Student & Parent Handbook

2023-2024

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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 the 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 hundreds of 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 and 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 State Testing, EOC, 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:
    - FSA Reading or equivalent Level 3 or higher
    - 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 State Testing/EOC scores, course requirements, immunization, Code of Conduct acknowledgment, etc. Students who meet these requirements must submit the online prospective full-time student application.

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 ESE students must have an IEP review prior to enrollment. A member of the BVS staff must attend this review to determine if the virtual setting will meet the current IEP goals. Upon review, it may be determined that the special education or related services which were provided to your child at his or her previous school of enrollment may not be available 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
Home school students and students who wish to take a single virtual course while enrolled at a physical school make up Bay Virtual School's part-time student enrollments. These students are most successful when they have average or above academic skills. As in the physical school, struggling readers may find the academic content in virtual classes challenging but they are not excluded from the program.

Part-time students are required to meet pacing schedules as a demonstration of attendance. Those students not meeting the pacing requirement may be dismissed.

As the parent(s)/guardian(s) of _____

<center>(Print Student's name)</center>

I understand that Bay Virtual School requires my child to meet all conditions that foster a successful online education. During the first 21 days of my child's activation and at the end of each semester thereafter, he/she will be evaluated by teachers and guidance based on the conditions listed below.

Conditions defining a successful online student: (Initial each line)

_____ Maintain required pace (progress) in all courses of 7% per week
_____ Engage in course work on a daily basis with parental supervision
_____ Establish regular communication with all teachers via working email and/or phone
_____ Keep all appointments for DBAs, conferences, and testing
_____ Attendance in the Learning Lab for grades below C and/or behind pace
_____ Provide transportation and attend all state/district standardized testing
_____ Maintain academic integrity though the submission of authentic, original work
_____ Follow the pupil progression plan to earn credits for promotion
_____ Commit to completing the semester-long class.
_____ Honor all rules and procedures established by Bay Virtual School and Bay District Schools

If during the initial evaluation process, it is determined by Bay Virtual School that my child is **not recommended** for online education, he/she will be withdrawn with 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 and possible future withdrawal for which I will not hold Bay Virtual School responsible.

Students that do not complete all district and state testing requirements will not be eligible for additional courses through Bay Virtual School.

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 is the code of conduct for turning in assignments and completing assessments in education. It includes the ethical policies of honesty and the avoidance of cheating or plagiarism. BVS expects a full commitment to academic integrity from each BVS student.

Academic integrity means:

_____ Students submit their own work for assignments and assessments.

_____ Students use citations to reference published work.

_____ Students do not receive unauthorized assistance on assignments and assessments.

_____ Students do not provide unauthorized assistance to other students.

_____ Students will not misuse content from the Internet or other published source.

_____ Parents will supervise students to adhere to the rules of academic integrity.

Bay Virtual School takes the importance of original student work very seriously, because academic integrity is a fundamental value of a quality academic program where student learning takes place. As a result, BVS utilizes several plagiarism detection tools that will compare your work against the work of students in our database, as well as work found on the Internet. Failure to follow the rules of academic integrity may result in parent conferences, proctored exams, grade deductions, zeros for assignments or assessments, removal from the course, and expulsion from the program. See the BVS Student Handbook for additional details.

I understand the Bay Virtual School rules and polices of Academic Integrity and will abide by the rules as stated.

_____   _____
Parent/Guardian Signature Date   Student Signature Date

_____   _____
Parent/Guardian Name (Print)   Student Name (Print)

BVS 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 daily time schedule 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:

In order to meet the state's requirements for academic instructional time, your student should complete the following minimum hours of school each week.

Grade	Recommended Hours Per Day	Recommended Hours Per Week	Recommended Hours Per Year
K-3	4-5	20-25	720-800
4-12	5-6	28-30	900-1000

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 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, BVS will schedule a conference with the student and parents to implement a student action plan.
4) If the student and parent does not respond to the student action plan within twenty-one (21) days Bay Virtual School 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***.

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.

Bay Virtual School is a public school within Bay District Schools and follows the calendar and policies of the district. As a result, <u>if a student is absent, the parent/guardian must send information to the BVS staff and teachers to determine if the absence can be excused</u>. Any absence of more than 3 consecutive days will require a doctor's note. Regardless of the number of days missed due to absences, the student is responsible to complete all coursework within the time limit of the school semester.

<u>Any vacations taken by the student beyond the Bay District Schools' academic calendar require a Family Leave Form submitted at least two weeks prior to the vacation</u>. Approvals are based upon academic standing and pacing.

Students have access to the virtual course program 24/7 and allows students to work ahead of pace and/or complete work from any location, therefore if a student's course percentage completion rate (7-8% per week) is not on pace and/or the student does not communicate with the teacher, the student may be considered truant.

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 lack of internet, computer malfunction, or software errors.

Truancy:

Regular attendance in virtual school is determined by assignment completion. **Since students have flexibility to choose the time to begin work each day, take their course work to remote locations, and determine the days of the week to complete assignments; Bay Virtual School has zero tolerance for truancy.** Parents and guardians have the legal responsibility to ensure that their students are fully participating in virtual school by monitoring their progress. Check for assignment and assessment completion.

- Monitor the time spent each day on course work.
- Participate in monthly calls between the student and teacher.
- Provide transportation to all state and district testing.
- Submit doctor's notes or Family Leave Forms for extended absences.
- Monitor for academic integrity.
- Attend all workshops, orientations, Live Lessons, and grade-level meetings.

By state law, students of driving age may lose driving privileges if found truant.

School Calendar:

All courses must be complete by the end of the school 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. Elementary and middle school students must complete a minimum of 6 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.

Academic Integrity

In the quest for knowledge, honesty serves as a foundational value in a fair and equitable measure of an academic goal. It requires all work to be a true and accurate reflection of the student's understanding and effort.

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 notifies BVS administration to schedule a conference with the parent, student and school administrator where the student is placed on academic probation.
- 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 notifies BVS administrator to schedule a conference with the 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.

Parent Responsibilities

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 State Testing/ EOC assimilations, online class sessions, producing projects, reviewing for quizzes and tests, as well as making sure they participate in the state tests. **BVS program students who do not participate in required testing will not be allowed to enroll in Bay Virtual School for the following year.**

- Maintain contact with teachers and staff with updates to phone numbers and email address changes.
- Participate in monthly phone contact with teachers.
- Assist students with lessons when necessary and provide transportation to the Learning Lab for tutorial help
- Provide transportation to all required state and district testing.
- Log into the parent account to monitor progress.
- Provide a quiet learning environment conducive to a virtual school setting.
- Monitor and maintain academic integrity.

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.

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 include:

- Active communication with online teachers on a weekly basis.
- Schedule, keep, and prepare for Discussion Based Assessments (DBAs).
- Set up Gmail accounts with Google drive for document sharing of student work in multiple locations.
- Check emails daily.
- Completion of assignments as indicated in the pacing guide.
- Practice academic integrity and honesty.
- Provide updated phone and email contact information.
- Attend all testing sessions.
- Maintain a grade point average of 2.5 or above.

Senior Student Responsibilities:
- Complete all academic graduation requirements by the senior deadline of 5/14/19.
- Pay senior dues and finalize all obligations

- Attend two mandatory senior meetings
- Participate in senior activities
- Attend the school graduation ceremony.

Parent and Student Responsibilities:

All students and parents are responsible for regularly viewing updated announcements and information on the school's calendar/webpage at bayvirtualschool.com, and on the school Facebook page at Bay District Virtual School. Please check your email account regularly for updates.

Student Success Tips:

Discussion Based Assessments (DBAs):

Discussion–based assessments are an integral part of the leaning 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.

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.

Enrollment:

School Choice:
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 the 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
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.
3. Students enrolling in Bay District Schools for the first time school sign up for a Parent Portal account.
4. Kindergarten students will participate in a school readiness assessment.

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 an enrollment meeting, and 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 to schedule an appointment with an enrollment counselor.

2. Parents and student must participate in an online 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 and student responsibilities in a virtual school, and successful monitoring skills.

Enrolled Status:
After students are officially registered with Bay Virtual School, their courses are scheduled. Courses are available to students at the start of each semester.

Standardized Tests and Assessments:

Bay Virtual School requires 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 or remotely, so students must provide their own transportation to the BDS Testing Center and have picture identification to be tested. The Bay testing schedule can be found at BVS website's school calendar.

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

WHAT are the State Testing and EOC?
State Standardized Testing is the foundation of the statewide educational assessment and accountability program. The testing program includes assessments in the following areas:
• Writing for students in grades 4 through 10
• Reading and mathematics for students in grades 3 through 10
• Science for students in grades 5 and 8.
• End of course exams (EOC) are taken in Civics, Algebra I, Biology, U.S. History, and Geometry.

WHAT IS THE PURPOSE OF THE State Testing/EOC?
The purpose of the statewide assessments is to gather information of two kinds:
• Parents, students, and teachers need State Testing data to provide information about skills mastery.
• The public needs FSA/EOC data to understand the "educational health" of students and to hold schools and districts accountable for progress.

WHAT IS MEASURED BY THE State Testing/EOC?
The State Testing/EOC measures student knowledge and understanding of reading, writing, science, and mathematics content as described in the *Florida State Standards*. There is a direct connection between the *Florida State Standards* and the questions on these tests.

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 State Testing?

- Make up testing and EOC testing in Fall
- Initial State Testing for reading, mathematics, and science in Spring.

Beginning each January, see the Bay Virtual School calendar for the exact dates.

EOC/State Testing Results

The school may access State Testing and EOC results when the information is released by the state. A login for the Parent Portal is required to access the site when the State Testing and EOC results are available.

Importance of the Grade 10 State Test for Reading

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 State Test**. Students who meet these requirements, but do not pass the Grade 10 State Test will not be eligible for a standard high school diploma.

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

Helpful Resources to prepare for the State Testing and EOC exams may be found at the Florida Department of Education website.

Importance of the End of Course Exams

In order to receive credit for completion of a course with an associated EOC, the student must complete the assessment. Students that do not complete the EOC will NOT receive credit for the course and will be issued a grade of I, Incomplete, as per Florida State Statute, 1003.4156 and 1003.4282.

Importance of the Grade 3 Reading FSA

To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English Language Arts assessment required under s. 1008.22 for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the statewide, standardized assessment required under s. 1008.22 for grade 3, the student must be retained.

ACCESS for ELLs 2.0

ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to kindergarten through 12th grade students who have been identified as English language learners (ELLs). It is given annually to monitor students' progress in acquiring academic English. ACCESS for ELLs 2.0 I aligned with the WIDA English Language Development Standards and assesses each of the four language domains of Listening, Speaking, Reading, and Writing. Testing takes place at the BVS testing center, 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(if available) 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.

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]

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 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.***

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**. Students must complete the EOC assessment for Algebra 1, Biology 1, Civics, U.S. History, and Geometry in order to receive credit for the course. **Transfers that occur prior to the completion of a course will receive no credit.**

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.

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[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 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.

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.

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

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 9:00AM	Math	Math	Math	Math	Math
	BREAK	BREAK	BREAK	BREAK	BREAK
9:15AM 10:15AM	English	English	English	English	English
	BREAK	BREAK	BREAK	BREAK	BREAK
10:30AM 11:30AM	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
12:00PM 1:00PM	Science	Science	Science	Science	Science
	BREAK	BREAK	BREAK	BREAK	BREAK
1:15PM 2:00PM	Elective 1 (Spanish)	Elective 1 (Spanish)	Elective 1 (Spanish)	Elective 1 (Spanish)	Elective 1 (Spanish)
	BREAK	BREAK	BREAK	BREAK	BREAK
2:15PM 3:00PM	Elective 2 (PE)	Elective 2 (PE)	Elective 2 (PE)	Elective 2 (PE)	Elective 2 (PE)
	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

	6th Grade	7th Grade	8th Grade
Regular	• M/J Language Arts 1 • M/J Mathematics 1 • M/J Comprehensive Science 1 • M/J World History • Peer Counseling 1 • MJ Fitness	• M/J Language Arts 2 • M/J Mathematics 2 • M/J Comprehensive Science 2 • M/J Civics** • M/J Career Education • M/J Spanish	• M/J Language Arts 3 • Pre-Algebra • M/J Comprehensive Science 3 • M/J US History • Elective (HOPE*) • M/J Creative Photography
Advanced *	• M/J Language Arts 1 (Advanced) • M/J Mathematics 1 (Advanced) • M/J Comprehensive Science 1 (Advanced) • M/J World History (Advanced) • Peer Counseling 2	• 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	• M/J Language Arts 3 (Advanced) • Algebra 1** • M/J Comprehensive Science 3 (Advanced) • M/J US History (Advanced) • Elective (HOPE*)

	MJ Journalism	M/J Spanish	M/J Creative Photography

* 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

	9th Grade	10th Grade	11th Grade	12th Grade

Regular	• English 1
	• Algebra 1* OR Geometry*
	
	• Physical Science or Earth/Space Science*
	World History
	
	• HOPE OR other elective
	• Spanish I
		• English 2
		• Geometry* OR Algebra II
		
		• Biology
		
		• American History*
		
		• Spanish II
		
		• Elective
			• 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
				• English 4
				• Advanced Algebra w/ Financial Applications OR Pre-Calculus
				
				• Elective
				
				• Elective
				
				   • Elective
				   • Elective

Honors	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	English 2 Honors • • Geometry* OR Algebra II Honors • Biology* Honors • American History* Honors OR AP American History* • Spanish II Honors • Elective	English 3 Honors OR AP • English Language & Composition • Algebra II Honors OR Advanced Algebra w/ Financial Applications • Chemistry Honors • Economics / US Government Honors • AP Psychology • Elective	English 4 Honors OR AP • English Literature & Composition • Advanced Algebra w/ Financial Applications OR Pre-Calculus Honors • • Elective • Elective • Elective

Dual Enrollment	• English 1 Honors
	
	• Algebra 1 OR Geometry Honors
	
	Honors Physical Science or Earth/Space Science*
		• English 2 Honors
		
		• Geometry OR Algebra II Honors
		
		Honors Biology
		•
			• ENC 1101 & ENC 1102
			
			• Algebra II Honors or MAC 1105
			
			BIO 1010/1010L
			•
				• CRW 2001 & CRW 2002
				   • POS 2041
				   • ECO 2013 or 2023
				• AP Physics
				
				Executive Internship
				•

• World History Honors • HOPE OR other elective • Spanish I Honors	• AMH 2010/2020* • Spanish II Honors • EUH 1000	• PSY 2012 or SYG 1000 • Physics	• DE Elective • DE Elective

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

Bay Virtual School Promotion Guidelines:

Elementary Promotion:

The critical decision to promote or retain a student must be based on knowledge regarding the student's ability to achieve proficiency expectations in his/her current placement and in the next grade level. To ensure critical decisions about support, intervention, and promotion/retention are consistent, student performance criteria have been defined based on state standards and on common, district-wide assessment measures. Performance levels have been specified that will identify those students performing above, at, below, or significantly below grade level. These percentages are not absolutes. They simply provide the teacher with guidance when promoting or retaining. Teacher judgment is still an important piece of the big picture. See the Bay District School Board policy handbook for additional information.

Middle School Promotion:

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 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.

High School Promotion:

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:**

- Following completion of one year designated as a 9th grader and has earned 5 credits, the student will be designated a 10th grader.
- Following completion of one year designated as a 10th grader and has earned 11 credits; the student will be designated as an 11th grader.

- Following completion of one year as an 11th grader and has earned 17 credits, the student will be designated as a 12th grader.
- 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.
- BVS diploma is a 24 credit diploma.

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://www.fldoe.org/core/fileparse.php/7764/urlt/1415fowardflyer.pdf (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.

Remediation and Retention – Bay District Policy
It is required that Level 1 readers in grades 3-12 enroll in an online intensive reading course as one of their elective courses. It is strongly recommended that Level 2 readers in grades 3-12 enroll in an online intensive reading course.

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. Each semester a student will be assigned no less than six courses.

Elementary and Middle School Courses:

Elementary students take core courses in Reading, Writing, Science, Social Studies, and Math. In addition, elementary students take one year-long elective course. Middle school students take core courses in Math, Science, Social Studies, and English Language Arts, along with two electives each semester. Academically Challenging Curriculum to Enhance Learning (ACCEL) options are educational options that provide academically challenging curriculum or accelerated instruction to eligible public school students in kindergarten through grade 12.

Course Requests:
Full time student scheduling is completed in July and August. Students may submit to guidance their course requests 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 their enrollment meeting. 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.

High School Diploma Options: Option 1: Four-year, 24 credit program requirements for
High School Graduation (for students entering 9th grade in the 2014-2015 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 10th grade state testing
- Earn one credit in Algebra II
- 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. Statute.

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.

High School College Credit Options:

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 pre-collegiate 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.

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
- Select courses from the approved list
- Satisfy any required prerequisites
- Maintain a 3.0 GPA in high school coursework and a 2.5 GPA in dual enrollment coursework in order to continue in the program
- Conform to all School Board and postsecondary institution policies and procedures

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.

Dual Enrollment Score Requirements

Course	P.E.R.T	ACT	SAT
ENC 1101	103 – Writing & 106 – Reading	19 – Reading	24 Reading
MAC 1105; STA 2122	123 – Math	22 – Math	24 Math
MAC 1114	138 – Math	23 – Math	25 - Math

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.

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.

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.

Special Programs:

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.

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.

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

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 http://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 l8 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:
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.

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:

o   The parent requests that the student enroll in another course from among those courses offered as options by the school district; or
o   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.

Curriculum Program Support:

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

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...
   o   On a PC, from the Desktop… open "My Computer"… open "Control Panel"… select "Date & Time" and verify correct date, time, and time zone
   o   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.

FLVS:

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

COURSE INFORMATION:
   • 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.
   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):
    o   When you finish your work click on the word FILE in the menu.
    o   Then scroll down to SAVE AS and click on it.
    o   Then in the drop down box choose RICH TEXT FORMAT.
    o   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 or 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.

FLVS System Requirements:

Florida Virtual School technology and courses make use of a wide variety of features and technologies, such as Java, Flash, HTML5, CSS2/3, and depending on the course, other specialized components that help you achieve a more immersive learning experience.

Due to the wide array of technologies in our over 100 courses, there are some limitations to browsers and devices we can support. At present, we test and verify a wide variety of devices and have ongoing programs to migrate away from any technologies that are not compliant with newer mobile platforms. In general however, lightweight devices such as Google Chromebooks or tablets that have very limited technology support for Java or Flash, will not be compatible with the majority of our courses. Please ensure you have a Windows or Mac based computer available to complete coursework in the event that your selected mobile device does not meet the needs of the course.

Some courses may have different or additional requirements to the one listed on this page. For specific System Requirements for your course, go to the Material List page in the Course Information tab within the course.

Supported Operating Systems

- Windows 7
- Windows 8.1
- Windows 10
- Mac OS X 10.7 (Lion)
- Mac OS X 10.8 (Mountain Lion)
- Mac OS X 10.9 (Mavericks)
- Mac OS X 10.10 (Yosemite)
- Mac OS X 10.11 (El Capitan)
- macOS Sierra (10.12)
- macOS High Sierra (10.13)

Supported Browsers
You may use recent versions of the following browsers on a technology capable device that supports Java, Flash, and improvements to HTML including HTML5.

- Microsoft Internet Explorer 11
- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

Supported Browser Plugins and Settings
The following plugins and settings may be required to use our courses.

- JavaScript enabled
- Cookies enabled
- Flash enabled
- Java installed

Is your web browser up to date?
Below is the browser setup you are using. Please confirm the supported browser, plugins and settings are installed and configured.

Your experience and satisfaction will vary platform to platform. If you see issues in your course content or presentation/layout, please try a different browser or device.

Live Lessons Grades 3-5:

All students are required to attend weekly online Live Lessons scheduled by grade level. In order to participate students need microphone headsets in order to participate in online classrooms sessions.

Hardware and Software Requirements for Connections Learning:

Desktop and Laptop Computers—for the most user-friendly experience. Chromebooks, iPads, iPhones, Kindles, and tablets many NOT be fully compatible with all aspects of the Connexus Learning Management System.

Operating System
- Windows 7 or later
- Mac OS 10.7 or later

Browsers—the latest versions of the following:
- Google Chrome
- Mozilla Firefox
- Internet Explorer 11 or newer
- Microsoft Edge (Windows 10 only)
- Safari (Mac only)

Plugins—the latest versions of the following:
- Adobe Flash Player
- Adobe Reader DC
- Adobe Shockwave
- Adobe Air
- Adobe Connect
- Java
- VLC Media Player (Mac only)

Software
- Microsoft Office 2007 or newer
- Alternative: LibreOffice—a free productivity suite compatible with Microsoft Office file formats

Bay Virtual School FAQs:

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 K-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. 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 K-12; or just one or two courses to satisfy your current private or public school graduation requirements in grades 6-12; or supplement your home school curriculum.

WHAT IS THE COST?

Free to Bay County Residents.

WHO TEACHES THE ONLINE COURSES AT BVS?

All courses are taught by highly qualified and certified teachers. 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 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.

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
FACEBOOK: Bay District Virtual School

School Advisory Councils

According to statute and Bay District School Board Policy 8.601, each school in Bay County shall establish a School Advisory Council (SAC). The SAC shall assist in the preparation and evaluation of the School Improvement Plan which shall be in accordance with Florida law.

Safety Plan

Bay Virtual School is located at 1515 June Avenue in Building 5. We follow the safety plan and procedures as outlined for all Bay District Schools.

Religious Expression Bill (SB 436)

Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

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: _____   _____   _____
                (Parent/Guardian Signature)   Date   Home Phone
Address: _____
          Street   City   State   Zip

Bay Virtual School Staff Signature   Title

Send to: Superintendent of Schools
              c/o BVS Principal
                    1311 Balboa Avenue
                      Panama City, FL 32401
	OFFICE USE ONLY:
	
	Student Assignment Registrar:
	_____
	
	Date: _____

Please fax this completed form to Bay Virtual School at 850-767-4244, or mail to Bay Virtual School, 1311 Balboa Avenue, Panama City, FL 32401

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding non-discrimination policies:

Holly Buchanan, Executive Director of Human Resources
850-767-4100
buchahd@bay.k12.fl.us