



*Home of the Rams*

## 2023-2024 Student Handbook

### 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 a flexible, family-oriented, and rigorous education through online explorations that meet the personalized needs of today's diverse learners.

**Principal** – Ryan Erskine (904) 547-8092

[Ryan.Erskine@stjohns.k12.fl.us](mailto:Ryan.Erskine@stjohns.k12.fl.us)

**School Secretary**- Whitney Hitchcock (904) 547-8081

[Whitney.Hitchcock@stjohns.k12.fl.us](mailto:Whitney.Hitchcock@stjohns.k12.fl.us)

**Registrar** – Erin Dixon (904) 547-8086

[Erin.Dixon@stjohns.k12.fl.us](mailto:Erin.Dixon@stjohns.k12.fl.us)

**School Counselor** – Patricia McElhone (904) 547-8091

[Patricia.McElhone@stjohns.k12.fl.us](mailto:Patricia.McElhone@stjohns.k12.fl.us)

**Data Operator** – Kathy Jones (904) 547-8087

[Kathy.Jones@stjohns.k12.fl.us](mailto:Kathy.Jones@stjohns.k12.fl.us)

**Data Operator** – Leslie Johnson (904) 547-8139

[Leslie.Johnson@stjohns.k12.fl.us](mailto:Leslie.Johnson@stjohns.k12.fl.us)

## Table of Contents

Vision.....	1
Mission.....	1
Overview .....	5
About SJVS .....	5
Part-Time Enrollment.....	6
Full-Time Enrollment.....	6
Questions and Answers .....	6
How is St. Johns Virtual School (SJVS) different from the Florida Virtual School (FLVS)? .....	6
What type of student would thrive in an online environment? .....	6
Is SJVS available to students in the summer? .....	6
Can my SJVS student still participate in public school sports? .....	6
Can I participate in other activities at the public school like clubs, band, etc.? .....	7
Can I monitor my student’s progress online? .....	7
How do I sign up for St. Johns Virtual if my student is currently in FLVS?.....	7
Is there any counseling on course requirements available to St. Johns Virtual students? .....	7
Can students receive a high school diploma through St. Johns Virtual? .....	7
Can a student be enrolled in both SJVS and a traditional high school? .....	7
Can a full-time SJVS student take an extra course(s)?.....	7
General Information .....	8
Teachers.....	8
Courses.....	8
Special Note Concerning Exceptional Student Education (ESE) Program Services.....	8
Exceptional Student Education/Section 504/ADA.....	8
Testing Expectations .....	8
Student Responsibilities.....	9
Teacher Responsibilities .....	9
Policies .....	10
Earning a Zero .....	10
How a student may reset their assignment without a teacher: .....	10
Academic Days .....	10
Enrichment Days .....	11
Academic Integrity.....	11

- Plagiarism ..... 11
- Cheating ..... 11
- SJVS Academic Integrity ..... 11
  - First Overall Offense ..... 11
  - Second Overall Offense..... 11
  - Third Overall Offense ..... 11
  - Fourth Overall Offense..... 11
- Add/Drop Policy ..... 12
  - Full-time Student Policy ..... 12
  - Part-time Student Policy ..... 12
- Attendance..... 12
  - SJVS Pacing Found Here ..... 12
- Communication..... 13
- Contact Instructor ..... 13
- Course Minimums ..... 13
  - FLVS Curriculum: ..... 13
  - Apex Curriculum:..... 13
- Discussion Based Assessments (DBAs)..... 13
- Dress Code ..... 13
- Enrollment ..... 13
- Grace Period..... 14
  - Part-time Virtual Students Only:..... 14
  - Full-time Virtual Students: ..... 14
- Graduation ..... 14
- Homerooms: Grades 6-12..... 14
- Honors Courses ..... 14
- Issuing Grades ..... 15
- Mastery Model..... 15
- Mental Health ..... 15
- Promotion ..... 15
- Registration..... 15
- Schedule Change Policy ..... 15
- Segment Exam Policy ..... 16

Seniors.....	16
Technology.....	16
Test Corrections & Retakes.....	16
Course Completion .....	16
Dual Enrollment .....	18
Different Options .....	18
Prerequisites for Dual Enrollment .....	19
Student Materials for Dual Enrollment Courses.....	19
Enrollment in College Courses for College Credit Only.....	20
Placement Criteria for Dual Enrollment at First Coast Technical College.....	20
Placement Criteria for Dual Enrollment – Associate Degree at St. Johns River State College .....	20
Grading.....	20

## Overview

In a full-time virtual instruction program, students are home each day accessing their curriculum and instruction via the internet. Offline 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 have flexibility in scheduling their student's studies within the day, students must 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, such as monthly homeroom meetings, will be mandatory as they will fulfill attendance requirements, provide essential instruction, or meet state/district assessment requirements. Students and/or families must 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 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. Students in grades KG-3 will spend approximately four hours per day, five days a week and students in grades 4-12 will spend roughly five hours per day, five days per week on their schoolwork. Virtual learning is a significant departure from traditional schooling and should be considered carefully by all before enrolling in the program.

## About SJVS

St. Johns Virtual School is an online school of choice offered by the St. Johns County School District for grades K-12. We offer part-time and full-time enrollment with multiple curriculum providers for families to choose from.

<b>Curriculum</b>	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
Edmentum Learning		X	X
Florida Virtual School	X	X	X

## Part-Time Enrollment

Students can take SJVS courses during the school day in a lab at their school of attendance or at home after school as an additional course. If you are interested in having your student take an SJVS course during the school day, please work with your child's school counselor for placement.

## Full-Time Enrollment

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

The rationale for our selective process is based on the premise that if a student is not successful in the full-time program due to its rigor or independent learning environment and chooses to withdraw, a student can severely disrupt their graduation or promotion timeline.

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

Students that are unsuccessful each semester will be given options to return to their zoned school or go home education. SJVS will monitor student progress each week and communicate with those that are behind. Students will be given opportunities to come on campus, meet with our academic interventionist or other practices to get back on the needed pace of roughly 6% complete in each class per week.

## Questions and Answers

### How is St. Johns Virtual School (SJVS) different from the Florida Virtual School (FLVS)?

FLVS is one of the curriculum providers that SJVS utilizes. Additionally, we utilize other curriculum providers such as Apex Learning.

Students who take FLVS courses through FLVS utilize FLVS teachers which are located throughout the state. By enrolling in your courses through SJVS utilizing the FLVS curriculum, instruction is provided by St. Johns County teachers. Families also receive support from a local St. Johns County administration, staff, and school counselor. We monitor student progress to facilitate success. SJVS students also have the advantage of being able to work with their teachers face to face on Enrichment Days which are hosted on the SJVS campus.

### 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.

### Is SJVS available to students in the summer?

Please contact your school counselor for more information.

### 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 prior to the beginning of the athletic season and tryouts for the sport in which you wish to participate.

### Can I participate in other activities at the public school like clubs, band, etc.?

If you are registered as an SJVS student and in good academic standing, you may submit a request in writing to the principal of your zoned school requesting permission to participate in an activity at that school. Permission to participate is based on the discretion of the principal at the zoned school.

### Can I monitor my student's progress online?

St. Johns Virtual requires all parents to have access to their child's progress either as a coach in Apex Learning or through a Guardian Account with FLVS. Through these effective communication tools, parents will know almost as much as the teacher about their student's progress.

Please follow the link to set up or edit your parent account in the FLVS system:

<https://stjohnsvirtual.com/flvs-parent-account-info/>

### 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 school counselor. The counselor provides college/ career advising, social-emotional support and will manage your student's customized academic path.

### Can students receive a high school diploma through St. Johns Virtual?

Yes, eligible students who enter our full-time accredited virtual instruction program will receive a diploma from a St. Johns Virtual School upon completion of all graduation requirements.

### Can a student be enrolled in both SJVS and a traditional high school?

Yes, if a student makes these arrangements with the zoned public school before the beginning of the school year and receives approval from the administration of their zoned public school.

A student enrolled in 4 virtual courses and up to 2 courses at the zoned school is classified as a full-time virtual student. A student enrolled at their zoned school and taking up to 2 virtual courses is classified as a full-time student at their zoned school.

### Can a full-time SJVS student take an extra course(s)?

This will be a case-by-case situation for students in middle and high school. Elementary this is not an option. The general rule is that a student must be completed with all their current classes before requesting to start another course and must align with their educational needs.

## General Information

### 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 from 8:00am until 8:00pm. Teachers respond to communications within 24 hours (except during weekends or holidays). Please visit the teacher's web page on the SJVS website: [www.stjohnsvirtual.com](http://www.stjohnsvirtual.com) for contact information, live lesson schedules, and student resources.

### Courses

Courses for full-time students will be selected with support from the SJVS School Counselor. While direct instruction is available, families have the flexibility to determine the time of day that the student works on schoolwork. Students must work consistently and maintain a rate of completion in compliance with the pace chart for each course.

SJVS Full-Time students are public school students and must take a full course load of 6 courses and all standardized tests. To meet attendance requirements, students must also submit each week's assignments for each course every Friday by 5:00 p.m.

### 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 at the current zoned school 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.

## Testing Expectations

- Full-time SJVS students (K-12) are **required** to take all state assessments at the SJVS office. Participation in the testing process, on the assigned dates/ times designated by SJVS, is **required** to maintain continued full-time enrollment with SJVS. **If a student does not take their required state assessment, they will be withdrawn at the end of the semester/year.**



- All segment exams are administered only once. There are no retakes on segment exams. Study accordingly.
  - **For Segment Exams, student created notes, either handwritten or typed, are the only notes permitted.** Students **may not** use notes copied directly from the course or the internet.

## Student Responsibilities

- Online learning is a family decision. Each full-time student is **required** to maintain 6 courses per semester for middle and high school students and 5 courses per semester for elementary students and meet weekly progress expectations according to course pace charts to be considered a full-time student and comply with state attendance requirements. Meeting attendance requirements can be determined by comparing your child's weekly progress with the pace dictated on the corresponding pace chart. Ensuring that you are sure your child is successful in an online environment requires a consistent support structure.
- Each course pace chart can be found on the SJVS Website at <https://stjohnsvirtual.com/full-time-sjvs-pacing/>
  - To meet state attendance requirements, avoid truancy, or the accumulation of absences, all weekly assignments are due each Friday by 5:00 p.m.
  - Failure to follow an appropriate pace may lead to a student being withdrawn from the Full Time Program.
- Students must return all teacher communication in a timely manner and initiate communication when necessary.
- Students must learn to be independent, self-directed learners.
- Good notetaking skills are essential for virtual success. Students should be taking detailed notes for each course. Notes can be used on DBAs, module exams, segment exams, and other assignments. Detailed notes increase student efficiency, confidence, and reduce anxiety. **Student created notes, either handwritten or typed, are the only notes permitted.** Students **may not** use notes copied directly from the course or the internet.
- All submitted assignments must be 100% authentic to the student of record.
- Parent involvement is critical to a child's online success. St. Johns Virtual requires all parents to have access to their child's progress either as a coach in Apex Learning or through a Guardian Account with FLVS. Through these effective communication tools, parents will know almost as much as the teacher about their student's progress.
- Update student profile and inform teachers of contact changes (email, phone number, etc.).

## Teacher Responsibilities

- Homeroom teachers conduct monthly communication for their homeroom students and provide updates for each enrolled course.
- Individualized monthly communication via the families' preferred method of communication (text, phone or email)

- Live lessons or Class time each week for each subject taught
- Grading returned with feedback within 48 business hours. ***Please note that assignments that are essay heavy will be graded within five business day to allow for proper feedback.***
- Office hours or direct instruction via Zoom. Dates and times are posted on the teacher's Announcement Page.
- Parent/student communication within 24 hours. **\*Will not include weekends or holidays**
- Teachers will communicate a student's final grade prior to finalizing it. If after 24 hours no feedback from family, then the teacher will finalize. If communication before occurs, a teacher will finalize before the 24 hours.
- Participation in Enrichment Days.

## Policies

**Students must be able to maintain pace and show academic success to remain active in the course.**

### Earning a Zero

SJVS will only issue a grade of zero if there have been (3) or more incidents of Academic Integrity ([please see policy on page 11](#)) from all courses. Students must complete every assignment each week. If a student falls more than two weeks behind pace, they will be required to physically come on campus until caught up for academic days. Students not coming on campus for the mandatory academic days, will receive a grade of zero for those assignments. *If a student is required to come to these academic days two or more weeks per semester, student will be withdrawn from the full-time program at the end of the semester.*

### How a student may reset their assignment without a teacher:

*Note: if this is allowed, see items below where this will occur*

- Login to your course
- Go to Gradebook
- Click on the assignment you wish to reset
- It will then open and tell you how many resets you have (if any)
- Complete assignment and either click box at bottom to submit or simply click submit.
- **Please note:** If a student submits a blank or incorrect assignment, that will count as one submission and the teacher will issue a grade of 0.01 until a new submission comes in.
  - If a student submits three blank or incorrect assignments, a grade of zero is earned for that assignment. No more submissions will be allowed.

### Academic Days

SJVS conducts Academic Days in which students are required to work on campus and have face to face interaction with our Academic Success Coaches. Students must sign in and out in the front office. Academic Days are an option available to all full-time students. Academic Day attendance is mandatory for any students who are greater than two weeks behind in one or more courses or failing one or more courses. Days will run from 12:30pm until 3:30pm.

## Enrichment Days

SJVS conducts Enrichment Days in which students are invited to work on campus and have face to face interaction with their teachers. All teachers from each content area is on campus to assist students on these days. Here games are played, student interactions occur. Fun experiments are just some of the possibilities with these enrichment days. Students must sign in and out in the front office. Enrichment Days are an option available to all full-time students.

## Academic Integrity

Academic Integrity is critical in an online environment. Each piece of work submitted by students must be 100% original work. Plagiarism and cheating will lead to consequences ranging from a grade reduction to removal from the course with a failing grade. Our program uses Unit Standards Checks, 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 (again also to replace that zero that was issued). Cheating will not be tolerated. Students are encouraged to manage their time, do due diligence, and follow the teacher's instructions for success.

- **Plagiarism** – Representing 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** – Representing 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, 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.

## SJVS Academic Integrity - Total incidents in program, not individual course

- **First Overall Offense** – Equates to a learning intervention, parent contact by teacher. Can resubmit the item that was flagged for full credit.
- **Second Overall Offense** – first offense consequences **plus** re-creation of the assignment for a reduced percentage (Highest grade available is a 75%)
- **Third Overall Offense** – second offense consequences **plus** re-creation of the assignment for a reduced percentage (Highest grade available is a 50%). Will be contacted by an administrator regarding possible removal from program if any more AI concerns occur.
- **Fourth Overall Offense** – an automatic zero for the assignment, possibility of a failing grade for the segment, removal from St. Johns Virtual School at the end of the semester, and possible removal of completed course grade if Academic Integrity issue is determined retroactively. Student loses the privilege to enroll in additional St. Johns Virtual courses.

## Add/Drop Policy

Students assigned to a class have full course access to the curriculum, therefore students may not drop from a course or change content status (Standard/Honors) after the **5<sup>th</sup> day** of course access. Prior to the start of semester 2, students may change course content status (Standard/ Honors) for the upcoming semester. However, no course content status changes will ever be made for EOC courses (Civics, Algebra 1, Geometry, Biology, US History).

In the event that a full-time or part-time student does not meet the deadlines for submitting assignments, SJVS will adhere to the following:

### Full-time Student Policy

1. No work submitted during 1<sup>st</sup> week of course access – Documented Teacher Phone Call + success plan
2. No work submitted for 2 or more weeks – Documented Phone Call from teacher, documented call from Success Coach and mandatory on campus academic day until caught up.
3. If a student has been made to attend on campus academic days for two or more times in a semester or refused to come on campus when behind, then a student will be withdrawn from the full-time virtual program at the end of the semester.

### Part-time Student Policy

4. No work submitted during 1<sup>st</sup> week of course access – Documented Teacher Phone Call + success plan
5. No work submitted during 1<sup>st</sup> & 2<sup>nd</sup> week of course access – Documented Phone Call and WD from course
6. If a student wishes to be reinstated in a course, they must contact the SJVS Assistant Principal or Registrar for approval.

## 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. The student's workweek starts on Monday morning and ends each week on Friday at 5:00 p.m. All work for the week is due on Friday at 5:00 p.m. Students who elect to work on the weekend are working for the week ahead not for the week prior. Students who do not keep the appropriate pace will be considered truant and fall under St. Johns County School District truancy policies.

SJVS Pacing Found Here

<https://stjohnsvirtual.com/full-time-sjvs-pacing/>

## Communication

Teachers have up to 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 who are not responding to communication will be suspended from the course until communication is reestablished.

## Course Minimums

- **FLVS Curriculum:** 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 or 24-day minimum. Students who complete earlier than the required minimum will not receive credit for the course until timeline has been met.
- **Apex Curriculum:** Students must actively participate in each semester for a minimum of 30 hours.

## Discussion Based Assessments (DBAs)

DBA's are an opportunity for teachers and students to discuss the concepts of the course. DBA's are found in every module which will require the teacher and student to communicate live a minimum of 4 times per segment/semester. The DBA's 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 DBA's in order to proceed in the course. All DBA's must occur in person, live over the phone or via a program like Zoom. Students who skip DBA's will be suspended from the course until the necessary discussion has been completed. ***Any failed or non-completed DBA will result in being issued a failing overall grade for the course. All DBA's must be taken and passed to earn course credit. If this occurs, a student will be withdrawn from the full-time SJVS program at the end of the semester.***

## Dress Code

All students are expected to follow the district dress code guidelines. If you do not know these please go to our website and under the Student Code of Conduct. You will see the district guidelines on pages 14-15. If your student is out of dress code, they could be sent straight home.

[SJCS D 2020-2021 Student Code of Conduct](#)

## Enrollment

Check SJVS website for SJVS courses available after February deadline. Enrollments can continue with St. Johns County teachers and Apex Learning curriculum or enrollments may be directed to FLVS for families seeking to use FLVS curriculum and FLVS instructors.

Students may enroll with an August start date with SJVS using any curriculum provider.

## Grace Period

Part-time Virtual Students Only: Monitor your Grace Period. The Grace Period is the **first 21 days** of the course after activation. If students are not successful in their first 3 weeks, it is a significant indicator that the student will not successfully complete the course. It is important that all parties monitor the grace period very closely. If you believe it is best to withdraw from the course, communicate your concerns with your teacher prior to the expiration of the grace period. Withdrawing during the Grace Period allows the student to withdraw with no academic penalty.

Students who withdraw after the **21-day Grace Period** will receive a grade designation that can negatively impact the transcript.

- WF- Withdrawn Failing- applicable to students who withdraw after the grace period.
- WP- Withdrawn Passing- applicable to students who withdraw after the grace period.
- W- Withdrawn- applicable to students who withdraw during the grace period.

*\*Note-withdrawing from dual enrollment courses is governed by the college deadlines, not school policy.*

Full-time Virtual Students: Full-time virtual students cannot be withdrawn from a course and must always maintain a full course load of 6 enrollments for middle and high school and 5 enrollments for elementary students. If a student withdraws themselves from a course without alerting their school counselor, the student will be withdrawn from the full-time program at the end of the semester.

## 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 must finish their courses, with final exams completed, at least two weeks prior to the graduation date.

## Homerooms: Grades 6-12

Each full-time high school and middle school student are provided a virtual homeroom. Homerooms meet in an online classroom once a month. Attendance and participation are required each month. The purpose of homeroom is to increase communication, motivate learning, build peer relationships, and maintain the expectations and responsibilities of being a full-time virtual school student. Students will maintain strong relationships with their content area teachers through support and instruction. However, homeroom teachers will serve as the primary point of contact for each student and provide a single monthly update for all courses.

To meet state attendance requirements, all weekly work for each course will be due by Friday at 5:00 p.m. Students who fall behind pace are subject to district truancy policies and removal from the SJVS full-time program.

## Honors Courses

Students must earn a grade of 60% or higher on all assignments designated as Honors or Advanced. Students who do not earn at least a 60% on Honors assignments will not receive Honors/ Advanced credit and their course designation will be changed to Standard for the next semester.

## Issuing Grades

Teachers will communicate the final grade with families prior to submitting the final grade. If a teacher cannot reach the student/ parent, they will send a communication stating that the final grade will be issued within 24 hours. **24 hours does not include holidays or weekends.** Issued grades will not be reopened once the final grade has been submitted.

## Mastery Model

Teacher feedback will provide constructive criticism with the intent that the instruction contained in 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 (if an assignment allows multiple submissions). Some assignments have a maximum of 3 resubmissions and are identified in the platform under assignments. **Note:** Once you take the final segment exam, you cannot have any other assignments reset. *Elementary, once you submit the final assignment in a class, you are now complete with the course and cannot resubmit assignments.*

*Semester/Segment exams may not be retaken. Once you take a segment exam, the class is finished. You may not have any assignments reset after the segment exam is started.*

## Mental Health

The SJVS school counselor can provide referrals to community resources and assist students with emotional or mental health issues. Please contact the school counselor for more information. 1-904-547-8091

## Promotion

Promotion to the next grade level is based on the completion of academic requirements outlined in the St Johns County Student Progression Plan 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 early November and closes early December.

All students must apply via the St. Johns Virtual School website and be accepted into the program. Once accepted and if continuing to meet the requirements of enrollment, a student does not need to re-apply again.

Students who are not accepted into the full-time SJVS program may decide to homeschool their child while using SJVS courses as their curriculum.

## Schedule Change Policy

For Full-time SJVS students, a 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;
- Must be requested within the first (5) days of each semester. Each semester, a form will be available to fill out on the main screen of the SJVS website.

Part-time students must receive permission from the administration of their locally zoned school for a schedule change to be considered.

### Segment Exam Policy

Before sitting for your segment exam, you must complete all coursework. There are no retakes for segment exams. Please come into the test fully prepared. **Note: *Once you take the final segment exam, you cannot have any other assignments reset or submit any other assignments.***

### Seniors

Full-time SJVS **does not** accept second semester seniors.

Part-time seniors must have enough time to complete a semester/segment according to the 14-day segment minimum. Physical Education courses have a 21-24 day minimum requirements for semester/segments.

All academic integrity issues will be investigated. Investigations may take several days, or weeks depending upon the severity and may prevent students from missing important deadlines such as graduation.

Senior course request after the February deadline may be sent to FLVS. Course waitlists may occur. Please plan accordingly.

### Technology

To be successful in the program, students must have daily, dedicated access to a computer, monitor, printer, and the internet. Families should plan to have a computer for each student in the virtual program. SJVS does not provide technology.

### Test Corrections & Retakes

Students must present a copy of their student produced notes (written or typed) in order to participate in lesson resets, test corrections, or to retake a unit exam. *Segment exams cannot be retaken.*

### Course Completion

Courses at SJVS Full Time are made up of lessons, which are grouped into modules. Within each module are quizzes and other smaller assessments. At the end of each module there is a module assessment, which covers the entire module. At the end of each semester of a course, the segment exam serves as a final exam (Grades 6-12 only). All required lessons, assessments, and Discussion-Based Assessments (DBAs) must be completed for a course to be considered complete.

Student mastery of the course material is the goal of SJVS Full-Time. Therefore, as the student moves through the course, teachers may exercise the option below as needed to ensure students have mastered the course material. This option is intended to help the student understand the material and therefore arrive at the end of the course with a passing grade. The teacher may allow the student to retake an assessment after the teacher and/or parent/guardian have worked with the student on mastering the material.



The purpose of the segment exam is to assist in validating those students have demonstrated mastery of key course concepts and standards.

SJVS may, at its discretion, require a proctored segment exam for any student on a situational basis. Academic Integrity proctored exams must be successfully passed (grade of 59.5 percent or higher) on the first attempt for a student to be eligible for course credit.

To ensure adequate time for comprehension and mastery, students must work in a course segment consistently for a minimum of 14 days, starting from the date of first submission. Coursework is required for 28 days, at a minimum, for a two-segment course. Based on content, some courses have longer seat-time policies.

Consistent submission of assessments will ensure the student is engaged and learning. This policy provides students the opportunity to receive ongoing feedback and remediation while demonstrating their learning through several required checkpoints.

As a means of ensuring comprehension and integrity, each course contains built-in assignments that are designated to be completed verbally, during a discussion between the teacher and student. A student who does not complete and pass the DBAs in his/her course will fail the course and be ineligible for course credit.

Students who elect to complete an honors/advanced course, where available, commit to completing and passing all honors/advanced assessments in the course. Students who do not complete and pass (score of 60 percent or higher) all honors/advanced assessments in the course will not be completed with honors/advanced credit for the course. Students seeking honors/advanced credit must also complete the honors/advanced segment exam.

Students entering high school grades 9-12 have access to Advanced Placement (AP) courses that may result in earning college credit for high school coursework. These courses are used to calculate overall GPA and typically are counted extra in the calculation. These courses are also available at no charge to Florida public school students, whereas they may have a tuition cost if taken in college. (s. 1003.02, F.S.)

## Dual Enrollment

All students are expected to follow the district High School Progression Plan guidelines

<https://www.stjohns.k12.fl.us/cs/wp-content/uploads/sites/29/2021/09/High-School-Student-Progression-Plan.pdf>

Students must be enrolled full-time until graduation course work requirements are met. Full-time is defined in terms of Full-Time Equivalency – 100% FTE: (Progression Plan pg. 1)

Accelerated students who have met graduation requirements may defer graduation and continue to take DE/AP/IB/AICE courses until their cohort year group graduates (Progression Plan pg. 17).

## Different Options

St. Johns River State College website information found here: <https://sjrstate.edu/dual.html>

- **Dual Enrollment**
  - Dual Enrollment provides eligible accelerated high school students the opportunity to simultaneously earn both college credit and a high school diploma. Students may take a maximum of ten (10) Dual Enrollment credits in the fall and spring terms, and six (6) to eight (8) Dual Enrollment credits for the summer term (for a total of 2 courses maximum). Students looking to complete their AA degree simultaneously with their high school diploma can access an example course plan here: [Dual Enrollment Pathway to the Associates in Arts Degree](#).
    - *A student taking 3-4 Dual Enrollment courses will not need to be enrolled in any SJVS courses. If a student drops below this amount, then SJVS will enroll into a course with SJVS. (must be in courses contributing towards graduation requirements)*
- **Early Admission**
  - Early Admission is a form of dual enrollment which allows eligible high school junior and senior students to enroll in a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credits per fall and spring term, and six (6) to eight (8) Dual Enrollment credits for the summer term (for a total of 2 courses maximum). Early admission students may only attend college courses and may not be enrolled in any high school classes.
    - *High school junior or senior only*
    - *Cannot go above 16 credits hours. No exceptions.*
- **Early College Program** *(This option not available to SJVS full-time)*
  - This program allows admitted students to complete 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon the completion of four years of high school. **SJR State offers this program in St. Johns County at Pedro Menendez High School and Toco Creek High School.** This program is limited acceptance and students must meet specific criteria in order to be eligible to participate. Students commit to this program for the four years they are high school students.
    - *Not an option for SJVS Full-time*

## Prerequisites for Dual Enrollment [1007.271 F.S.](#)

- Students must first meet district qualifications for honors course placement to be considered for dual enrollment.
- Students must demonstrate readiness for college-level coursework if the student is to be enrolled in college courses.
- Career dual enrollment is limited to students enrolled in courses/programs leading to industry certification.
- Public school students must have a 3.0 unweighted GPA for college-credit dual enrollment courses, or a 2.0 unweighted GPA for career certificate dual enrollment courses.
- Exceptions to the required GPAs may be granted if the school and community college agree and the terms of the agreement are contained within the dual enrollment articulation agreement.
- Participation in the career early admission program shall be limited to students who have completed a minimum of four semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.
- A High School GPA may not be required for home education students to participate in dual enrollment courses who meet the minimum score on a common placement test or other qualifying placement test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

To continue participation in college-credit dual enrollment, students must maintain a 3.0 unweighted high school GPA and the minimum postsecondary GPA established by SJRSC. To continue participation in career certificate dual enrollment courses, students must maintain a 2.0 unweighted high school GPA.

Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

Dual enrollment courses taught on the high school campus may not be combined with any non-college-credit high school course. Students must have the minimum of these scores to be considered college ready. They may mix and match their best score from these tests. Test scores must be less than two years old.

Qualifying Placement Test Scores to Enroll in Dual Enrollment English and Math at St. Johns River State College			
	English Composition (ENC 1101)	Math-Intermediate Algebra (MAT 1033)	Math-College Algebra (MAC 1105)
<b>ACT</b>	Reading 19	Math 19	Math 21
<b>SAT</b>	Reading 24	Math 24	Math 25
<b>CPT</b>	Reading 83    Writing 83	Elementary Algebra 72	Elementary Algebra 85
<b>PERT</b>	Reading 106    Writing 103	Math 114	Math 123

\*University of North Florida

## Student Materials for Dual Enrollment Courses [1007.271\(13\) F.S.](#)

Students enrolled for dual enrollment courses through a district high school are exempt from the payment of registration, tuition, online instructional materials access code and lab fees. Core subject textbooks assigned for use within dual enrollment courses shall be made available free of charge to public and homeschool dual enrollment students. Due to the re-use of dual enrollment materials, it is imperative that dual enrollment students return their books on time. There will be a \$10/book per day late fee for books not returned at the designated time.

### Enrollment in College Courses for College Credit Only

Students enrolled in postsecondary instruction not creditable toward a high school diploma shall be required to assume the cost of instructional materials and fees.

### Placement Criteria for Dual Enrollment at First Coast Technical College

Students wishing to be placed in dual enrollment classes at First Coast Technical College must fulfill the following requirements:

- be in grade 11 or 12,
- have a 2.5 or higher GPA upon entry,
- complete the dual enrollment/registration form including all required signatures,
- complete assessment testing within six weeks of program entry (if not completed, as recommended, prior to entry),
- maintain a grade of C or above average in selected dual enrollment program(s).

### Placement Criteria for Dual Enrollment – Associate Degree at St. Johns River State College [1007.271\(3\) F.S.](#)

Students in grades 6-12 wishing to enroll as dual enrollment students (AA or AS degrees) at St. Johns River State College first must meet St. Johns County School District Honors Criteria. In addition, students must meet the following requirements:

- demonstrate readiness for college or career level course work,
- be seeking an associate in science college degree, or an associate in arts college degree,
- have a minimum 3.0 unweighted cumulative GPA
- have demonstrated academic, social and emotional maturity to ensure success in college level study,
- have a school counselor's and principal's approval,
- be limited to 10 hours of college credit enrollment per college semester,
- maintain a grade of C or better in each class to remain in the dual enrollment program,
- be aware that receiving a grade of D or F, or withdrawing (W) for any course results in ineligibility to remain in the dual enrollment program
- provide acceptable results from the American College Test (ACT), the Scholastic Aptitude Test (SAT), the Common Placement Test (CPT) or another standardized placement test for college level English and math.

Eligible dual enrollment students are exempt from the payment of registration, tuition, online access fees and laboratory fees.

Dual Enrollment and Early Admission students are encouraged to meet regularly with college advisors and to develop a post-secondary plan and major during information and orientation sessions. Dual Enrollment and Early Admission students will be required to meet with a college advisor after completion of 20-30 college credits

### Grading

Parents/legal guardians and students may check progress at any time through the district's Home Access Center (HAC). Dual Enrollment course information is not available in HAC until the end of the semester as those grades are maintained in the St. Johns River State College information system and are available to the student only, through the SJRSC website. When the final grade is transferred to the student's transcript, it will be available in HAC.