

San Jose Virtual School  
Parent-Student Handbook  
2021-2022



11363 San Jose Blvd # 200, Jacksonville, FL 32223  
(904) 299-3525  
[sanjosevirtual.org](http://sanjosevirtual.org) | [info@sanjosevirtual.org](mailto:info@sanjosevirtual.org)

**Acknowledgment of Receipt and Review of Parent-Student Handbook**

**San Jose Virtual School  
Acknowledgment of Receipt and Review of Parent-Student Handbook  
2021-2022**

We acknowledge that we have received and read a copy of the San Jose Virtual School Parent-Student Handbook.

We understand that it contains important information on policies and procedures.

We realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

We understand that it is our responsibility to familiarize ourselves with the information and that we agree with the policies and rules of the school.

We further understand and acknowledge that San Jose Virtual School may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

We acknowledge and understand that this Parent-Student Handbook supersedes and replaces all previously issued editions or materials distributed.

The contents of this handbook are summary guidelines for parents and students, and are not intended to be all-inclusive or to cover every situation that may arise. The school reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs. These changes may occur at any time, with or without notice.

Parents and students are responsible for reading the handbook, familiarizing yourselves with its contents, and adhering to all of the policies and procedures of San Jose Virtual School, whether set forth in this handbook or elsewhere.

## TABLE OF CONTENTS

<ul style="list-style-type: none"> <li>(3) Mission</li> <li>(3) Vision</li> <li>(3) Accreditation</li> <li>(3) Curriculum</li> <li>(3) Anti Discriminatory Policy</li> <li>(3) FERPA</li> <li>(3) COVID-19</li> <li>(4) Enrollment</li> <li>(4) Pre-Registration Process</li> <li>(5) Admissions Requirements</li> <li>(5) How to Submit Documents</li> <li>(5) Transfer Credit Evaluation</li> <li>(6) Credit Recovery</li> <li>(6) Test Out Option</li> <li>(6) Transcript Request</li> <li>(6) Scholarship Programs</li> <li>(7) Billing</li> <li>(8) Discounts</li> <li>(9) Tuition Assistance</li> <li>(9) Instructional Calendar</li> <li>(9) School Calendar</li> <li>(10) Academic Tracks and Programs</li> <li>(10) Academic Information</li> <li>(11) High School Completion Programs</li> <li>(11) Academic Tracks and Courses</li> <li>(17) Course Directory and Syllabi</li> </ul>	<ul style="list-style-type: none"> <li>(17) Course Materials</li> <li>(17) Scope and Sequence</li> <li>(17) Course Pacing</li> <li>(18) Parental Involvement and Support</li> <li>(19) Technology Requirements</li> <li>(19 ) Technology Rental Policy</li> <li>(19) GENIUS Student Information System (SIS)</li> <li>(19 ) Learning Management System (LMS)</li> <li>(19) Edgenuity Login</li> <li>(20) Acceptable Use Policy (AUP)</li> <li>(20) Attendance Policy</li> <li>(21) Academic Integrity</li> <li>(21) Academic Integrity Escalation Process</li> <li>(21) Grading Policies</li> <li>(22) Completion Reports</li> <li>(22) Grade Reports</li> <li>(22) Grade Dispute Policy</li> <li>(23) Grade Level Promotion</li> <li>(23) State Assessments</li> <li>(23) Student Accommodations</li> <li>(25) English Language Learners (ELLs)</li> <li>(26) Virtual Tutor</li> <li>(27) High School Graduation Requirements</li> <li>(27) Florida Bright Futures Scholarship Program</li> <li>(27) Education Rights for Adult Students</li> </ul>
---	--

**MISSION**

San Jose Virtual School provides an accredited online learning option for K-12 students and Adult Learners who need an alternative to the traditional school setting. Students receive accessible educational opportunities through an e-learning environment that creates flexibility for time and location allowing students to meet or exceed their personalized learning goals. This is accomplished through accountable leadership, strategic planning, and the collaboration of all stakeholders.

**VISION**

Each student acquires the knowledge necessary for college and career readiness to succeed in life.

**ACCREDITATION**

The school is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

**CURRICULUM**

The school has partnered with Edgenuity to provide Florida State standards-aligned, online courses for grade K-12 students and Adult Learners. The curriculum offers a variety of customizable courses that include direct-instruction videos featuring expert, on-screen teachers with rigorous assignments, performance tasks and assessments to engage students and ensure subject-area mastery. The Edgenuity curriculum meets Florida graduation requirements.

**ANTI DISCRIMINATION POLICY**

In accordance with federal and state antidiscrimination laws and in accordance with the Florida Education Equity Act, the school will not discriminate based on any legally protected category in the admission of students.

**FERPA**

The school upholds a commitment to safeguard students' personal information and complies with the Family Educational Rights and Privacy Act (FERPA) regulations. School personnel undergo training on students' privacy rights and associated regulations. We promote responsible data stewardship by establishing policies, procedures and training to ensure that student information is collected, maintained, used and disseminated in a way that respects privacy and ensures confidentiality and security.

**COVID-19**

The school is open to K-12 students and Adult Learners worldwide and students can safely and securely attend our school from anywhere. The curriculum and online courses allow students to set their own pace to complete courses independently. The school is not affected by Covid-19 and continues without disruption.

## ENROLLMENT

Applications from U.S. and foreign students are accepted at any time of the year. Interested parents or Adult Learners must complete the Pre-Registration form online. Supporting documents and initial paid fees are required to complete the registration process. Notification of enrollment status and academic plan are sent via email following review of all supporting documents and paid fees.

**Foreign Students** - The school accepts foreign students. Foreign students are non-U.S. citizens enrolled at an institution of education outside their home country, but who have not necessarily crossed a border to study. Foreign students who plan to enroll will need to be proficient enough in the English language to be able to successfully complete our online courses, and will also need a computer that has reliable broadband Internet access as courses will not load correctly on mobile devices. Google Chrome is the preferred choice of browser.

**Full-Time Enrollment** - Full-time enrollment is designed to meet the diverse needs of all students who want to pursue a comprehensive online school experience. Full-time students typically enroll in four or more courses, which normally represents the requirements of completing a grade level. Students can take more than four credits, but these additional credits must be purchased in addition to the full time tuition fees or part of an education track. The minimum semester course-load for a full-time student is four. The administrative team at San Jose Virtual School guides students and parents through the selection of appropriate courses to achieve student goals and meet graduation requirements.

**Part-Time Enrollment** - Part-time enrollment is available to students who need to supplement their education with 1 or 2 online courses. Part-time students are responsible to receive pre-approval of courses for transfer into their school of record. Upon completion of their part-time courses each year, students may order an official transcript to document courses completed and high school credits earned. Part-time students enjoy the same curriculum, the same teacher support and the same online school platform as their full-time counterparts.

**Dual Enrollment** - Full-time students can take dual credits during their junior and senior years. This means that students are dually enrolled with San Jose Virtual School and a partnering college. The school currently partners with Doral College, located in Doral, Florida. Doral College offers an Associate of Arts degree. Courses are offered online during fall, spring and summer. Upon successful completion of required coursework and assessments, dual enrolled students who began taking courses during their junior year may potentially graduate with both a high school diploma from San Jose Virtual School and an A.A. degree from Doral College. Note: Not all program courses are available every semester. Course availability is subject to adequate enrollment.

**Summer School Enrollment** - Online summer school courses allow students to have the opportunity to advance in their education endeavours. Summer school courses can be taken for a variety of reasons, including credit recovery. Students are allowed to take unlimited courses during the summer session, however all courses must be completed during the summer session. Parents are required to pay all applicable registration fees for summer school if their child did not attend our school during the previous school year.

## PRE-REGISTRATION PROCESS

To begin the pre-registration process for enrollment, the school requests submission of the following information and documents:

1. Online Pre-Registration Form
2. Birth Certificate - email to: [studentservices@sanjosevirtual.org](mailto:studentservices@sanjosevirtual.org)
3. School Records and/or Transcripts - email to: [studentservices@sanjosevirtual.org](mailto:studentservices@sanjosevirtual.org)
4. Proof of Residency (USA or other country) - email to: [studentservices@sanjosevirtual.org](mailto:studentservices@sanjosevirtual.org)
5. Emergency Contact Information
6. Photo of student, in color, recent
7. Financial Agreement
8. Technology Rental Agreement, if applicable

### **ADMISSIONS REQUIREMENTS**

The school has a rolling admissions process and is always accepting students during the school year. Students that enroll after a grading period has started will begin classes either on the 1st of the month or the 15th of the month depending on their enrollment date. All parents are required to apply online to complete the pre-registration process, submit all pertaining documents and pay all associated fees for registration. Upon completion of this process, parents and students will then receive the following documents: 1) Acceptance Letter; 2) Tuition Assistance Letter/Award Amount, if applicable; 3) Technology Rental Agreement, if applicable; and 4) Financial Agreement. The Financial Agreement and all payments must be finalized before the student begins the first day of class. Once the Financial Agreement and all payments are finalized, both parents and students will have accounts set up in our Genius Student Information System (SIS) and the student will officially be enrolled in courses based on the chosen academic track of study.

**Kindergarten** - Students registering for Kindergarten must be at least 5 years of age on or before September 1st.

**Grades 1-12** -Students registering for elementary, middle, or high school programs must provide academic proof of prior grade completion.

### **HOW TO SUBMIT DOCUMENTS**

We request all documents to be submitted electronically. Please do not take pictures of documents and submit as uploaded images. All documents submitted electronically must be in PDF format. Please scan and upload documents in PDF format and send via email to: [studentservices@sanjosevirtual.org](mailto:studentservices@sanjosevirtual.org). If need be, you may fax documents to our corporate headquarters located in Jacksonville, Florida at: (904) 569-0006. If needing to provide a physical copy of a document by mail, please submit to: San Jose Virtual School, 11363 San Jose Blvd, # 200, Jacksonville, FL 32223.

### **TRANSFER CREDIT EVALUATION**

Evaluation of transcripts from other schools is an ongoing process and courses are evaluated based on school policies. During this evaluation, school staff determines which courses are accepted and documents these credits to each student's academic file. We reserve the right to request an official transcript and or course description/syllabus of any course(s) before transferred credits are added to our academic records. Foreign transcripts in a language other than English should be professionally translated into English. All translations must be verbatim without interpretation or evaluation of information. Documents translated by family members may not be accepted as official

documents. Both the foreign transcript and the translated version are required for review. The non-refundable Transfer Credit Evaluation fee is \$25 for Grade 6-8 students and \$40 for Grade 9-12 students. The fee can be paid using our school website. Click on Pay Now to access the Fee Payment Form. Complete the top portion of the form, select Transfer Credit Evaluation fee for the grade level that pertains to the student, complete the bottom portion of the form, then click on Submit Payment. The system will automatically generate a receipt that will be sent to the email address provided. To complete a Transfer Credit Evaluation request, submit payment then email a copy of the most current transcript, along with the translated version if applicable, in pdf format to: [studentservices@sanjosevirtual.org](mailto:studentservices@sanjosevirtual.org). The normal processing time for a Transfer Credit Evaluation is 10 business days.

### **CREDIT RECOVERY**

Credit recovery helps students recover credits, make up missed classes, or earn credits needed to graduate on time. The non-refundable fee for credit recovery is \$250 per course per semester. The credit recovery fee can be paid via the school website. The system will automatically generate a receipt that will be sent to the email address provided. Once payment is received, we will contact you to officially enroll you in the course.

### **TEST OUT OPTION**

The school offers a test out option for select high school general education courses (English, Math, Science, Social Studies) up to 5 credits earned/passed. The test out option was created to help students with prior knowledge in a core subject area earn course credit toward their diploma. Students that choose the test out option will take an exam to test out of a specific course. If the student passes the test, the student will receive full credit for the course. If the student does not pass the test, the student can either retake the test or take the actual course. A student can test out up to 5 courses. The test out option is only available to 9-12 students and Adult Learners. All test out option fees are non-refundable. Students take the test virtually and all online exams are securely monitored by the Edgenuity system. On site testing is also available for local students at our corporate headquarters located at 11363 San Jose Blvd, # 200 in Jacksonville, Florida. The non-refundable fee for test out option is \$250 per test and \$350 per retake. The test out option fee can be paid via the school website. The system will automatically generate a receipt that will be sent to the email address provided. Once payment is received, we will contact you to make arrangements for testing.

### **TRANSCRIPT REQUEST**

Official transcripts can be purchased for \$10 per copy via the school website. The system will automatically generate a receipt that will be sent to the email address provided. The normal processing time for a Transcript Request is 10 business days.

### **SCHOLARSHIP PROGRAMS**

The school does not participate in Scholarship Programs such as McKay or Step Up For Students since it does not operate out of a physical, brick and mortar educational facility. However, we do have affordable tuition and offer tuition assistance to those who qualify.

## BILLING

Parents are responsible for all tuition and fees that are acquired at San Jose Virtual School. To make payments or purchases, visit our school website. Click on Pay Now to access the Fee Payment Form. Complete the top portion of the form, select fees to pay, complete the bottom portion of the form, then click on Submit Payment. The system will automatically generate a receipt that will be sent to the email address provided.

**Tuition** - San Jose Virtual School is a private online school with competitive and affordable tuition rates for all of our academic tracks and programs. All tuition and fees are in U.S. dollars. We also offer tuition assistance as well as payment plan options that allow you to stretch your payments over a calendar year.

**Tuition Payment Schedule** - Parents have the option to choose from three payment plans. The first option is a one time payment. This payment is for the full amount of all tuition and fees for the school year. This one time payment is due the day before the first day of class. For tuition payment in full, parents will receive a 5% discount, which can also be combined with other discounts. If paid in full once the 14-day mark has been reached, a maximum of 50% of tuition only (excludes all other fees) is refundable provided the student withdraws before the next semester. The second payment option is quarterly. This payment plan is divided into four installments. All fees must be paid in full on or before the first due date. The third payment plan is monthly. Tuition on this plan is divided equally between 10 months. All fees must be paid in full on or before the first due date. Note: All tuition and fees are the parent's responsibility and the parent's credit card will be charged once the parent finalizes the Financial Agreement. Absolutely no payment arrangements other than those noted above will be accepted for the 2020-21 academic year. All payment arrangements must be finalized prior to the first day of school.

**Tuition Payment Schedule**

Payment Plans	In Full	Quarterly	Monthly
Due Dates	8/10/2021	8/10/2021	8/10/2021
		10/13/2021	9/1/2021
		1/7/2022	10/1/2021
		3/22/2022	11/1/2021
			12/1/2021
			1/3/2022
			2/1/2022
			3/1/2022
			4/1/2022
			5/2/2022

### Summer School Tuition Payment Schedule

Summer School in Full	Summer School Payment Plan
5/31/2022	5/31/2022
	7/1/2022

**Financial Agreement** - The Financial Agreement is a legally binding agreement between the parent and San Jose Virtual School. The agreement sets forth the school year tuition and fees that the parent agrees to pay as established by the school for the attendance of their child/children for the 2020-2021 academic year. The agreement outlines payment plan information along with the terms and conditions bound by law. The Financial Agreement and all payments must be finalized before the student begins the first day of class.

**Late Registration Payment Policy** - If a student enrolls after the start of the school year, the parent is responsible for the payments that were due prior to enrollment. The parent is eligible for a payment plan. If the parent chooses to go with the payment plan, the payments will be divided between the remaining payment dates.

**Grace Period** - All payments must be paid when due. There is a 10-day grace period for payments, which starts the day after the payment is due. After the grace period, a late fee of 5% will be added to the payment. If the account is not brought to current status, student enrollment will cease after 3 calendar days.

**No Refund Policy** - Non-refundable means that you will NOT receive a refund on non-refundable transaction fees. Our current non-refundable fees include but are not limited to the following: 1) Application Fee; 2) Registration Fee; 3) Down Payment; 4) Tuition after 13 days of enrollment; 5) Transfer credit evaluation fee; 6) Credit recovery; 7) Tablet rental shipping; and 8) Test out option. Payments referred to herein shall not be refundable under any circumstances.

**Drop Policy** - Students have 13 calendar days to drop from an academic track or program. There is no drop charge or penalty. Receive 100% refund of tuition only; this excludes all other fees.

### DISCOUNTS

The school offers various types of discounts so that all families have the opportunity to receive an affordable online private school education. Discounts are taken off tuition only. The following discount options are currently available: 1) Military and First Responder Discount; 2) Sibling Discount; and 3) Referral Incentive.

**First Responder and Military Discount** - All First Responders, Active Duty U.S. Military Families and Veterans will receive a 10% discount for each enrolled student. First responders include, but are not limited to doctors, nurses, EMTs, firefighters and law enforcement. A valid form of ID is required to receive this discount. Examples: Military ID, DD Form 214, certificate, or work ID. This discount can only be combined with tuition payment in full and the referral incentive.

**Sibling Discount** - This discount is for any families that have multiple siblings attending SJVS. Each student will receive 10% off tuition. This discount can only be combined with tuition payment in full and the referral incentive.

**Referral Incentive** - The referral incentive is for each student referred to SJVS. For each student enrolled, we will apply a 5% discount off tuition up to 20%, or 4 students. This discount can be combined with any of our current discounts. Referrals do not count towards siblings.

### TUITION ASSISTANCE

The school offers tuition assistance to those who qualify. To apply, go to our school website and click on the Tuition Assistance link. Complete Steps 1-4 of the form, then click on Submit. The system will automatically generate a confirmation that will be sent to the email address provided. Once we have reviewed your completed application, we will contact you directly to discuss any possible award amount.

### INSTRUCTIONAL CALENDAR

The school operates on a 10-month academic calendar, which does not include summer school. Students are required to attend school a minimum of 180 school days within a 10-month academic year. Students will have their attendance from their prior school credited to the 180-day requirement. Parents are responsible to make sure students meet this requirement. Since all courses are self-paced, students may choose to work during school holidays or vacation days, or students may choose to take the break if they desire. The academic calendar also appears on the school's website.

#### Total # of instructional days = 180

<b>Semester 1:</b> Aug 10, 2021 - Jan 7, 2021 (90 days)	<b>Semester 2:</b> Jan 10, 2022 - May 26, 2022 (90 days)
<b>Quarter 1:</b> Aug 10, 2021 - Oct 13, 2021 (45 days)	<b>Quarter 3:</b> Jan 10, 2022 - Mar 22, 2022 (45 days)
<b>End of Grading Period:</b> Oct 13, 2021	<b>End of Grading Period:</b> Mar 22, 2022
<b>Quarter 2:</b> Oct 14, 2021 - Jan 7, 2021 (45 days)	<b>Quarter 4:</b> Mar 23, 2022 - May 26, 2022 (45 days)
<b>End of Grading Period:</b> Jan 7, 2021	<b>End of Grading Period:</b> May 26, 2022

### SCHOOL CALENDAR, 2021-2022

The school year begins August 10, 2021. The final day of school is May 26, 2022.

Tue, August 10	First Day of School	
Mon, September 6	Labor Day Break	School/Admin Office Closed
Mon, October 11	Columbus Day/Indigenous Peoples' Day	School Closed
Thu & Fri, November 11-12	Veterans Day Break	School/Admin Office Closed
Mon through Fri, November 22-26	Thanksgiving Break	School/Admin Office Closed
Mon through Fri, December 20-31	Winter Break	School/Admin Office Closed
Mon, January 17	Martin Luther King Jr. Day	School Closed
Mon, February 21	President's Day	School Closed
Mon & Fri, March 14-18	Spring Break	School Closed
Fri & Mon, April 15 & 18	Easter Break	School/Admin Office Closed

Thu, May 26	Final Day of School	
Mon, May 30	Memorial Day	School/Admin Office Closed

<p><b>Summer School:</b>  June 1 - July 28, 2022  <b>Grades post:</b> Jul 29, 2022</p>
--

## ACADEMIC TRACKS AND PROGRAMS

The school offers a variety of academic tracks and programs. Each track varies and the number of tracks offered differ depending on the student's grade level or need. The following is the list of tracks: K-12 Homeschool; K-5 General Education, 6-8 General Education, 6-8 Advanced, 6-8 STEAM, 9-12 General Education, 9-12 Liberal Arts, 9-12 Fine Arts, 9-12 Creative Arts, 9-12 STEAM, 9-12 CTE, and 3 Year HS Graduation Track. We offer the following K-12 Virtual Tracks; K-5 General Education, 6-8 General Education, 6-8 Advanced, 6-8 STEAM, 9-12 General Education, 9-12 Advanced, 9-12 Liberal Arts, 9-12 Fine Arts, 9-12 Creative Arts, 9-12 STEM, 9-12 STEAM, and 9-12 CTE (Career and Technical Education). The school also offers specialized high school completion programs; 3 year High School Graduation Track, Business Track and Fitness Track. In addition, we offer an Adult Learner Program for diploma completion.

## ACADEMIC INFORMATION

**Homeschool Tracks vs. Virtual Tracks** - The school offers Homeschool Tracks and Virtual Tracks. What is the difference between the two types of tracks? If a parent selects a Homeschool Track, the parent serves in the role of the teacher for their child. The parent is the teacher of record and is responsible for all aspects of their child's education, including grades. Students in a Homeschool Track will not have access to our Course Facilitators for help or support with their academia, which is the reason why tuition is set at a lower price for Homeschool Tracks. Virtual Tracks are facilitated by teachers referred to as Course Facilitators. Course Facilitators do not teach courses. Rather, they serve as the point of contact for students and parents and are available to answer any questions that may arise that are not covered in the provided material. They are responsible for student grades. Note: Homeschool Tracks are not available to Adult Learners.

**Advanced and Honors Courses** - Advanced and honors courses require a greater demand on students through increased academic rigor. Academic rigor is obtained through the application, analysis, evaluation and creation of complex ideas that are often abstract and multi-faceted. Students are challenged to critically think about the content they are learning.

**AP Courses** - The Advanced Placement Program (AP) enables willing and academically prepared students to pursue college-level studies while still in high school. The program consists of college-level courses developed by the AP Program that high schools can choose to offer and corresponding exams that are administered once a year through the College Board. AP textbooks are included; there is no need to purchase textbooks. Once ordered, it generally takes up to two weeks to arrive at our corporate headquarters in Jacksonville, FL. We then mail textbooks to the student's address, with the average order arriving in 3-10 business days from shipment date, or we can make arrangements for pickup.

**AP Exams** - AP exams are standardized assessments that measure mastery of college-level coursework. AP exams are administered annually in May and are typically taken by students in their junior or senior year following completion of an AP course. AP exams are not offered by San Jose Virtual School. AP exams are only offered and administered through the College Board at various testing locations throughout the United States. AP exams are optional. Students can also take AP exams without taking the corresponding course. Students who plan to sit for the AP exam must contact the College Board to find available testing locations in their area and are responsible for paying the cost for each exam through the College Board. The school will provide students with a 6-digit CEEB code needed for AP exam registration along with our 3-digit Online Provider Code. The College Board must be provided with this information to ensure that the school receives the AP exam score report for each student.

**STEM vs. STEAM** - STEM stands for Science, Technology, Engineering and Mathematics. The idea behind STEM is to educate students with curriculum from these four disciplines. Through STEM, students will learn skills that they can use in the workforce and skills that they can apply to real life situations. STEAM stands for Science, Technology, Engineering, Arts and Mathematics. The idea behind STEAM is similar to STEM, but STEAM allows for more creative thinking and the application of the arts to real life situations.

## **HIGH SCHOOL COMPLETION PROGRAMS**

**3 Year High School Graduation Track** - Students must successfully earn a minimum of 18 credits to graduate. This accelerated track is designed for students who want to graduate high school early by focusing on the academic courses required to graduate high school in order to gain a head start for entrance into college or the workforce.

**Business and Fitness Tracks** - Students must successfully earn a minimum of 18 credits to graduate. High school students who are credit complete, in other words, those students who have completed all of the core content credits in English, Math, Science and Social Studies, but have not been able to earn a high school diploma in the traditional setting, have the option to select a pathway to earn a diploma. For credit complete students, SJVS offers Business and Fitness Tracks as pathways to completing high school. Contact us for assistance. Note: These pathways are not part of the 3 Year High School Graduation Track.

**Adult Learner Program** - Attaining a high school-level education improves job prospects and earning potential. Are you an adult learner who is: Interested in restarting your education? Looking for future opportunities? Wanting to go to college? San Jose Virtual School is here to help you! Adult students age 19 or older who were unable to graduate in the traditional way can complete the work virtually to earn an accredited high school diploma. SJVS will work with you to create and customize an affordable academic plan that will lead you on a path to complete high school requirements. You no longer have to give up on your dream of earning an actual diploma. Contact us to get started.

## **ACADEMIC TRACKS AND COURSES**

The school offers a variety of academic tracks and programs. Below is an overview of our elementary, middle and high school tracks and courses.

## K-12 HOMESCHOOL TRACKS and COURSES

### K-5 General Education

Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Language Arts K Mathematics K Science K Social Studies K	Language Arts 1 Mathematics 1 Science 1 Social Studies 1	Language Arts 2 Mathematics 2 Science 2 Social Studies 2	Language Arts 3 Mathematics 3 Science 3 Social Studies 3	Language Arts 4 Mathematics 4 Science 4 Social Studies 4	Language Arts 5 Mathematics 5 Science 5 Social Studies 5

### 6-8 General Education

Grade 6	Grade 7	Grade 8
M/J Language Arts 1 M/J Grade 6 Mathematics M/J Physical Science M/J World Geography	M/J Language Arts 2 M/J Grade 7 Mathematics M/J Earth/Space Science M/J World History	M/J Language Arts 3 M/J Grade 8 Pre-Algebra M/J Life Science M/J United States History

### 6-8 Advanced

Grade 6	Grade 7	Grade 8
M/J Language Arts 1 Adv M/J Grade 6 Mathematics Adv M/J Comprehensive Science 1 Adv M/J World History Adv M/J Reading 1	M/J Language Arts 2 Adv M/J Grade 7 Mathematics Adv M/J Comprehensive Science 2 Adv M/J United States History Adv World Language 1	M/J Language Arts 3 Adv Algebra 1 Honors M/J Comprehensive Science 3 Adv M/J Civics Adv World Language 2

### 6-8 STEAM Track

Grade 6	Grade 7	Grade 8
M/J Language Arts 1 M/J Grade 6 Mathematics Adv M/J Comprehensive Science 1 Adv M/J World Geography M/J Exploring Music 1 A & B	M/J Language Arts 2 M/J Grade 7 Mathematics Adv M/J Comprehensive Science 2 Adv M/J World History M/J Digital Art and Design	M/J Language Arts 3 Algebra 1 Honors M/J Comprehensive Science 3 Adv M/J United States History M/J Creative Photography A & B

### 9-12 General Education (18 credits)

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (4 credits)	Grade 12 (4 credits)
English 1 (1) Algebra 1 (1) Biology 1 (1) United States History (1) Online Learning and Digital Citizenship (.5) Critical Thinking and Study Skills (.5)	English 2 (1) Algebra 2 (1) Physical Science (1) World History (1) Personal, Social, and Family Relationships (.5) Career Research & Decision Making (.5)	English 3 (1) Geometry (1) Earth/Space Science (1) World Language 1 (1)	English 4 (1) Math for College Readiness (1) World Language 2 (1) United States Government (.5) Economics with Financial Literacy (.5)

### 9-12 Liberal Arts Track (20 credits):

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
---------------------	----------------------	----------------------	----------------------

English Honors 1 (1) Algebra 1 (1) Integrated Science 1 (1) World Language 1 (1) Introduction to Art History (.5) Art in World Cultures (.5)	English Honors 2 (1) Liberal Arts Math 1 (1) Integrated Science 2 (1) World Cultural Geography (1) World Language 2 (1)	English Honors 3 (1) Liberal Arts Math 2 (1) Integrated Science 3 (1) World History (1) World Language 3 Honors (Spanish) (1)	English Honors 4 (1) Math for College Readiness (1) Psychology 1 (.5) Psychology 2 (.5) The Principles of Food (1) Elective of Choice (1)
---	---	---	--

**9-12 Fine Arts Track (19 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (4 credits)
English 1 (1) Liberal Arts Math 1 (1) Integrated Science 1 (1) World Cultural Geography (1) World Language 1 (French or Spanish) (1)	English 2 (1) Liberal Arts Math 2 (1) Integrated Science 2 (1) World Language 2 (French or Spanish) (1) Music Appreciation (.5) Intro to Careers in Arts, A/V, Technology & Communication (.5)	English 3 (1) Algebra 1 (1) Integrated Science 3 (1) World History (1) World Language 3 Honors (Spanish) (1)	English 4 (1) Math for College Readiness (1) United States History (1) Introduction to Art History (.5) Art in World Cultures (.5)

**9-12 Creative Arts (19 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (4 credits)
English 1 (1) Algebra 1 (1) Integrated Science 1 (1) World Language 1 (1) Introduction to Art History (.5) Creative Writing 1 (.5)	English 2 (1) Algebra 2 (1) Integrated Science 2 (1) World Language 2 (1) Creative Photography 1 A (.5) Creative Photography 1 B (.5)	English 3 (1) Geometry Honors (1) Integrated Science 3 (1) World Cultural Geography (1) Culinary Arts 1 A (.5) Culinary Arts 1 B (.5)	English 4 (1) Math for College Readiness (1) Philosophy (.5) World Religions (.5) Psychology 1 (.5) Psychology 2 (.5)

**9-12 STEAM (20 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
English Honors 1 (1) Algebra 1 Honors (1) Biology 1 Honors (1) World Cultural Geography (1) Introduction to STEM (.5) Introduction to Art History (.5)	English Honors 2 (1) Geometry Honors (1) Chemistry 1 Honors (1) World Language 1 (French or Spanish) (1) Psychology 1 (.5) Psychology 2 (.5)	English Honors 3 (1) Pre-calculus Honors (1) Physics 1 Honors (1) World Language 2 (Spanish) (1) Culinary Arts 1 A (.5) Culinary Arts 1 B (.5)	English Honors 4 (1) Algebra 2 (1) World Language 3 Honors (French or Spanish) (1) United States Government (.5) Economics with Financial Literacy (.5) Art in World Cultures (.5) Introduction to Coding (.5)

**9-12 CTE (20 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
English 1 (1) Algebra 1 (1) Biology 1 (1) United States History (1) CTE Course or Elective of Choice (1)	English 2 (1) Algebra 2 (1) Physical Science (1) World Cultural Geography (1) CTE Course or Elective of Choice (1)	English 3 (1) Geometry (1) Earth/Space Science (1) World Language 1 (1) CTE Course or Elective of Choice (1)	English Honors 4: Florida College Prep (1) Math for College Readiness (1) World History (1) World Language 2 (1)

			CTE Course or Elective of Choice (1)
--	--	--	--------------------------------------

### 3 Year High School Graduation Track (18 credits):

Year 1 (6 credits)	Year 2 (6 credits)	Year 3 (6 credits)
English 1 (1) Algebra 1 (1) Math for College Readiness (1) Earth/Space Science (1) World Language 1 (1) World Cultural Geography (1)	English 2 (1) Algebra 2 (1) Biology 1 (1) World Language 2 (1) World History (1) Elective of Choice (1)	English 3 (1) English 4 (1) Geometry (1) Environmental Science (1) United States History (1) Elective of Choice (1)

## K-12 VIRTUAL TRACKS and COURSES

### K-5 General Education:

Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Language Arts K Mathematics K Science K Social Studies K	Language Arts 1 Mathematics 1 Science 1 Social Studies 1	Language Arts 2 Mathematics 2 Science 2 Social Studies 2	Language Arts 3 Mathematics 3 Science 3 Social Studies 3	Language Arts 4 Mathematics 4 Science 4 Social Studies 4	Language Arts 5 Mathematics 5 Science 5 Social Studies 5

### 6-8 General Education:

Grade 6	Grade 7	Grade 8
M/J Language Arts 1 M/J Grade 6 Mathematics M/J Physical Science M/J World Geography	M/J Language Arts 2 M/J Grade 7 Mathematics M/J Earth/Space Science M/J World History	M/J Language Arts 3 M/J Grade 8 Pre-Algebra M/J Life Science M/J United States History

### 6-8 Advanced:

Grade 6	Grade 7	Grade 8
M/J Language Arts 1 Adv M/J Grade 6 Mathematics Adv M/J Comprehensive Science 1 Adv M/J World History Adv M/J Reading 1	M/J Language Arts 2 Adv M/J Grade 7 Mathematics Adv M/J Comprehensive Science 2 Adv M/J United States History Adv World Language 1	M/J Language Arts 3 Adv Algebra 1 Honors M/J Comprehensive Science 3 Adv M/J Civics Adv World Language 2

### 6-8 STEAM:

Grade 6	Grade 7	Grade 8
M/J Language Arts 1 M/J Grade 6 Mathematics Adv M/J Comprehensive Science 1 Adv M/J World Geography M/J Exploring Music 1 A & B	M/J Language Arts 2 M/J Grade 7 Mathematics Adv M/J Comprehensive Science 2 Adv M/J World History M/J Digital Art and Design	M/J Language Arts 3 Algebra 1 Honors M/J Comprehensive Science 3 Adv M/J United States History M/J Creative Photography A & B

**9-12 General Education (18 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (4 credits)	Grade 12 (4 credits)
English 1 (1) Algebra 1 (1) Biology 1 (1) United States History (1) Online Learning and Digital Citizenship (.5) Critical Thinking and Study Skills (.5)	English 2 (1) Algebra 2 (1) Physical Science (1) World History (1) Personal, Social and Family Relationships (.5) Career Research & Decision Making (.5)	English 3 (1) Geometry (1) Earth/Space Science (1) World Language 1 (1)	English 4 (1) Math for College Readiness (1) World Language 2 (1) United States Government (.5) Economics with Financial Literacy (.5)

**9-12 Advanced (20 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
English Honors 1 (1) Geometry Honors (1) AP Biology (1) AP Human Geography (1) World Language Spanish 1 (1)	English Honors 2 (1) Pre-calculus Honors (1) AP Environmental Science (1) AP U.S. History (1) World Language Spanish 2 (1)	AP English Language & Composition (1) AP Calculus AB (1) Chemistry 1 Honors (1) AP World History: Modern (1) World Language Spanish 3 Honors (1)	AP English Literature & Composition (1) Physics 1 Honors (1) AP Spanish Language & Culture (1) AP Statistics (1) AP Psychology (1)

**9-12 Liberal Arts (20 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
English Honors 1 (1) Algebra 1 (1) Integrated Science 1 (1) World Language 1 (1) Introduction to Art History (.5) Art in World Cultures (.5)	English Honors 2 (1) Liberal Arts Math 1 (1) Integrated Science 2 (1) World Cultural Geography (1) World Language 2 (1)	English Honors 3 (1) Liberal Arts Math 2 (1) Integrated Science 3 (1) World History (1) World Language 3 Honors (Spanish) (1)	English Honors 4 (1) Math for College Readiness (1) Psychology 1 (.5) Psychology 2 (.5) The Principles of Food (1) Elective of Choice (1)

**9-12 Fine Arts (19 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (4 credits)
English 1 (1) Liberal Arts Math 1 (1) Integrated Science 1 (1) World Cultural Geography (1) World Language 1 (French or Spanish) (1)	English 2 (1) Liberal Arts Math 2 (1) Integrated Science 2 (1) World Language 2 (French or Spanish) (1) Music Appreciation (.5) Intro to Careers in Arts, A/V, Technology & Communication (.5)	English 3 (1) Algebra 1 (1) Integrated Science 3 (1) World History (1) World Language 3 Honors (Spanish) (1)	English 4 (1) Math for College Readiness (1) United States History (1) Introduction to Art History (.5) Art in World Cultures (.5)

**9-12 Creative Arts (19 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (4 credits)
English 1 (1)	English 2 (1)	English 3 (1)	English 4 (1)

Algebra 1 (1) Integrated Science 1 (1) World Language 1 (1) Introduction to Art History (.5) Creative Writing 1 (.5)	Algebra 2 (1) Integrated Science 2 (1) World Language 2 (1) Creative Photography 1 A (.5) Creative Photography 1 B (.5)	Geometry Honors (1) Integrated Science 3 (1) World Cultural Geography (1) Culinary Arts 1 A (.5) Culinary Arts 1 B (.5)	Math for College Readiness (1) Philosophy (.5) World Religions (.5) Psychology 1 (.5) Psychology 2 (.5)
--	---	---	---

**9-12 STEM (20 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
English 1 (1) Geometry Honors (1) Biology 1 Honors (1) World Cultural Geography (1) Introduction to STEM (.5) Engineering and Design (.5)	English 2 (1) Pre-calculus Honors (1) Chemistry 1 Honors (1) AP Environmental Science (1) World Language 1 (1)	English 3 (1) Physical Science Honors (1) World Language 2 (1) Probability with Statistics with Applications Honors (1) Introduction to Coding (.5) Engineering & Product Development (.5)	English 4 (1) AP Calculus AB (1) Physics 1 Honors (1) United States Government (.5) Economics with Financial Literacy (.5) Elective of Choice (1)

**9-12 STEAM (20 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
English Honors 1 (1) Algebra 1 Honors (1) Biology 1 Honors (1) World Cultural Geography (1) Introduction to STEM (.5) Introduction to Art History (.5)	English Honors 2 (1) Geometry Honors (1) Chemistry 1 Honors (1) World Language 1 (French or Spanish) (1) Psychology 1 (.5) Psychology 2 (.5)	English Honors 3 (1) Pre-calculus Honors (1) Physics 1 Honors (1) World Language 2 (French or Spanish) (1) Culinary Arts 1 A (.5) Culinary Arts 1 B (.5)	English Honors 4 (1) Algebra 2 (1) World Language 3 Honors (Spanish) (1) United States Government (.5) Economics with Financial Literacy (.5) Art in World Cultures (.5) Introduction to Coding (.5)

**9-12 CTE (20 credits):**

Grade 9 (5 credits)	Grade 10 (5 credits)	Grade 11 (5 credits)	Grade 12 (5 credits)
English 1 (1) Algebra 1 (1) Biology 1 (1) United States History (1) CTE Course or Elective of Choice (1)	English 2 (1) Algebra 2 (1) Physical Science (1) World Cultural Geography (1) CTE Course or Elective of Choice (1)	English 3 (1) Geometry (1) Earth/Space Science (1) World Language 1 (1) CTE Course or Elective of Choice (1)	English Honors 4: Florida College Prep (1) Math for College Readiness (1) World History (1) World Language 2 (1) CTE Course or Elective of Choice (1)

**3 Year High School Graduation Track (18 credits):**

Year 1 (6 credits)	Year 2 (6 credits)	Year 3 (6 credits)
English 1 (1) Algebra 1 (1) Math for College Readiness (1) Earth/Space Science (1) World Language 1 (1) World Cultural Geography (1)	English 2 (1) Algebra 2 (1) Biology 1 (1) World Language 2 (1) World History (1) Elective of Choice (1)	English 3 (1) English 4 (1) Geometry (1) Environmental Science (1) United States History (1) Elective of Choice (1)

<b>Business Track (4 credits):</b>	<b>Fitness Track (4 credits):</b>
Digital Information Technology (1) Personal Financial Literacy (1) Principles of Entrepreneurship (1) Marketing Essentials (1)	Personal Fitness Trainer (1) Sports Officiating (1) Fitness for Lifestyle Design (.5) Nutrition and Wellness (.5) Health 1: Life Management Skills (.5) Health 2: Personal Health (.5)

## **COURSE DIRECTORY AND SYLLABI**

A complete list of K-12 course descriptions is available in our Course Directory, located on our website. Course syllabi can be found via the link: <https://www.edgenuity.com/syllabi/>

## **COURSE MATERIALS**

Each course contains an online Materials List that specifies what is needed for the course, and is also included in the teachers course syllabi. Grades K-5 workbooks and activity packets are embedded throughout the modules for each course. You may need to have a printer, ink cartridges, and printer paper to make copies and complete tasks or activities. Suggested K-5 materials lists can be found via the following link: <https://accelerate.education/k-5-courses/>

## **SCOPE AND SEQUENCE**

The scope and sequence, or pacing guide, for each course can be found via the following link: <https://www.edgenuity.com/scope-and-sequence/>

## **COURSE PACING**

The school views student success in terms of lesson mastery, which requires consistent and substantial online attendance. The Edgenuity curriculum allows students flexibility in the amount of time spent on schoolwork. The following pacing chart represents typical attendance hours required to achieve lesson mastery in our full-time academic tracks:

**Pacing Chart**

Grade Level and Academic Track	Suggested Daily Hours for 180 days
K-12 Homeschool and General Education	4
6-8 Advanced and STEAM	5
All 9-12 Academic Tracks	5-6*

\*Honors and AP courses are more rigorous in nature and take significantly more time to complete. Students should expect to spend additional time daily to maintain pacing in these courses.

How much work should a student be completing each day they work on a course? The average student can complete 7 activities in one hour. Plan on working at least 1 hour per day per course or at least 5-7 hours per week per course. Each student is different, so the student may spend less or

more time depending on the student's pace and lesson mastery. How long should a student be working on a class each day? Each class has a different amount of activities; the time spent working on courses should be based on completing the day's activities scheduled in the student's assignment calendar.

### **PARENTAL INVOLVEMENT AND SUPPORT**

Parent engagement with student online learning is important and critical to a child's success. Parents control the environment when it comes to virtual education and are another layer of a student's support system. Online learning is more effective when parents take an active role in their child's education. The school recommends the following ways that parents can be involved: 1) Help create a workspace free of distractions; 2) Check in often - suggestion of daily for K-8 students and at minimum weekly for 9-12 students; 3) Keep in touch with teachers and check email often; 4) Provide appropriate intrinsic and extrinsic rewards for encouragement and motivation; 5) Be patient with your child and with the process of online learning; and 6) Be a positive and encouraging role model. For students in grades K-5, a key component of online learning is parent or guardian involvement. The learning coach is a parent, family member, caregiver, caretaker, or other adult that facilitates and supports the student through their schoolwork. The role of the learning coach is to: Guide the student through the lessons as needed; Discuss concepts being taught; Assist with interactive tools and games; Oversee assignments; Help facilitate hands on learning that may be in the course; Check for understanding on assignments; Keep the student on schedule and on pace; Ensure all components of the course are being done with fidelity; and Communicate with the teacher as needed.

It is important to set up a schedule that works best for your child, is easy to follow, and helps maintain a routine. The K-5 schedule shown below is suggested to help guide the learning coach. Use morning meetings to discuss goals for the day and upcoming activities. Use afternoon meetings to discuss what was learned and what goals were met, and set goals for the next day. Brain Breaks allow students to move around, exercise, or play a short game.

**Gr. K-5 Suggested Schedule**

Subject/Activity	Suggested Time
Morning Meeting	15-20 min
English Language Arts (ELA)	60-75 min
Snack/Brain Break	20 min
Mathematics	45-60 min
Lunch/Free Play	40 min
Science	30-45 min
Brain Break	10 min
Social Studies	30-45 min
Brain Break	10 min
Electives	30 min
Afternoon Meeting	15-20 min

## **TECHNOLOGY REQUIREMENTS**

To successfully complete Edgenuity courses, students will need a computer that has reliable broadband Internet access. It is the parent's responsibility to make sure that students have a reliable computer along with Internet access. Courses will not load correctly on mobile devices such as cell phones. Google Chrome is the preferred choice of browser. The school offers technology rental with Internet access for enrolled students. Contact us for assistance.

## **TECHNOLOGY RENTAL POLICY**

The school has contracted with T-Mobile to provide tablet rentals to students in need of technology for virtual learning purposes. Tablet rentals include Internet access and unlimited data. Tablets will be shipped to students from our corporate headquarters located at 11363 San Jose Blvd, # 200 in Jacksonville, Florida. T-Mobile provides tracking software and content filters on all of their devices so in the event we need to have something returned, we know where they are located. Parents are responsible for costs associated with returning the equipment safely and securely to us. Under the following conditions, students will receive a 10" android tablet rental:

1. The Renter signs and returns the Technology Rental Agreement, agreeing to all terms and conditions.
2. The Renter agrees to pay a security deposit of \$100. This may be refunded upon returning the equipment in good condition.
3. The Renter agrees to pay a one-time, non-refundable shipping fee of \$25.
4. The monthly rental fee is \$30 and will be collected the first day of each month.

No alterations of any kind shall be made to the tablet and the equipment will only be used for access to school related work, research, and college and career planning.

## **GENIUS STUDENT INFORMATION SYSTEM (SIS)**

Edgenuity uses Genius Student Information System (SIS), a cloud based online school management software designed to manage virtual schools. It tracks student information, enrollments, staff, academic performance, communications and reporting. It also offers a student portal so that students can request courses, change their information, track their progress and access course information. Genius SIS has a comprehensive cloud based database where all data is secure.

## **LEARNING MANAGEMENT SYSTEM (LMS)**

A learning management system (LMS) is a software that is designed specifically to create, distribute, and manage the delivery of educational content and activities, such as classroom learning and distance education. Through Edgenuity, the school will use two learning management systems: BUZZ for grades K-5, and COURSEWARE for grades 6-12. Once accounts have been set up, students and parents can access the LMS within the Edgenuity system.

## **EDGENUITY LOGIN**

Once accounts have been set up, students and parents can access Edgenuity via the school website. Options will appear for Student Login, Family Login and SIS Login. Requests for Tech Support can be sent via email to: [techsupport@sanjoseschools.org](mailto:techsupport@sanjoseschools.org).

**ACCEPTABLE USE POLICY (AUP)**

The operation of the Edgenuity network relies upon the proper conduct of all students, who must adhere to strict guidelines.

- a. All use of the system must be in support of education and research and consistent with the mission of Edgenuity Instructional Services. Edgenuity reserves the right to prioritize use and access to the system. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and Edgenuity policy.
- b. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- c. Students are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Nor is the system to be used to access or publish information potentially endangering the public (e.g. bomb construction or drug manufacturing) or an individual. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
- d. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- e. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from a parent/guardian. Students should never make appointments to meet people in person that they have contacted on the system without knowledge and permission from a parent/guardian.
- f. Students should immediately notify their teacher or school administration if they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
- g. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on the Edgenuity network is prohibited.

**ATTENDANCE POLICY**

For students to achieve academic success in an online learning environment, they must attend class, participate in class and master the content. The school makes every effort to provide an online learning environment that promotes successful learning and course completion. Through Edgenuity, we monitor student attendance within the virtual classroom through the SIS. This information is available to students and parents. We also use Edgenuity to compile reports and upload student data to the State directly.

## ACADEMIC INTEGRITY

Students are expected to show academic integrity. All student work should be done individually unless the teacher clearly states otherwise. It is the responsibility of the parent and student to know what is acceptable in each class. Academic integrity extends to all work that a student produces. Unless a teacher has granted student permission to seek outside help, it is assumed that a student has completed his/her assignments, tests, quizzes, etc. independently. Representing work as one's own when it is done by family, friends, tutors, etc. is academic dishonesty. By our definition, academic dishonesty includes but is not limited to the following: Cheating, plagiarism, or taking an exam for another student; Stealing an assignment, a test, or other related material; Copying assignments from another student; Sharing answers to any graded work such as essays, quizzes, tests, etc.; Passing along a graded assignment or assessment from previous years; Using a communication device to send or obtain unauthorized information; Discussing or sharing test questions with a peer who has not yet taken a test; Altering a graded assignment or assessment, a teacher's gradebook, or other records; Passing on from previous years completed assignments, reports, etc. with answers or translations included; Having or using notes, formulas, or other information in either written or programmable calculator or another technology-based format without teacher permission. If there is evidence of academic dishonesty, the parent will be notified, and the student will receive a failing grade of F (0-59%) on the assignment or assessment. The severity of the violation will determine the severity of any additional consequences.

## ACADEMIC INTEGRITY ESCALATION PROCESS

If a student is found violating policies regarding academic integrity or plagiarism, the student will be subject to our Student Academic Escalation Policy which may include the following:

First Offense: Teachers may use this as a teachable moment, depending on the severity of the violation. The student will be notified of the violation and will meet with their teacher to discuss the violation. Policies may be reviewed and clarified for future understanding. The offense will be documented on the student's record. The parent/guardian and the school will be notified.

Second Offense: Teachers may give the student the option to redo the assignment with partial credit but this is left to the teacher's discretion. The parent/guardian and the school will be notified.

Third Offense: Teachers will give the assignment a 0 grade with no option to redo the assignment. The parent/guardian and the school will be notified.

## GRADING POLICIES

Assessment and reporting of students' performance is the responsibility of the teacher of record. Grades will be based on completion and accuracy of work. Student grades can be accessed online via the following website: <https://sislogin.edgenuity.com/>

**K-5 Grading Scale**

Percent Achievement	Letter Grade	Performance
90-100	A	Exceeds
80-89	B	Meets
70-79	C	Meets

60-69	D	Progressing
0-59	F	Insufficient Progress

### 6-12 Grading Scale

Percent Achievement	Letter Grade	Performance	Grade Points
90-100	A	Indicates superior proficiency and achievement	4
80-89	B	Indicates above average proficiency and achievement	3
70-79	C	Indicates fair proficiency and achievement	2
60-69	D	Indicates minimum proficiency and achievement; credit awarded	1
0-59	F	Unacceptable work – no credit awarded	0

### COMPLETION REPORTS

Students have access to a variety of completion reports which consist of various progress monitoring reports. Progress reports are generated through Edgenuity and consist of three grades: 1) Actual Grade; 2) Overall Grade; and 3) Relative Grade.

**Actual Grade:** This metric displays a weighted average of the student's submitted activities while also incorporating a progress penalty if the student is behind the suggested pacing for the course. For example, if a student is 40% of the way through the course but should be 50% of the way through the course, the student's Progress Ratio is 40/50, or 0.8. The student's Actual Grade is the product of the Overall Grade and the Progress Ratio. In the example, this would be the Overall Grade times 0.8.

**Overall Grade:** This is a weighted average of the activities a student has completed in the course regardless of whether the student is behind, on, or ahead of the suggested pace.

**Relative Grade:** This metric is computed by assigning zeros for all activities a student has not yet completed in the course. It reflects an estimate of the student's final course grade if the student were to discontinue work in the course today.

### GRADE REPORTS

Grade reports are typically issued following the conclusion of each grading period. These reports do not need to be returned to the school. Grade reports are accessible via GENIUS SIS.

### GRADES DISPUTE POLICY

It is up to each teacher to determine the criteria by which students will be graded. Students are clearly informed about the number of graded assignments and the weight attached to each assignment, as well as how attendance and participation will be calculated in the final grade. Grading can be a subjective process in which knowledge of class material and the quality of work are both factored into the grade. It is understood that students may have questions about their grades. Most can easily be answered through consultation with the teacher. If a parent or student believes a grade is incorrectly calculated, the parent or student should first speak with the teacher to make sure the student understands how the grade was earned and calculated. In the event that a

student feels they have been treated unfairly, the parent or student should contact a school administrator to appeal the grade. A grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade a student's individual assignments, tests, or projects. After an appeal has been made, the school administrator will form an appeals review committee to review the work in question. A meeting will then take place with the parent and student to discuss the outcome of the appeal. Note: Appeals cannot be made unless a parent or student has first discussed the concerns with the teacher.

### **GRADE LEVEL PROMOTION**

For students to promote to the next grade level, a passing grade of D or higher must be earned for each course. Students who earn a failing grade of F will need to repeat the course. Credit is earned on a semester basis. For students taking semester courses, in order to promote to the next semester of a course, a passing grade of D or higher must be earned in both Semester 1 and Semester 2 of each course. Students who earn a failing grade of F will need to repeat the course. Full course credit must be earned to move to the next course level.

### **STATE ASSESSMENTS**

The Florida State Board of Education mandates each public school student to participate in the statewide, standardized assessment program required by s. 1008.22. Assessments include the Florida Standards Assessments (FSA) and End of Course (EOC) Tests. As a private school, San Jose Virtual School does NOT require students to take such exams and such exams are not required for grade level promotion or graduation.

### **STUDENT ACCOMMODATIONS**

As a private school, San Jose Virtual School is not required to provide any special education services to students in the Exceptional Student Education (ESE) Program that have an Individual Education Plan (IEP). We do not receive federal funding and therefore are not required to offer specialized services for students with disabilities, or provide a free appropriate education or an IEP. As a private school, we are bound by Section 504, the Civil Rights Law. Appropriate accommodations are implemented upon receipt and review of a current copy of the student's 504 plan. SJVS promotes an environment and culture that embraces diversity, fairness and concern for the success of all students, regardless of whether they have a disability, as all students deserve access to a quality education. Edgenuity's online courses are built with instructional support to meet the needs of students with disabilities. Student accommodations include the following: Lecture notes provided in advance; Immediate feedback for student work; Frequent breaks and save and exit options; Individualized academic support procedures; Creation of a detailed academic plan; Allowing notes on exams, assignments or both; One-on-one access to the teacher; Additional time for completion of course activities and assessments; Monitoring of individual student progress by teacher and parent; Opportunities for differentiated instruction based on a variety of learning styles. In addition, courses include the following evidence-based practices designed to meet the needs of students with disabilities.

- a. Provide explicit instruction: Each course features on-screen instructors who deliver explicit instruction, orient students to the lessons, goals, ground concepts in relevant real-life and

worked examples that show the answer, and offer clear and concise explanations of subject matter. Tasks, assignments, and assessments embedded throughout each lesson and course provide students the opportunity to exercise higher-order thinking skills of analysis, evaluation, and application. Students can also apply learned skills and demonstrate information transfer.

- b. **Model learning strategies**: On-screen teachers model learning strategies and explicitly teach students a wide variety of metacognitive strategies, such as self-monitoring, self-evaluation, goal-setting, questioning, and self explanation. Students learn to draw upon already known concepts and apply understanding to new, unfamiliar contexts. They are also taught how to identify appropriate learning strategies and to monitor their own understanding.
- c. **Make instruction accessible**: Courses provide students with multiple means of representation, expression, and engagement.
  1. **Multiple Means of Representation**: Courses use video lectures, graphic displays, text, simulations, video captioning, and read-aloud support features. Key concepts and tasks are explained using multiple representations (verbal, concrete manipulative, numerical, graphical, and symbolic), and students are guided in mapping meaning among the varied representations. Graphic organizers (web diagrams, hierarchical diagrams, concept maps, T-charts, Venn diagrams, flow charts, timelines, and sequence graphics) are included in instruction, tasks, and assignments.
  2. **Multiple Means of Expression**: Courses require students to master learning objectives by asking students to read, write, practice, explore, create, and discuss. Students are presented with opportunities to manipulate images, answer multiple choice questions, highlight text, complete surveys, and fill out graphic organizers. These multiple means of expression allow students to demonstrate their knowledge in a variety of ways.
  3. **Multiple Means of Engagement**: Courses are designed to engage students in a variety of ways. The self-paced technology motivates students, and the on-screen teachers present course concepts in ways that are relevant to students' lives. Courses are designed to promote self-regulation. Detailed course maps and pacing guides state expectations, provide students with a structured overview of course activities and objectives, and visually alert students and teachers to students' course progress and pace.
- d. **Provide tools to support learning**: Courses include an array of tools to support student learning. Before instruction, teachers can create tutoring modules to give struggling students a more simplified explanation of fundamental concepts and skills. Teachers may also enable prescriptive and diagnostic pretests to modify a student's learning trajectory within a course.
- e. **Provide appropriate feedback**: Students receive immediate, corrective feedback each time they respond to a question within course instruction and assignments. Feedback messages are consistently designed to refine students' understanding of concepts and correct misconceptions. Courses withdraw explanatory feedback as students demonstrate success.
- f. **Capitalize on technology**: Courses are designed to reduce learner anxiety and ensure instruction meets the needs of students. Deeper transfer occurs when students are actively

engaged in their learning process and apply what they have learned to real-world settings. Courses include direct video instruction, interactive web links, virtual labs, graphic organizers, manipulatives, and simulations to encourage active engagement in courses.

### **ENGLISH LANGUAGE LEARNERS (ELLs)**

Edgenuity's online courses are designed to support students with limited English language proficiency. To support English Language Learners (ELLs), Edgenuity provides course content transcripts in several different languages. This accommodation includes course content available in 20 different languages for grades K-5 courses, and course content available in 64 different languages for grades 6-12 courses. In addition, the following evidence-based instructional principles and strategies for improving the academic achievement of ELLs are incorporated into Edgenuity courses:

- a. Provide multiple exposures to vocabulary: At the beginning of each lesson, students are explicitly taught four (4) to six (6) academic and domain-specific vocabulary words. Students have chances to practice using and applying these words through the course. They also have access to the glossary tool, which enables them to track their understanding of vocabulary words.
- b. Set high expectations: Higher-order thinking skills such as analysis, evaluation, and application are embedded throughout each course. In reading assignments, students learn to analyze text closely. Writing assignments require students to support a position using evidence from primary and secondary sources. In mathematics, students solve multi-step problems and justify their thinking. Interactive and open-ended activities leverage technology to enable students to make and test predictions and build conceptual understanding. Students also engage in projects and performance tasks designed to build higher level skills in all areas and apply learning in authentic contexts. Discussion boards enable students to collaborate in a teacher-guided and-monitored forum that elicits academic discourse and critical thought.
- c. Provide explicit instruction: Courses feature videos of highly qualified, certified instructors who deliver explicit instruction, orient students to the lesson goals, ground concepts in relevant real-world contexts, and offer clear and concise explanations of subject matter.
- d. Activate background knowledge: The warm-up at the beginning of each lesson connects students' prior knowledge to new content. Direct-instruction videos emphasize the real-world context and relevance of the subject matter. On-screen teachers also prompt students to think about what they already know when learning new topics.
- e. Make instruction accessible: Courses provide students with multiple means of representation, expression, and engagement.
- f. Use home language strategically: Students can translate on-screen text into their home language for auditory comprehension. By using the translation feature, students can check for accurate reading comprehension.
- g. Model metacognitive strategies: Courses provide problem-solving, metacognitive, and reading strategy instruction. Students are taught a multi-step process for solving problems. Students learn how to use mnemonics, graphic organizers, checklists, and problem-solving strategies to check, process, and retrieve information. Students also are taught

comprehension strategies such as making connections, predicting, visualizing, asking questions, monitoring understanding, making inferences, analyzing text structure, and synthesizing. Courses encourage student elaboration, self-questioning, and explanation.

- h. Provide instructional support for the close reading of texts: The CloseReader models fluent and expressive reading at strategic points in the text. Text and audio reading supports scaffold thoughtful analysis of individual words, phrases, and sentences as students read. It also features embedded comprehension tasks, ensuring that students think critically as they read.

### **VIRTUAL TUTOR**

For middle and high school students, Edgenuity offers virtual tutoring help with a live teacher included in all 6-12 Core Courses (Language Arts, Math, Science, Social Studies) and World Language French and Spanish courses. Note: If there is evidence of any inappropriate communications from the student to the virtual tutor, the parent will immediately be notified and an investigation will take place. The severity of the violation will determine the severity of any additional consequences.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

To be eligible for a San Jose Virtual School diploma, high school students must successfully complete a minimum of 18 credits, as outlined in the chart below. Our school accreditation standards require that high school students must successfully complete at least 5 core courses or 20% of the high school graduation requirements in order to graduate from San Jose Virtual School with an accredited high school diploma. Individual exceptions will be considered for students with credits from a public school or accredited private institution with a grade of C or above in all courses, provided that the student completes one academic year as a full-time student with San Jose Virtual School. All graduating Seniors, including Homeschool and Hospital/Homebound students, receive an accredited diploma.

**High School Graduation Requirements**

<b>English</b>	<b>4 credits</b>
<b>Math</b>	<b>4 credits (*Algebra 1 required)</b>
<b>Science</b>	<b>3 credits</b>
<b>Social Studies</b>	<b>3 credits</b>
<b>World Language</b>	<b>2 credits</b> *Must be 2 credits of the same language *Must be a non-English language course *Must be in sequential order
<b>Electives</b>	<b>2 credits</b>
<b>TOTAL:</b>	<b>18 credits</b>

### **FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

The Office of Student Financial Assistance (OSFA) State Programs, within the Florida Department of Education, administers a variety of postsecondary educational state-funded grants and scholarships. The Florida Bright Futures Scholarship Program established three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The scholarship is available only to high school graduates that are Florida residents, and award amounts vary based on the student's GPA. For more information, contact OSFA at 1-888-827-2004.

### **EDUCATION RIGHTS FOR ADULT STUDENTS**

When a student turns 18 years old, the rights formerly given to parents transfer from the parents to the student (eligible student). The eligible student, or Adult Student, has the right to have access to their education records, the right to seek to have the records amended, and the right to have control over the disclosure of personally identifiable information from the records. A school may still disclose some information from an eligible student's education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by a parent for tax purposes, then the parent may have access. In an effort to keep parents fully informed in all aspects of their 18-year-old student's status, Adult Students may authorize the exchange of educational information with parents by submitting to the school a written statement, officially signed and dated by the Adult Student. Parents should review this authorization with 18-year-old students and obtain their consent on or after their 18th birthday. All signed authorizations may be returned via email and records will be updated to reflect an 18-year old student's consent to allow their parent to have access to education-related matters.