Students must complete the Florida Financial Aid Application at www.FloridaStudentFinancialAid.org during the last year of high school. Students must qualify for the Bright Futures Program by the time they graduate from high school. Early admission students (if qualified for Bright Futures) may receive a scholarship in the fall of the early admission year or after completion of the early admission year.

Students will be evaluated for eligibility after the 7th/14th semester (Early evaluation). The 8th/16th semester (June evaluation) will occur for those students who were not qualified during the Early Evaluation, but are now qualified and for those students who are now qualified for a higher award. In February and approximately two weeks after graduation, student transcripts will be electronically transmitted to the Department of Education for evaluation. In all instances, grade point averages will be calculated by the Department of Education. (BF grade point average is NOT reflected on student transcripts.) The Department of Education mails eligible/ineligible letters to students submitted for evaluation.

BF Eligibility Criteria: The criteria for the three awards have been set forth by the Florida Department of Education. Each award has specific criteria that must be met. However, to be eligible for the initial award, a student must:

- Complete the online application entitled the Florida Financial Aid Application by spring graduation
- Be a Florida resident and a U.S. citizen or eligible non-citizen
- Earn a Florida standard high school diploma or its equivalent for a public, private high school or complete a state approved home education program
- Attend an eligible Florida public or independent postsecondary education institution
- Register for at least six semester credit hours or the equivalent
- Not have been found guilty of or pled nolo contendere to a felony charge
- Begin using the award within three years of graduation

To qualify for an award:

- Visit the Bright Futures Scholarship Program website at www.firn.edu/doe/brfutures/
- Click on **First Time Applicant**.
- Then click on **What courses are used to calculate the Bright Futures GPA?**
- Then Click **Comprehensive Course Table** to check for course eligibility for the Bright Futures Scholarship and admission to the Florida state university system.

Florida Academic Scholars Award

The specific requirements are listed below:

Grade Point Average based upon the Statewide Scholarship Weighting system using the required credits listed below: Weighted GPA based on 16 credits.....3.5

Required Coursework:

- English (3 with writing) 4
- Mathematics (Algebra 1 and above) 4
- Natural Science (2 with substantial labs) 3
- Social Science 3
- Foreign Language (same language)..... 2

May use up to 2 additional credits from courses in areas listed above and/or AP or IB fine arts courses to raise the GPA

Community Service 100 hours

Test Scores:

- SAT 1290
- ACT 29

Other Ways to Qualify:

IB Diploma, National Merit / National Achievement / National Hispanic Scholar / Finalist, IB Curriculum (but no IB diploma) and required SAT / ACT score, 3-year College Prep Program with required test scores and 3.5 GPA in 16 required credits.

Florida Medallion Scholars Award

The specific requirements are listed below:

Grade Point Average based upon the Statewide Scholarship weighting system using the required credits listed below: Weighted GPA based on 16 credits.....3.0

Required Coursework:

- English 4
- Mathematics (Algebra and above) 4
- Natural Science (2 with substantial labs) 3
- Social Science 3
- Foreign Language (same language) 2

May use up to 2 additional credits from courses in areas listed above and/or AP or IB fine arts courses to raise the GPA.

Community Service 75 hours

Required Test Scores:

SAT 1170

ACT 26

Other Ways to Qualify:

National Merit / National Achievement / National Hispanic Scholar/ Finalist IB curriculum (but no IB diploma) and required SAT /ACT score, 3-year College Prep. Program with required test scores and 3.5 GPA in 16 required credits.

Florida Gold Seal Vocational Scholars Award

The specific requirements are listed below.

Grade Point Average based upon the Statewide Scholarship Weighting system using the required credits listed below: Weighted GPA based on 16 credits 3.0

3 sequential vocational credits, unweighted 3.5

Required Coursework:

- English 4
- Mathematics 4
- Natural Science..... 3
- Social Science (A Hs, W Hs, A Govt, Econ) 3
- Physical Education..... 1
- Practical/Performing Arts..... (1/2 each or 1 of either)

Another means of qualification is IB curriculum/no IB diploma and required SAT/ACT score: **16 credits in subjects required for graduation**

- English 4
- Math (including Alg. 1 or equivalent)..... 4
- Science..... 3
- World History, Am. History, Gov't, Econ 3
- Pract/Perf. Art 1 or .5+.5
- Health/LMS..... 5
- PE..... 5
- Personal Fitness..... 5
- Community Service 30 hours

Required Test Scores:

SAT Verbal 440

SAT Math 440

ACT Reading 18

ACT English 17

ACT Math 19

OR College Placement Test (CPT)

CPT Reading Comprehension 83

CPT Sentence Skills..... 83

Other Ways to Qualify:

3-year College Prep. or Career Prep. Program with 3.0 weighted GPA using the 16 core credits required for your selected graduation program²

HIGH SCHOOL TALENTED TWENTY PROGRAM

Graduates from Florida public high schools who rank in the top 20% of their class and who have completed the required 18 units of core courses shall be admitted into one of the eleven state universities, although not necessarily the university of the applicant’s choice. After three notifications of denial, other universities will provide complimentary review of the transcripts of the Talented Twenty applicants at the request of the high school counselor. Once any university accepts the student, the guarantee for admissions has been considered met, even if the student does not wish to attend that particular university.

COLLEGE ADMISSION TESTS

Most college and universities require a college admissions test score as a part of the application process. The ACT and the SAT tests are administered several times each school year. Students must elect to take one or both of the tests. Registration may be done by completing a paper registration form or by applying online at www.act.org or www.collegeboard.com. The SAT II subject area tests are required by many private universities and highly selective colleges, although many do accept the ACT sub scores in lieu of SAT II tests. It is recommended that the appropriate SAT II test be taken immediately upon completion of the 2nd year of a foreign language or other rigorous course. That is the ideal time to demonstrate one’s knowledge in that particular subject area. Some universities, including some within the Florida state university system, may use an eligible SAT II foreign language test score to replace a required college course. Check the college website or college catalog for further information. Log on to www.collegeboard.com or www.actstudent.org.

FLORIDA STATE UNIVERSITY SYSTEM COURSE REQUIREMENTS

Freshman applicants must complete at least 15 units of high school work in the five core areas listed below, and 4 units in approved electives.

- English 4 units
- Mathematics 4 units
- Natural Science 3 units
- Social Science 3 units
- Foreign Language 2 units
- Approved Electives 3 units
- 18 units

Approved State University System Elective Courses

Policy: Freshman applicants to the State University System must have three additional high school credits as electives. Students and counselors are advised to consider carefully the importance of elective course work. Completion of the required 18 credits for SUS admission guarantees acceptance only in the case of Talented 20 students. Therefore, the stronger an applicant’s preparation (**including electives**), the better are chances of admission in general and to the university of choice specifically. Information on specific qualifying electives can be found at www.facts.org. Students may complete the three elective requirements in any combination of courses listed in the Department of Education Course Code. Directory as follows:

² Weighted GPA is prescribed by law. 1) Bright Futures shall assign additional weights to grades earned in courses identified as AP, pre IB, IB. All Level 3 courses and dual enrollment courses in the subject areas of mathematics, language arts, science and social science will also receive the additional weights. 2) The additional weight assigned is .5 quality point per one credit course. *Formula: [(Final Course Grade + .5 Weight) X Credit Value] = Quality Points assigned to course grade.*

Up to three credits of:

- Level II courses in: English/Language Arts, Social Science, Mathematics, Foreign Language, Natural Science, Fine Arts
- Level III courses in any discipline
- Dual Enrollment courses for which both high school and post-secondary credits are granted.

One credit of:

- Courses grade nine or above in ROTC/Military Training
- Courses identified in the state course directory as level two in art-visual arts, dance, drama-theatre arts, language arts, or music; or
- Equivalent courses in any discipline as determined by the Articulation Coordinating Committee

NOTE: Please see <https://www.floridashines.org/> for more information.

Graduation Options

A student's 9th grade year of entry will determine state assessment criteria for graduation. Assessment requirements by year of entry can be found at <http://.fcats.fldoe.org/eoc> (Graduation Requirements). Students must also meet the required grade point average as specified in Bay District School Board Policy 8.202, earn the number of required credits, and meet the diploma/program requirements in order to graduate.

Option 1: Four-year, 24 credit program requirements for High School Graduation (for students entering 9th grade in the 2012-2013 school year thereafter):

4 – English

4 - Math (one must be Algebra I or equivalent and one must be Geometry or equivalent)

3 - Science** (one must be Biology and two of which must include a laboratory component)

1 - American History

1 - World History

½ - Economics

½ - American Government

½ - Personal Fitness***

½ - Physical Education

9 - Electives* (At least one course within the 24 credits required for graduation must be completed through online learning.)

Diploma Designations: In addition to earning a standard diploma, the following diploma designations are available for students:

Requirements for a Scholar Designation: -

Meet the requirements for a standard high school diploma based on the year the student entered high school as a 9th grade student

- Pass the ELA 11 grade common core assessment once implemented - Earn one credit in Algebra II; pass the Algebra II common core EOC once implemented

- Earn one credit in statistics or an equally rigorous mathematics course

- Pass the Biology I EOC assessment - Earn one credit in chemistry or physics

- Earn one credit in a course equally rigorous to chemistry or physics

- Pass the statewide standardized United States History EOC assessment

- Earn two credits in the same foreign language

- Earn at least one credit in an Advanced Placement, an International Baccalaureate, an Advanced International Certificate of Education, dual enrollment or an approved industry certification

Requirements for a Merit Designation:

- Meet the requirements for a standard high school diploma based on the year the student entered high school as 9th grade student
- Attain one or more industry certifications from the list established under S. 1003.492, Fla. Stat.

Option 4: 4 year 18-credit Accelerated Program: For students entering the 9th grade in the 2013-2014 school year and thereafter, the 18 required credits for graduation must include: 4 - English, must include ELA I, II, III and IV or equivalent 4 - Math (one must be Algebra I or equivalent and one must be geometry) 3 - Science (two of which must include a laboratory component, must include Biology I and two equally rigorous courses) 1 - American History 1 - World History ½ - Economics ½ - American Government 1 - Fine Arts or Performing Arts 3 - Electives
 Prior to enrolling in Option 2, 3, or 4: (1) school personnel should meet with the interested student and his/her parent to explain requirements and advantages/disadvantages of each option and, (2) the student shall have submitted to his/her principal and guidance counselor a signed parental consent to enter the specified option.

Bay Virtual School assumes, unless indicated otherwise, that all entering 9th graders are pursuing a 24 credit diploma.

Option 2: 4 year 18-credit Accelerated Program: For students entering the 9th grade in the 2013-2014 school year and thereafter, the 18 required credits for graduation must include:

- 4 - English, must include ELA I, II, III and IV or equivalent
- 4 - Math (one must be Algebra I or equivalent and one must be geometry)
- 3 - Science (two of which must include a laboratory component, must include Biology I and two equally rigorous courses)
- 1 - American History
- 1 - World History
- ½ - Economics
- ½ - American Government
- 4 - Electives

Prior to enrolling in Option 1 or 2: (1) school personnel should meet with the interested student and his/her parent to explain requirements and advantages/disadvantages of each option and, (2) the student shall have submitted to his/her principal and guidance counselor a signed parental consent to enter the specified option.

FLVS Course Tips / FAQ's

For more information: <https://www.flvs.net/myflvs/student-handbook/quick-start>

Prior to uploading, please follow these directions:

- Create your work in a WORD document. (You will know if it is WORD because you will have a .doc at the end of your file.) If you do not have MICROSOFT WORD then you must save your work as a RICH TEXT (rtf).
 - Directions to save as RICH TEXT FORMAT (.rtf):
 - When you finish your work click on the word FILE in the menu.
 - Then scroll down to SAVE AS and click on it.
 - Then in the drop down box choose RICH TEXT FORMAT.
 - PLEASE DO NOT PUT ANY PERIODS, HYPHENS, ASTERISKS OR DECIMALS IN YOUR FILE NAME WHEN YOU SAVE IT. FOLLOW TEACHER DIRECTIONS FOR NAMING.
- After you have your work saved in the proper format you will click on the **BROWSE** button on the submission form to find your file in your computer.
- Once you find your file you click the button and it will upload. (IF THIS FAILS JUST CUT AND PASTE INTO THE TEXT BOX ON THE FORM)
- If you receive a zero on a worksheet you will need to email the worksheet number so the teacher can reset it for you so you can resubmit it. *Remember to check the “submit for grading” box before submitting otherwise the teacher will not be able to see your work.*

Remember all assignments that you create (not worksheets but essays, etc.)

MUST INCLUDE A HEADING WITH:

YOUR NAME

COURSE & DATE

ASSIGNMENT NAME & NUMBER

Correct capitalization, punctuation, grammar, etc. Refrain from “text speak”. Although your class is online, your assignments’ presentation should be just as if you are submitting it in person.

HOW DO I ACCESS MY GRADE?

To see your grade and a list of your scores on each assessment, click on the **BLUE GRADEBOOK** button.

- 1) Find the assignment you want to view. Click to open and view your work and the Instructor's Comments.
- 2) Your score on the Assessment
- 3) The number of points the Assessment counts toward the total points in the course.
- 4) The number of points you earned toward the total in the course.
- 5) The date you submitted will be updated if you re-submit the Assessment.
- 6) Your total points earned thus far in the course.
- 7) Your percent based on your points earned divided by the total in the course.
- 8) Your actual percentage based on your points earned divided by the total points you have attempted. (Your actual grade)
- 9) Number of assessments and percentage of the course you have completed to date.

HOW DO I SEND AN EMAIL TO MY INSTRUCTOR?

As an active participant in an online course, you are supplied with an email account to use for course activities. Although the email account has your username on it, it remains the property of your Virtual School and should be used accordingly. If there is a period of time when you are not active in an online course, you will not have access to the email account. If you have multiple online courses, all correspondence will be delivered to your account, as the account is not course specific. Please use your Virtual School email account responsibly. Do not send personal emails to class members or use your account to "chat" with other members of your course. If you would like to socially correspond with members of your course, it is suggested you do so using your classmate's and your personal email account and not your Virtual School email accounts. Keep in mind that your Instructor and Virtual School Administration have access to your account and regularly audit them. Violators of your Virtual School e-mail policy will be subject to appropriate consequences.

Below are basic directions for using your Virtual School e-mail account:

- To send a message, click on the BLUE-mail button and then on Send Message.
- To email your Instructor(s), put a check box beside the person's name you'd like to e-mail.
- It's proper etiquette to include a descriptive 'Subject' line as a hint to the e-mail's contents. This will also assist the receiver with managing their email Inbox. PLEASE REMEMBER YOUR COURSE INITIALS! For example, WH FOR WORLD HISTORY.
- Type your message into the 'Message' window using proper grammar and punctuation. Use 'Spell Check' and re-read your email before sending to insure you've included enough details for the receiver to understand what you are saying or asking.
- Click the 'Send' button when you are ready.

WHAT SHOULD I BE DOING AS A 6TH GRADE STUDENT?

- Pass all classes
- Attain Level 3 or higher on FCAT/FSA Reading and Mathematics
- Focus on strong study habits
- Obtain good grades
- Participate in extracurricular activities
- Take a set of courses that are challenging for you
- Identify areas that are interesting to you and explore potential career fields
- Remember that in high school all your grades are part of your permanent record
- Earn 4 credits (Math, Language Arts, Science, Social Studies)

WHAT SHOULD I BE DOING AS A 7TH GRADE STUDENT?

- Pass all classes
- Attain Level 3 or higher on FCAT/FSA Reading and Mathematics
- Take advanced or **high school** courses **if available to you**
- Focus on strong study habits
- Obtain good grades
- Participate in extracurricular activities
- Take a set of courses that are challenging for you
- Identify areas that are interesting to you and explore potential career fields

- Remember that in high school all your grades are part of your permanent record
- Take the Civics EOC
- Earn 4.5 credits (Math, Language Arts, Science, Social Studies, Career Education)

WHAT SHOULD I BE DOING AS AN 8TH GRADE STUDENT?

- Pass all classes
- Attain Level 3 or higher on FCAT/FSA Reading and Mathematics and End of Course (EOC) exams
- Take advanced or **high school** courses **available to you**; remember that in high school all your grades are part of your permanent record.
- Attain Level 4 FCAT/FSA Writes
- Focus on strong study habits
- Obtain good grades
- Participate in extracurricular activities
- Take a set of courses that are challenging for you
- Identify areas that are interesting to you and explore potential career fields
- Start community service hours in the summer of 9th grade
- Earn 4 credits (Math, Language Arts, Science, Social Studies)

WHAT SHOULD I BE DOING AS A 9TH GRADE STUDENT?

- Focus on strong study habits, obtaining good grades, participating in extracurricular activities, and take a set of courses that are challenging for you. In addition, continue to identify areas that are interesting to you, and explore potential career fields.
- Earn Level 3 or better on FCAT/FSA Reading and pass all EOC's (Algebra/Geometry/Biology)
- Remember that all your grades are now a part of your permanent record.
- Earn 6 credits to be promoted. *Based on the requirements of the 24 credit standard diploma you should be enrolled in:*
 - English 1 or English 1 Honors
 - Algebra 1 or Algebra 1 Honors, Geometry or Geometry Honors
 - Biology or Biology Honors
 - HOPE
 - World History or World History Honors
 - Spanish I

WHAT SHOULD I BE DOING AS A 10TH GRADE STUDENT?

- Continue strong study skills
- Earn Level 3 or better on FCAT/FSA Reading and pass all EOC's (Geometry/US History/Biology)
- Take the PSAT
- Explore Career options
- Create a *Choices* resume and portfolio
- Take challenging courses such as honors and AP
- Volunteer your time, get documentation of volunteer hours
- Attend College Fair
- Find out about Dual enrollment and other acceleration mechanisms
- Repeat classes for forgiveness to maintain a high GPA, if needed
- Participate in summer course enrichment or internships
- Take ACT/SAT in summer

- Create a final college list
- Apply for colleges and scholarships
- Enroll in courses to have earned 12 credits to be promoted. *Based on the requirements of the 24 credit standard diploma you should be enrolled in:*
 - English 2 or English 2 Honors
 - Geometry or Geometry Honors, Algebra II or Algebra II Honors
 - Marine Science or Marine Science Honors
 - American History or American History Honors
 - Spanish 1 or Latin 1
 - Spanish 2 or Latin 2
 - SAT Prep

WHAT SHOULD I BE DOING AS AN 11TH GRADE STUDENT?

- Choose a challenging course schedule
- Repeat classes for forgiveness, if needed
- Take the SAT/ACT for higher scores if needed
- Take PERT to determine College Readiness course eligibility
- Get recommendations from teachers, coaches, community leaders, etc.
- Volunteer your time, get documentation of volunteer hours
- Attend College Fair
- Research technical schools and colleges you are interested in attending
- Take dual enrollment classes
- Continue Career exploration and planning
- Review available scholarships and requirements
- Look for Executive Internship Site
- Take AP Exams
- Enroll in courses to have earned 18 credits to be promoted. *Based on the requirements of the 24 credit standard diploma you should be enrolled in:*
 - English 3 or English 3 Honors or AP English Language
 - Algebra 2 or Algebra 2 Honors or Advanced Algebra
 - Chemistry or Chemistry Honors
 - Personal & Family Finance
 - American Government or AP Government
 - Economics or AP Micro Economics or AP Macro Economics
 - Dual Enrollment classes or Shared Time Vocational Classes

WHAT SHOULD I BE DOING AS A 12TH GRADE STUDENT?

- Select a challenging course schedule.
- Register and take the SAT and/or ACT again if needed (fall)
- If enrolled in College Readiness courses, take PERT in the spring
- Review your transcript.
- Review and apply for Bright Futures scholarship.
- Create a final college list.
- Apply for colleges and scholarships.
- Apply for financial aid online.
- Update Choices resume and portfolio.

- Complete all service hours and submit documentation to guidance
- Review graduation status.
- Take AP Exams.
- *Based on the requirements of the 24 credit standard diploma you should be enrolled in:*
 - English 4 or English 4 Honors or AP English Literature or English 4 College Prep
 - Advanced Algebra with Financial Applications or Pre-Calculus
 - Executive Internship
 - Dual Enrollment classes or Shared Time Vocational Classes

HIGH SCHOOL UNWEIGHTED GPA CALCULATION WORKSHEET

Number of Semester A's X 2.0 = _____ Q pts.

Number of Semester B's X 1.5 = _____ Q pts.

Number of Semester C's X 1.0 = _____ Q pts.

Number of Semester D's X 0.5 = _____ Q pts.

Number of Semester F's X 0.0 = _____ Q pts.

Total Quality Points 1. _____

Credits Attempted

(Number of semester grades divided by 2) 2. _____

Note: When figuring a GPA, don't count a course that has been forgiven.

1. (Total Quality Points) / 2. (Credits Attempted) = (Unweighted GPA)

Note: To calculate a weighted GPA, add a .5 quality point for each semester grade of "C" or above in an advanced, honors or 1000 level dual enrollment course. Add 1 quality point for each semester grade of "C" or above in an Advanced Placement, International Baccalaureate or 2000 level and above dual enrollment course.

Minimum System Requirements

The information below is the suggested minimum requirements for Bay Virtual School that you should follow to insure that you have a successful learning experience.

Browser

Google™ Chrome™ 35
 Internet Explorer®9.x – 11.x
 Safari®5.0 (Requires 10.7.2+)
 Firefox®29.0

Operating System

Windows® 7
 Windows 8
 Windows Vista™
 Windows XP® (Home / Pro)
 Windows RT 3
 Mac® OS® X 10.7.2+

Processor

PC: 2.33GHz AMD® -or- Intel® Core™ Duo 1.83 GHz

Mac: Intel Core Duo 1.33 GHz

Memory

2 GB RAM

Hard Disk Space

500 MB available disk space for browser cache

Display 1280 x 1024 resolution

16-bit color 128 MB graphics card (for use with Mac computers)

Sound

OS supported sound card

Speakers or headsets (recommended)

Network / Connection Speed

LAN 10/100 switched to desktop

Internet access 256 kbps per concurrent user

Plug-Ins

Adobe® Flash® Player 16+

Adobe Acrobat® Reader® 11+

Adobe Shockwave® Player 12+

Java® 1.8+

1 Some math and science courses include Shockwave-powered activities called Gizmos which will not run in Chrome browser at this time.

2 Windows XP will require use of Firefox for Internet browsing. Please contact an Edgenuity Field Engineer for additional information if using other browsers.

3 Windows based tablets and the Windows RT operating system is fully supported by Edgenuity when using Edgenuity 3000+ series courses.

4 All instructional computer stations will need to have sufficient network-user permissions to ensure full functionality when using certain plug-in applications. Students will need access to audio capabilities including speakers and/or headsets.

5 A slow Internet connection will affect the performance of multimedia elements found in the Edgenuity courses

Troubleshooting Tips

If during Registration or after you are active in your online course, you encounter difficulties, here are some troubleshooting tips:

- On a PC, open your browser, go to Tools in the menu bar, scroll down to Internet Options and then delete your cookies. Quit out of your browser after making these changes and then open your browser again
- On a MAC, open your browser, go to Edit in the menu bar... Preferences... Receiving Files... Cookies... select "Delete" ... click OK

- Check the Date, Time, and Time Zone...
 - On a PC, from the Desktop... open “My Computer” ... open “Control Panel”... select “Date & Time” and verify correct date, time, and time zone
 - On a MAC, under the Apple Menu... select “Control Panel”... select “Date & Time” and verify correct date, time, and time zone
- Disable any spyware or firewall protection and see if that is causing your problem
- Proxy servers and firewalls may require adjustments
- Disable any parental control filtering or pop-up stopper software you may have –both are likely to cause error messages
- If you work on a router and have problems, try connecting directly to the Internet instead
- If you receive any error messages, try the STOP and then REFRESH browser buttons

You may need to restart your computer after any or all of the above is done.

Parent & Student Academic Progress Check Options

Bay Virtual School full time students do not receive report cards; however, we recommend that parents and students utilize the available options to review student grades and progress continually. Several options are listed below:

- 1) Use your parent/guardian account to monitor student’s grades.
- 2) Contact online teacher during their individual office hours via email and/or telephone
- 3) Log on to virtual school at <http://Bay.fbVS.net> with student account information to sign into the course and review their individual grade-book.
- 4) Review electronic progress report sent weekly by online teachers to parent and student email accounts.

FLORIDA VIRTUAL SCHOOL curriculum with Bay Virtual School teachers (BVS)

LESSONS: Where teaching of subject and directions are found

COURSE INFORMATION:

- Do NOT follow pace chart found here.
- Print pace chart sent by teacher and follow very closely.
- Students must put a copy of pace chart in class folder/binder.
- May work ahead and finish course early.
- Must complete minimum # of assignments each week.
- Materials List found here.
- How to Submit Assignments (and attachments) found here.

GRADEBOOK:

- Where to turn in work/assignments
- Work not typed in student comment box is sent as an ‘attachment’
- May type most work in student comments section.
- Always check ‘submit’ and ‘submit for grading’ boxes.
- Always do work in chronological order. Don’t skip around.
- May submit assignments twice, but exams & quizzes only once.
- Do not open or double click quizzes or exams or you will be locked out and need special permission to re-enter worksheets, exams, and surveys (requires a teacher ‘reset’).
- Where to find most accurate and current information about grade/current percentage, assignments, and teachers’ comments.
- Where to submit work.
- N/A means student never completed the assignment and the teacher entered a grade of a ‘1’ which is equivalent to a ‘zero.’

EMAIL:

- Students must read and reply everyday
- The first thing to do when signing in to course(s).

DISCUSSION GROUPS:

- Participating in discussions is mandatory.
- Click on the Assignment; go to bottom to 'send' a message.
- Always post DISCUSSION GROUP assignments in the student comments box of the actual assignment for your teacher in order to earn a grade.

ANNOUNCEMENTS:

- Are used like a teacher bulletin board.
- Read and print for each course.
- Introduction of teacher.
- **HOME** office number & hours. (Please respect teachers' office hours).
- Good news bulletins.
- Course updates and information.
- Click on the Assignment; go to bottom to 'send' a message.
- Always post DISCUSSION GROUP assignments in the student comments box of the actual assignment for your teacher in order to earn a grade.

Edgenuity

Parent Quick Start Guide:

http://ccdn.edgenuity.com/wp/vsrc/SIS_Parent_QuickStart_Guide.pdf

Student Quick Start Guide:

http://ccdn.edgenuity.com/wp/vsrc/SIS_Student_QuickStart_Guide.pdf

Bay Virtual School FAQ

HOW DO I ENROLL FULL-TIME IN BAY VIRTUAL SCHOOL?

Enrollment in our full-time program takes place before the first and second semesters of the school year. Students/parents should complete the prospective full-time student application online at <http://bayvirtualschool.com> and submit it electronically during the application window. Applications must be completed in full. Once your application is received by school staff, we will make contact with the student/parent via email.

IS BAY VIRTUAL SCHOOL ACCREDITED?

Bay Virtual School is fully accredited by AdvancedED as a Bay District School. Bay Virtual School is also registered with the Florida State Department of Education and a part of the Bay County Public School system. Our accredited online high school diploma and all credits earned at BVS are accepted by other 6-12 schools, colleges, universities, and employers.

CAN I USE A DIPLOMA FROM BAY VIRTUAL SCHOOL TO ENROLL INTO COLLEGE, OBTAIN A SCHOLARSHIP OR GAIN EMPLOYMENT?

Yes. Bay Virtual School has a solid reputation within the academic community. BVS offers a standard high school diploma that meets state and school board requirements. Our graduates have gone on to post-secondary education, employment, or to join the military (tier 2 recruitment). Students have been accepted to universities such as Tulane, and all most major state universities and colleges in Florida.

IS BVS AVAILABLE TO EVERYONE?

BVS is a public school serving grades K-12. If you meet BVS admission requirements and have determined that online learning is suitable for your needs, you are encouraged to apply for enrollment. BVS thrives on diversity and feels our diverse student body is what sets us apart from other traditional high schools. We truly offer a well-rounded and diversified learning experience.

IS THE SCHOOL'S ONLINE ENVIRONMENT SAFE?

BVS is proud of its safe online environment. Staff members monitor school virtual classrooms and discussion boards. Staff members regularly archive and review chat conversations. We also have a comprehensive Acceptable Use Policy, to which all students and parents must agree.

HOW DO WE KNOW THE STUDENTS ARE LEARNING?

All courses include meaningful assessments of student learning. Teachers are in regular contact with all students. In addition, full time students are required to take standardized tests to meet promotion and graduation standards and so that their learning can be compared to students statewide.

IS THERE A FACE-TO-FACE REQUIREMENT? WHAT SORT OF ATTENDANCE IS REQUIRED?

BVS offers a true distance learning experience that does not require seat time in a traditional classroom. However, we are proud to offer face to face contact with teachers as an option for students. Students are encouraged to meet with teachers as needed individually or in groups to receive additional instruction. Periodically, standardized testing and academic interventions require students to attend face-to-face activities. Teachers may exercise the option of having students take face-to-face proctored assignments and exams to ensure fidelity. Students are expected to actively participate in all courses on a weekly basis in order to maintain educational integrity. Students are considered truant if there is no participation in the online courses for more than one week without prior approval and will be reported as truant to the proper authorities. Students consistently behind in one or more courses may be required to attend BVS daily until they demonstrate consistent work.

HOW DO I KNOW IF ONLINE LEARNING RIGHT FOR ME?

A successful online learner is a motivated self-starter and is committed to the success of his or her education. While BVS offers world-class educational opportunities, there is a high degree of accountability placed upon the student. That can only be achieved by putting forth much effort. Like anything, the more effort you put into your education, the greater the benefit. Before you decide whether our college-prep courses and high school diploma programs are right for you, we suggest that you speak with our school counselor.

CAN I ATTEND BVS ON A FULL OR PART-TIME BASIS?

It is our goal to provide students with whatever level of service they require. We offer full time curriculum for grades 6-12; or just one or two courses to satisfy your current private or public school graduation requirements; or supplement your home school curriculum.

WHAT IS THE COST?

Free to Bay County Residents.

WHO TEACHES THE ONLINE COURSES AT BVS?

All online high school courses and programs are taught by highly qualified, mostly local, but all State of Florida teachers who meet Florida Department of Education certification requirements. You can be sure that quality in education is our #1 goal!

WHAT IF THE STUDENT HAS QUESTIONS OR PROBLEMS WHILE TAKING A COURSE?

Students are assigned an instructor for each course. Instructors are available daily via text, web conference, email, or telephone. Support services are available to all Bay Virtual School students through our guidance department.

WHAT IS THE DIFFERENCE BETWEEN BVS AND TRADITIONAL BRICK-AND-MORTAR HIGH SCHOOLS?

There is no difference in the curriculum between BVS and traditional high schools. There is a significant difference in the flexibility offered to all BVS students in the way they can earn their courses/ credits online.

IS BVS LESS CHALLENGING THAN OTHER TRADITIONAL ACCREDITED HIGH SCHOOLS?

No. As an accredited school, BVS offers a flexible alternative for students. It is not an easier option than traditional accredited high schools. All courses are written at or above grade level and require an average of one to two hours of focused study on a daily basis to complete one course within the traditional semester time frame. Our courses engage students in real-life projects, requiring the use of critical thinking, problem-

solving skills, and the ability to apply the knowledge they have acquired. Bay Virtual is NOT a credit recovery program.

TECHNICAL ASSISTANCE

Bay Virtual School staff cannot give the top notch program specific technical support that your curriculum providers can. See links on our website and/or pages within your coursework for technical support phone numbers and help ticket procedures.

AS A PARENT, WILL I BE KEPT INFORMED OF MY STUDENTS' PROGRESS?

Absolutely. As a parent, you will likely receive more updates and information about your student's progress than ever before. We strongly feel that a parent's involvement in a child's education is critical. Our teachers provide frequent online reports to parents. You can always see how your child is performing by logging in to the parent/guardian account(s) or by contacting your child's teacher or school office.

WHO ARE BVS STUDENTS?

Any student seeking a quality education through a flexible format is a potential BVS student. BVS students are students who benefit from individualized instruction. Athletes, performers, highly motivated students who prefer to accelerate, part-time students, students who travel, students with medical issues, or home school students make up the diverse student population.

WHAT IF I WANT TO WITHDRAW FROM BVS?

- Contact the Guidance Counselor to review post-withdrawal options
- Inform online Teachers
- Contact Student Assignment office (or other school) for enrollment information
- Complete the BVS full time student withdrawal/termination form

FURTHER QUESTIONS? Please contact us: call us at: 850-767-4377

WEBSITE: <http://bayvirtualschool.com>

NOTICE OF INTENT TO TERMINATE VIRTUAL INSTRUCTION PROGRAM

Dear Superintendent:

In compliance with section 1002.45, it is my intent to terminate the virtual school program(s) of the following child(ren):

Student's Full Name(s)	SID #	Parent Last Name	School Name (if returning to school)

The reason is (check one):

The child(ren) has/have been or will be enrolled in a public, parochial, or private school.
 Name of school _____ Phone _____

The child will be enrolled in an Adult Education program at _____ School.

The curriculum requirement of the Virtual Instructional Program does not meet the needs of the child.

The child will no longer reside in Bay County, Florida. The new residence will be in:

 County City State

Other: _____

Until a student graduates or is 18 years old, he/she must be registered either in a public, private or home education program in order to retain a driver's license.

Submitted by: _____ Date _____ Home Phone _____
(Parent/Guardian Signature)

Address: _____ Street City State Zip

 Bay Virtual School Staff Signature Title

Send to: Superintendent of Schools c/o BVS Principal 1515 June Avenue Panama City, FL 32401	OFFICE USE ONLY: Student Assignment Registrar: _____ Date: _____
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Please fax this completed form to Bay Virtual School at 850-767-4377, or mail to Bay Virtual School, 1515 June Avenue, Panama City, FL 32401

Bay Virtual School School Advisory Committee

School Advisory Councils

According to [State Statute](#) and Bay District School Board Policy 8.601:

Each school in Bay County shall establish a School Advisory Council (“Advisory Council”). The Advisory Council shall assist the school in the preparation and evaluation of the School Improvement Plan which shall be a part of the system of school improvement and accountability in accordance with [Florida law](#).

SAC Timeline

Schools begin creating and developing SAC at the beginning of the school year and continue recruitment during the month of October. Each School Advisory Council will meet a minimum of four times throughout the year.

The first meeting, which will occur in October/November will approve the school's School Improvement Plan (SIP).

Meeting 2: December/January

Meeting 3: February/March

Meeting 4: April/May

Safety Plan

Bay Virtual School's offices are located in the Nelson District Administrative Building. When students are on-site for school activities, Nelson Building safety plan procedures will be followed. The building safety plan is located in the Nelson District Administrative Building office and with the district safety officer.