

ST. JOHNS VIRTUAL SCHOOL



Creating a New Tradition in Education

2016-2017 SJVS Student & Parent Handbook

St. Johns Virtual School
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Vision

The vision of SJVS is to be leaders in innovative teaching through online and blended learning programs that use best practices to promote academic excellence in a student-centered environment while serving the District of St. Johns County.

Mission

Our Mission is to ensure all students are provided with an academically rich and rigorous education through online learning opportunities that meet the needs of today's diverse learners.

St. Johns Virtual School Personnel

Administration – Michael Eisen – Program Coordinator (904) 547-8086

School Counselor – Melissa Scott (904) 547-8091

Registrar – Ryan Erskin (904) 547-8090

Segment Exam Proctor – Angelia Cotton (904) 547-8089

Data Operator – Kathy Jones (904) 547-8087

Overview

In a full-time virtual instruction program, students are home each day accessing their curriculum and instruction via the internet. Off line activities and instructional materials may also be provided depending on the grade level of the student and each individual course of enrollment. Elementary students work with the assistance of a parent or guardian who serves as the learning coach and their learning is facilitated, monitored, and assessed by their teacher(s) who interact with students via the internet, email, phone, web conferencing, texting, and instant messaging. Although families will have some flexibility in scheduling within the day, students are expected to work each school day, in each assigned class according to their pacing chart or learning plan. Students must maintain minimum pace expectations and demonstrate mastery on individual assignments to be successful.

Students will be required to participate in both synchronous and asynchronous activities. Synchronous activities are those that are held in real time, online or face to face, and are time certain. Select sessions will be mandatory as they will fulfill attendance requirements, provide essential instruction, or meet state/district assessment requirements. Students and/or families are expected to attend all mandatory synchronous activities unless excused by their teacher. Families will be provided with these schedules and are expected to make the necessary arrangements for participation. Asynchronous activities are those that students can complete during the day. These activities will be facilitated and scheduled by the learning coach, but are expected to be completed by established deadlines.

Participation in a full time virtual instruction program is a commitment by the student and the entire family. Although students are working from home, the overall time spent engaged in school activities is similar to that in a traditional school environment. Elementary students will spend approximately five hours per day, five days a week. Secondary students will spend between 6-7 hours per day, five days per week on their school work. Virtual learning is a significant departure from traditional schooling and should be considered carefully by all before enrolling in the program.

What is SJVS?

St. Johns Virtual School is a fully accredited online public school of choice offered by the St. Johns County School District for grades k-12. We offer part time and full time enrollment.

What type of student would thrive in an online environment?

Students must be self-disciplined in their work habits, enjoy academic rigor, and have a growth mindset.

Part Time Options

Students are able to take SJVS courses during the school day in a lab at their school of attendance or after school as an additional course. If you are looking to have your child take a SJVS course during the school day, please work with your child's guidance counselor for placement.

Full Time Options

St. Johns Virtual School is a district school of choice meaning students must apply and be accepted. Acceptance is based on prior student grades, test scores, and student attendance.

The rationale for our selective process is based on the premise that if a student is not successful in the Full Time program or chooses to withdraw, a student can severely disrupt their graduation timeline.

Enrollment windows will open in April of each year. A second enrollment window, for second semester, will open in late November/early December.

St. Johns Virtual School Offers 3 provider options:

	Grades K-5	Grades 6-8	Grades 9-12
St. Johns Virtual School	X	X	X
K12, Inc.	X	X	X
Florida Virtual School	X	X	X
Brevard County VS	X	X	X

Teachers

Each SJVS teacher is highly qualified in the subject areas and grade levels they teach. All teachers hold valid Florida certification and have completed all necessary fingerprinting and background checks. Each teacher is available to students via email, phone, or text Monday through Friday.

Courses

Student courses will be selected with support from the SJVS School Counselor. While direct instruction is available, families create their own schedules (time of day and day of week) based on the pace chart for each course. SJVS Full Time students are public school students and must take a full course load of 6 courses.

Eligibility Criteria

Florida Statute Addressing Participation in Virtual Education.

Pursuant to Florida Statute 1002.455(2), a student may participate in virtual instruction in the school district in which he or she resides if the student meets **one of the following eligibility criteria**:

- a) The student spent the prior school year in attendance at a public school in the state and was enrolled and reported by the school district for funding during October and February for purposes of the Florida Education Finance Program surveys.
- b) The student is a dependent child of a member of the United States Armed forces who was transferred within the last 12 months to this state from another state or from a foreign country pursuant to a permanent change of station order.
- c) The student was enrolled during the prior school year in a virtual instruction program under s.1002.45, the K-8 Virtual School Program under s. 1002.415, or a full time Florida Virtual School program under s. 1002.37(8)(a).
- d) The student has a sibling who is currently enrolled in a virtual instruction program and the sibling was enrolled in that program at the end of the prior school years.
- e) The student is eligible to enter kindergarten or first grade.

- f) 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.

Special Note Concerning Exceptional Student Education (ESE) Program Services

St. Johns County School District is pleased to offer St. Johns Virtual Instruction Programs as a -“parental choice”- option. Some accommodations and supplemental services for students in an ESE (Exceptional Student Education) program can be provided in conjunction with the district’s virtual instruction program; however, direct specialized instruction or modifications to the curriculum are not available.

Exceptional Student Education/Section 504/ADA: Prior to enrollment as a full-time student, an IEP/504 accommodation plan review will be scheduled to determine if the virtual environment is appropriate for the individual student. As in traditional public schools, not all ESE services are available at every school. Therefore, the review team will determine the location of services, should they be required for the student.

The IEP team may determine the need for additional services beyond those provided in the virtual instruction program. Depending on the nature and extent of those additional services, these exceptional students may be able to participate in one of St. Johns virtual instruction programs and also receive some ESE services, such as therapies and related services. Transportation to the zoned school for therapies and related services will be the responsibility of the parent/guardian.

Questions and Answers

How is SJVS different from the Florida Virtual School (FLVS)?

SJVS is a franchise of FLVS. We use their curriculum, but instruction is provided by St. Johns County teachers. Students and families have access to local administrative and school counselor support.

Can my SJVS student still participate in public school sports? Yes. SJVS students are eligible to participate in sports at their zoned public school. You must notify the school of your intention to participate in sports BEFORE the beginning of the athletic season in which you wish to participate.

Can I participate in other activities at the public school like clubs, band, etc? Maybe. If you are registered as an SJVS student with the district, you may submit a request in writing to the principal of your zoned school requesting permission to participate in an activity at that school.

Can I monitor my student’s progress online?

St. Johns Virtual requires all parents to open and maintain a guardian account. Through this effective communication tool, parents will know almost as much as the teacher about their student’s progress.

How do I sign up for St. Johns Virtual if my student is currently in FLVS? Your student should complete the current course in which he or she is enrolled and then when the time comes to select a new course, simply visit the SJVS website to complete the application process.

Is there any counseling on course requirements available to St. Johns Virtual students? Yes, we are

staffed with our own guidance counselor. We encourage you to make an appointment with us so we can "begin with the end in mind".

Can students receive a high school diploma through St. Johns Virtual? Yes, eligible students who enter our full-time accredited virtual instruction program can receive a diploma from a St. Johns County School if they complete all graduation requirements.

Can my student be enrolled part-time in St. Johns Virtual and part-time in regular high school?

Yes, if a student makes these arrangements with the zoned public school before the beginning of the school year.

Testing Expectations

Middle and High School students **must have their SJVS segment/semester exams proctored** unless the course is an End of Course Exam course (US History, Civics, Biology, Geometry, and Algebra 1 & 2). Proctoring can occur at their zoned school or at the SJVS office. Please visit the SJVS website to schedule an appointment for a proctored exam.

Part time, public school students who are taking an online course with a required End of Course (EOC) exam will be tested at their district school of enrollment.

Full Time SJVS students are required to take all state assessments. Students are encouraged to take their exams with us, but are allowed to take the test at their zoned school. It is the family's responsibility to communicate their testing preference 30 days prior to testing.

Testing Drop Off

- Students participating in testing on the SJVS campus must sign in at the front desk.
- Elementary students will be escorted, under the covered walkway, along the outside of building 1 to the computer lab.
- Parents who wish to stay while their child tests are to remain in the SJVS lobby.
- Once a child is done with testing, they will walk back to the SJVS lobby, via the covered walkway, to be signed out by their parent. Elementary students will be escorted. Students may not head directly to the parking lot.
- Parents must sign out their student before they are dismissed.

Student Responsibilities

Students must learn to be independent, self-directed learners.

Full Time students are required to take a full schedule of 6 courses.

Students must work in each course weekly, averaging 6% complete per week.

Students are to follow the pace chart of each course at all times.

Plan to spend approximately 45 minutes to one hour per day working on each course.

Complete each course, including proctored segment exam by the end of the semester or end of the school year.

Students must return all teacher communication in a timely manner and initiate communication when necessary.

Notes in a virtual setting are a must! Students should be taking detailed notes for each course. Notes can be used on Discussion Based Assessments and other assignments. Detailed notes increase student efficiency, confidence, and reduce anxiety. Students may not use notes copied directly from the course or the internet. **Student created notes, either hand written or typed, are the only notes permitted.**

All submitted assignments must be 100% authentic to the student of record.

Monitor your Grace Period. The Grace Period is the first 21 days of the course after activation. Withdrawing from the Grace Period allow the student to withdraw with no academic penalty. Students who withdraw after the 21 day Grace Period will receive a designation that could negatively impact the transcript.

Parent Responsibilities

Parent involvement is critical to your child's online success. Guardian accounts, which allow you to monitor your child's progress are available on the FLVS.net website.

Please return teacher communication in a timely manner and be sure to indicate to your teachers the most convenient form of communication (text, phone, email).

Update profile and inform teachers of contact changes (email, phone number, etc.)

Provide consistent supervision of the student's academic progress to ensure appropriate academic pace in all courses.

Monitor your child's 21 day Grace Period for each course.

Notify teachers at least 2 weeks in advance of planned absences.

Teacher Responsibilities

Communication – Emails and Phone Calls returned within 24 business hours.

Monthly communication using the family's preferred method of communication.

Grading completed in 48 business hours.

Office hours or direct instruction via Blackboard Collaborate. Look on your teacher's Announcement Page for dates and times.

Teachers will confirm your student's final grade prior to submitting it in Virtual School Administrator. If a teacher cannot reach you, they will leave a message stating that the grade will be issued within 48 hours.

Policies

In order to preserve academic momentum, students who are not able to maintain pace and show academic success in their SJVS courses will be required to return to their zoned school to continue their academic progress.

14 Day Minimum

Students must actively participate in each semester course for a minimum of 14 days. The 14 days starts with the first assignment submitted and ends with the last assignment submitted. Physical Education courses that require an exercise journal require a 21-24 day minimum. Students who complete earlier than the required minimum will not receive credit for the course.

21 day grace period

If students are not successful in their first 3 weeks, it is a significant indicator that the student will not be likely to complete the course. Parents and students, please monitor the grace period very closely. If you believe it would be best to withdraw from the course, communicate your concerns with your teacher prior to the expiration of the grace period. Students who exceed the grace period will receive a Withdraw Failing (WF) on their transcript if they do not complete the course. Students who are withdrawn during the grace period receive a Withdrawal (W).

Academic Integrity

Academic Integrity is critical in an online environment. Each piece of work submitted by students must be 100% original work. Plagiarism, to use the work of others as your own, and Cheating, violation of school rules stating all work must be 100% original, will lead to consequences ranging from a grade reduction to removal from the course with a failing grade. Our program uses Discussion Based Assessments, Turnitin.com, and proctored exams to guarantee the authenticity of student work.

SJVS uses a mastery model, meaning students can resubmit assignments until they have achieved mastery of the course concepts. **There is no need to cheat. Take your time, do your due diligence, and follow the feedback from your teachers for success.**

- Plagiarism – Student who represents work that has been copied or pasted from a published Internet resource such as, but not limited to, Wikipedia or any source without the proper credit.
- Cheating – Student who represents any other person's work or work from any source including hard drives, software, or answer banks (such as, but not limited to Yahoo! Answers, Craigslist, translator services, etc.) as their own. Examples include inappropriate email soliciting emails,

documented inappropriate email soliciting answers, documented inappropriate discussions, student to student cheating, and cheating in a lab classroom.

- **First Offense** – learning intervention, parent contact by teacher or administrator, re-creation of the assignment for a reduced percentage.
- **Second Offense** – first offense consequences **plus** an automatic zero for the assignment, possible failing grade for the segment, possible removal from St. Johns Virtual School, and possible removal of completed course grade if Academic Integrity issue is determined retroactively.
- **Third Offense** – Student is withdrawn with a failing grade, student may lose the privilege to enroll in additional St. Johns Virtual courses.
- All academic integrity issues must be investigated through FLVS. Investigations may take several days or weeks depending upon the severity and may prevent students from missing important deadlines!
- **SENIORS: DO NOT TAKE SHORT CUTS!**

Attendance

State legislation requires virtual students to participate in a daily attendance plan. Student attendance will be measured against the student’s progress in the course in comparison to the course pace chart. Students are to average a minimum of 6% complete per course per week.

2016-2017 St. Johns Virtual Pace Expectations					
Semester 1			Semester 2		
Week		Expected Progress by %	Week		Expected Progress by %
Week 1	8/15-8/19	6%	Week 1	1/9-1/13	6%
Week 2	8/22-8/26	12%	Week 2	1/17-1/20	12%
Week 3	8/29-9/2	18%	Week 3	1/23-1/27	18%
Week 4	9/5-9/9	24%	Week 4	1/30-2/3	24%
Week 5	9/12-9/16	30%	Week 5	2/6-2/10	30%
Week 6	9/19-9/23	36%	Week 6	2/13-2/17	36%
Week 7	9/26-9/30	42%	Week 7	2/21-2/24	42%
Week 8	10/3-10/7	48%	Week 8	2/27-3/3	48%
Week 9	10/10-10/14	54%	Week 9	3/6-3/10	54%
End of 1st Quarter			End of 3rd Quarter	Spring Break	3/13-3/17
Week 10	10/17-10/21	60%	Week 10	3/21-3/24	60%
Week 11	10/24-10/28	66%	Week 11	3/27-3/31	66%
Week 12	10/31-11/4	72%	Week 12	4/3-4/7	72%
Week 13	11/7-11/11	84%	Week 13	4/10-4/14	84%
Week 14	11/14-11/18	90%	Week 14	4/17-4/21	90%
Week 15	11/21-11/25	11/23-11/25 Thanksgiving	Week 15	4/24-4/28	96%
Week 16	11/28-12/2	96%	Week 16	5/1-5/5	Final Exams 100%
Week 17	12/5-12/9	Semester Exams 100%	Week 17	5/8-5/12	Final Exams 100%
Week 18	12/12-12/16	Semester Exams 100%	Week 18	5/15-5/19	Final Exams 100%
	12/19-12/21	Semester Exams 100%			

Students who do not keep the appropriate pace will be considered truant and fall under St. Johns County School District truancy policies.

The student’s work week starts on Monday morning and ends each week on Sunday at 11:59.

Communication

Teachers have 24 hours to return phone calls, emails, or text messages. If your child is “stuck” please encourage your child to move to another course or work around the issue until the teacher returns your communication.

Contact Instructor

Students who are not on pace or behind in communication will be placed in Contact Instructor Status, meaning they are temporarily suspended from the course until communication is reestablished.

Discussion Based Assessments (DBAs)

DBAs are an opportunity for teachers and students to talk over the phone to discuss the concepts of the course. DBAs are found in every module which will require the teacher and student to communicate live a minimum of 4 times per segment/semester. They serve as another level of teacher/student accountability and are nonnegotiable as they are an integral part of program. Students must complete and pass all DBAs in order to proceed in the course. All DBAs must occur live over the phone or a program similar to Blackboard Collaborate. Students who skip DBAs will be suspended from the course until the necessary DBA has been completed.

Drop Policy

In the event that a student does not meet the deadlines for submitting assignments, SJVS will adhere to the SJVS Drop Policy

“No Contact” Letter

SJVS will send an electronic “No Contact” letter to the parent/guardian and the student notifying them that the student has fallen behind pace and is not submitting the proper number of assignments. The student must then submit the required number of assignments within 7 days.

“No Contact” Phone Call

Failure to respond to the “No Contact” letter or submit the required number of assignments within 7 days will result in a “No Contact” phone call. If there is no response to the phone call in 7 days, the student will be withdrawn from the course with a failing grade.

Final Grade Report

SJVS will issue a Final Grade Report. The grade must be reported on the student’s official transcript.

Graduation

Students who earn enough credits for graduation are welcome to participate in the St. Johns Virtual School graduation ceremony. It is the expectation that all seniors will finish the courses, with final exams completed, two weeks prior to the graduation date.

Issuing Grades

Teachers will confirm the final grade with families prior to submitting in Virtual School Administrator. If the teacher cannot reach a family, they will leave a message stating that the grade will be issued in 48 hours.

Issued grades will not be reopened once the grade has been submitted.

Mastery Model

Teacher feedback will provide constructive criticism with the intent that the feedback will help your child learn from the areas in need of improvement.

Students may resubmit assignments once they have made improvements to their work. Assignments have a maximum of 3 resubmissions.

Semester/Segment exams may not be retaken.

Promotion

Promotion to the next grade level is based on the completion of academic requirements and is an SJVS administrative decision.

Registration

SJVS hosts 2 enrollment periods each year starting in April for the first semester and closing in July. The enrollment window for the second semester opens in late November and closes in early January.

All students must apply via the St. Johns Virtual School website and be accepted into the program.

Students who are not accepted may decide to homeschool their child while using SVJS courses as their curriculum. Students who can prove that they can be successful in an online environment can then reapply.

SJVS does not accept second semester seniors.

Schedule Change Policy

A student change may be granted under the following conditions:

- The course has already been taken;
- The student does not meet the prerequisite(s) for the course;
- The student is a senior in need of a specific course for graduation;
- The change is a result of a staffing recommendation;

Schedule change requests will be considered during the first weeks of a term. An administrator will review the schedule change request. If needed, they will involve appropriate staff members. The administration will notify the appropriate people when a schedule is changed.

Technology

To be successful in the program, students must have daily, dedicated access to a computer, monitor, and the internet. Families of full-time students who do not have this technology in the home may be eligible to receive assistance. Proof of need will be established through the Free and Reduced lunch reporting system. Potentially eligible families need to contact the St. Johns County School District Food Services Department for the appropriate application.

Truancy

District truancy policies will be applicable to all SJVS students who do not keep pace with course pace charts.

Virtual Options

Through contracts with district and educational partners, St. Johns County families have a choice of three virtual options;

	Grades K-5	Grades 6-8	Grades 9-12
St. Johns Virtual School	X	X	X
K12, Inc.	X	X	X
Florida Virtual School	X	X	X
Brevard County VS	X	X	X

When enrolling with St. Johns Virtual School, your child will receive a St. Johns County teacher.

Getting Started in SJVS Courses

- Step 1: Log into your course with your username and password.
- Step 2: Check your email from messages from your teachers. Check your email each time you log into your courses for new messages and updates.
- Step 3: You can contact your teacher by text, phone, and email. Your teacher's contact information is located on his/her announcement page (the first screen you see when you log into the course.)
- Step 4: Print the Pacing Guide for each course. Use it to plan your daily, weekly, and monthly work schedule. You must have 18% of your coursework completed by day 21, the end of your grace period. YOU are responsible for submitting your assignments on time. **Please remember that your attendance is measured against your pace chart. Failure to maintain the proper pace will lead to enforcement of the district's truancy policies.**
- Step 5: Submit your first assignment.
- Step 6: Prepare for you Discussion Based Assessments (DBAs) by taking quality notes throughout the course. DBAs are conducted by your teacher over the phone or in his/her virtual office. It is one of the way you show that you have been doing your own work and learning the course content. Check your teacher's announcement page to find out how to schedule a DBA.

Technical Support

For SJVS/FLVS courses: Help is available at <http://help.flvs.net> or For Technical Support, [visit our Help Center](#), or give us a call at (800) 374-1430, prompt #2, Monday – Friday 7:00 am – 9:00 pm, Saturday and Sunday, 9:00 am – 5:00pm.

SJVS Office: (904) 547-8080