

Alachua eSchool

Student/Parent Handbook

<http://aes.sbac.edu>

620 East University Ave.
Gainesville, Florida 32601
352-955-7589



Username: _____ Password: _____

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About the Alachua eSchool Instruction Program

Alachua eSchool Instruction Program offers equitable access to high quality, individualized education, through the internet and other learning technologies to 6th through 12th grade students in Alachua County. This virtual environment provides flexibility of time and location, and promotes development of the skills, the attitudes, and the self-discipline necessary to achieve success in the 21st century. Alachua eSchool offers students part-time and full-time enrollment with the opportunity to earn a standard high school diploma entirely online.

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

All courses offered are taught by highly qualified Alachua County teachers that are capable of scheduling face-to-face meetings if needed. Students and parents are encouraged to meet with their teachers periodically or when they encounter a learning challenge that can be solved in a face-to-face instructional environment.

Alachua eSchool Full Time Student Enrollment Criteria

Alachua eSchool is a school of choice and offers a full-time program for students in grades 6th-12th. Full-time **AES** are registered as public school students, take part in FCAT and other district testing, and have the opportunity to earn an Alachua County diploma. In order to be a successful full-time student with AES students should:

1. Have been successfully promoted to the next grade level at the end of the previous school year. For mid-year entrance, students must have demonstrated success in first semester courses (grades of C or better) and have recommendation from their previous school guidance and or administration.
2. Attain one of the following minimum scores on previous year standardized tests:
 - a. FCAT Sunshine State Reading Level 3 or higher
 - b. Stanford Achievement Test Reading Score at 50th percentile or above
 - c. Iowa Test of Basic Skills Reading Score at 50th percentile or above
 - d. Grade level proficiency on an official standardized test administered by another state public system.

Accepted students must meet all of the Alachua County criteria as specified in the Alachua County Pupil Progression Plan. Such criteria include meeting minimum FCAT scores, course requirements, immunization, Code of Conduct acknowledgement, etc.

Conditional Enrollment/Re-enrollment Agreement

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

I understand that Alachua eSchool requires my child to meet all conditions that foster a successful online education. During the first 21-28 days of my child's activation, he/she will be evaluated by teachers and guidance based on those conditions listed below:

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

If during the initial 21-28 days, it is determined by Alachua eSchool that my child is not recommended for online education, he/she will be withdrawn no grade penalty and referred to school assignment to pursue a different instructional venue.

If I choose to keep my child enrolled after the 28 day grace period, and AES has not recommended him/her for online education, I understand that this may result in failing grades and possible future withdrawal for which I will not hold AES responsible.

Meeting the listed conditions is a requirement for continued enrollment.

Parent/Guardian Signature Date

Student Signature Date

Parent/Guardian Name (Print)

Student Name (Print)

Academic Integrity

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

Academic Integrity means:

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

AES Violations and Consequences

Level 1

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

Level 2

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

Procedure for Level 1 and 2 Violations:

1st Offense:

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

2nd Offense:

- Teacher schedules phone call or conference with parent, student and school administrator
- Teacher advises student and parent that a "0" (F) on the assignment(s) in question will be issued. Student may be able to submit a replacement assignment for partial credit at the

teacher's discretion. If the violation occurred on an assessment, student will receive a "0" (F) with no opportunity for make up.

- For inconsistencies between written assignments and oral assessments, teachers will advise students that proctored exam(s) will be required at the school office.

3rd Offense:

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

Attendance Polices for Alachua eSchool

Students are encouraged to meet with teachers as needed individually or in groups to receive additional instruction as needed. Periodically, standardized testing and academic interventions require students to attend face-to-face activities. Teachers may exercise the option of having students take face-to-face proctored assignments and exams to ensure fidelity. Students are expected to actively participate in all courses on a weekly basis in order to maintain educational integrity. Students are considered truant if there is no participation in the online courses for more than one week without prior approval and will be reported as truant to the proper authorities.

Student Contact and Drop Policy

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

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

Full Time Student Expectation Summary

Academic Expectations:

Because of the schools unique nature, students must take primary responsibility for their own learning. Self-motivation, dedication to learning, and regular participation are essential. It is the student who determines his or her own level of success. Students can expect deadlines for their work and expect to work hard, but at their own pace within the set guidelines. They will log into the school each day and will respond to teachers' questions and prompts as they work through courses. They'll use discussion boards, chat rooms, and other communication tools to work with teachers and other students.

Time & Learning Requirements:

The amount of time students spend on courses will vary from student to student, and even course to course. However, students will have the time they need to complete the coursework (within reason). On average, students should expect to spend approximately 45 minutes to one hour per day per course if they wish to complete the course.

School Calendar:

All credits must be completed by the end of the school year each year. AES operates on the same calendar as the other Alachua County Public Schools. There are no summer courses offered through AES. High School students are expected to earn at least 6 credits each year.

Communication & Login

Regular participation in classes is critical to student success. It will help to keep students motivated and keep them in touch with their teachers and peers. Virtual "attendance" is taken each day. Students should log into each of their courses for substantive participation no less than three times a week, preferably daily. Teachers and virtual school staff will contact students by email and phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. If such efforts do not succeed in reengaging the student, the parent will be notified by email along with a phone call. If a student stops participating in a course for more than three weeks they will be reported to the District Attorney's office as truant.

Academic Counseling:

Once each semester, full-time students will receive a review of their academic progress toward completing middle school and/or obtaining a standard high school diploma and be advised of course

selection, career and post-secondary planning. The Alachua eSchool guidance counselor is available to support, encourage and monitor the success of students. Although any questions about the specifics of a course should be directed to the particular teacher, any general questions about the school or the student's education should be directed to the guidance counselor. An evaluation of each student will be conducted at the end of each school year to determine their continued enrollment for the next school year. *To maintain continuous enrollment at AES, a student must earn grades of C or higher in each course, maintain consistent pacing in every class, communicate successfully with teachers, and participate in all standardized testing.*

Standardized Tests:

Alachua eSchool expects full-time students to take all standardized tests instituted by the School District of Alachua County and the State of Florida. The tests are not administered online remotely so students must provide their own transportation to the school office or other testing locations and have picture identification to be tested.

Picture Identification Card

Picture identification is needed by all students for standardized testing and may also be required by other events hosted by the Alachua eSchool. You can obtain an AES ID free of charge by contacting the AES office at 352-955-7589.

To obtain Florida Identification card information please log on to:

www.hsmv.state.fl.us/ddl/faqkeys.html

A day in the life of an Alachua eSchool Student

Sample Schedule

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

Monday – Friday

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
8am – 9am	Math	Math	Math	Math	Math	
	Break	Break	Break	Break	Break	
9:10am – 10:10am	English	English	English	English	English	
	Break	Break	Break	Break	Break	
10:20am – 11:20am	Social Science	Social Science	Social Science	Social Science	Social Science	
	Break	Break	Break	Break	Break	
12pm – 1pm	Science	Science	Science	Science	Science	
	Break	Break	Break	Break	Break	
1:10pm – 2:10pm	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1	
	Break	Break	Break	Break	Break	
2:20pm – 3:20pm	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2	
3:20pm – 3:30pm	Close out day/emails	Close out day/emails	Close out day/emails	Close out day/emails	Close out day/emails	

Sample instructor contact log

CLASS	TEACHER	PHONE	EMAIL	OFFICE HOURS
English	Ms. Thomas	352-555-4229		
Math	Mr. Wang	352-555-4228		
Science	Mr. Reddick	352-555-4221		
Social Science	Mr. Sheets	352-555-4223		
Elective 1	Ms. Weitzel	352-555-4225		
Elective 2	Mr. Brooks	352-555-4226		

Saturday and Sunday

Students are encouraged to login at least once during the weekend to check their email and their various grade books. This time is also reserved for any work they did not complete during the week.

Alachua eSchool Scheduling Guide

AES Scheduling Explanation

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

High School Extra Quality Points

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

High School Class Rank

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

High School Grade Classification

No student may be assigned to a grade level solely on age or other factors that constitute social promotion.

HIGH SCHOOL COLLEGE CREDIT PROGRAMS

DUAL ENROLLMENT PROGRAM

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

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

English *Reading **Math

CPT 83+ 83+ 83/Dept 17+

SAT 440+ 440+ 490+

ACT 17+ 18+ 21+

- Have passed the reading section in order to place in any course. A student who passes Reading and math only may still enroll in a Dual Enrollment course for which English is not a Requirement.
- Select courses from the approved list
- Satisfy any required prerequisites
- Attend Santa Fe College, if course is offered at the college level
- Maintain a 3.0 GPA in high school coursework and a 2.0 GPA in dual enrollment coursework
In order to continue in the program
- Conform to all School Board and postsecondary institution policies and procedures

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

EARLY ADMISSION PROGRAM

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

- Be entering the last year of high school based upon declared graduation date prior to Enrollment
- Complete all graduation requirements with the exception of those requirements that can be Met in the last year of high school PRIOR to enrollment in early admission
- Earn a passing score on the FCAT
- Be enrolled in a Alachua County public high school at least one semester prior to seeking early Admission.
- Earn a minimum 3.0 unweighted grade point average prior to enrollment
- Be accepted by a post-secondary institution authorized by Florida law or accredited
- Obtain approval from the high school principal and parent
- Select appropriate courses to satisfy graduation requirements
- Maintain a 2.0 GPA in college coursework in order to continue in the program
- Conform to all School Board and postsecondary institution policies and procedures

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program consists of over 30 college level courses and exams that are offered at high schools. Courses are available in several subject areas from art to statistics. Participation in AP courses gives students an excellent preparation for college and university studies. Successful completion of the course and receipt of a qualifying score on the national AP exam will result in college credit or advanced placement in college courses at many colleges and universities. Students who successfully complete an AP course but do NOT take the AP exam will receive high school credit only for the course.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

The NCAA has specific requirements for student-athletes desiring to play college athletics. Information and NCAA Clearinghouse forms are available by visiting their website:

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

HIGH SCHOOL BRIGHT FUTURES SCHOLARSHIP PROGRAMS

The Florida Bright Futures Scholarship Program establishes lottery-funded scholarships to reward any Florida high school graduate who merits recognition for high academic achievement and enrolls in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The Scholarship Program is the umbrella program for all State-funded scholarships based on academic achievement in high school. The three scholarships are the Florida Academic Scholars Award, the Florida Gold Seal Vocational Scholars Award, and the Florida Medallion Scholars Award. Students and parents should access the Bright Futures website at www.MyFloridaEducation.com/brfuture to be informed of any changes.

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

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

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

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

To qualify for an award:

- Visit the Bright Futures Scholarship Program website at www.firn.edu/doe/brfutures/

- Click on [First Time Applicant](#).
- Then click on [What courses are used to calculate the Bright Futures GPA?](#)
- Then Click [Comprehensive Course Table](#) to check for course eligibility for the Bright Futures Scholarship and admission to the Florida state university system.

Florida Academic Scholars Award

The specific requirements are listed below:

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

Required Coursework:

English (3 with writing)4

Mathematics (Algebra 1 and above)4

Natural Science (2 with substantial labs)3

Social Science3

Foreign Language (same language)2

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

Community Service100 hours

Test Scores:

SAT1270

ACT 28

Other Ways to Qualify:

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

Florida Medallion Scholars Award

The specific requirements are listed below:

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

Required Coursework:

English4

Mathematics (Algebra and above)4

Natural Science (2 with substantial labs)3

Social Science3

Foreign Language (same language)2

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

Community Service75 hours

Required Test Scores:

SAT980

ACT 21

Other Ways to Qualify:

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

Florida Gold Seal Vocational Scholars Award

The specific requirements are listed below.

Grade Point Average based upon the Statewide Scholarship Weighting system using the required credits listed below: Weighted GPA based on 16 credits3.0

3 sequential vocational credits, unweighted3.5

Required Coursework:

English4

Mathematics4

Natural Science3

Social Science (A Hs, W Hs, A Govt, Econ).....3

Physical Education1

Practical/Performing Arts..... (1/2 each or 1 of either)

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

English4

Math (including Alg. 1 or equivalent)4

Science3

World History, Am. History, Gov't, Econ3

Pract/Perf. Art1 or .5+.5

Health/LMS5

PE5

Personal Fitness5

Community Service30 hours

Required Test Scores:

SAT Verbal440

SAT Math440

ACT Reading..... 18

ACT English..... 17

ACT Math 19

OR College Placement Test (CPT)

CPT Reading Comprehension 83

CPT Sentence Skills..... 83

CPT Elementary Algebra..... 72

Other Ways to Qualify:

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

HIGH SCHOOL TALENTED TWENTY PROGRAM

Graduates from Florida public high schools who rank in the top 20% of their class and who have

completed the required 18 units of core courses shall be admitted into one of the eleven state universities, although not necessarily the university of the applicant's choice. After three notifications of denial, other universities will provide complimentary review of the transcripts of the Talented Twenty applicants at the request of the high school counselor. Once any university accepts the student, the guarantee for admissions has been considered met, even if the student does not wish to attend that particular university.

COLLEGE ADMISSION TESTS

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

FLORIDA STATE UNIVERSITY SYSTEM COURSE REQUIREMENTS

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

English 4 units

Mathematics 4 units

Natural Science 3 units

Social Science 3 units

Foreign Language 2 units

Approved Electives 3 units

18 units

Approved State University System Elective Courses

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

Up to three credits of:

- Level II courses in: English/Language Arts, Social Science, Mathematics, Foreign

Language, Natural Science, Fine Arts

- Level III courses in any discipline
- Dual Enrollment courses for which both high school and post-secondary credits are granted.

One credit of:

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

NOTE: See the Florida Counseling for Future handbook for course listing at www.FACTS.org.

Graduation Options

Florida Law gives all high school students the right to choose one of three diploma options: Students desiring to select other than the 24 credit option **MUST** select that option no later than Spring Registration of their first year in high school. FCAT scores of 3 and higher are **REQUIRED** on the most recent assessment for **ALL** students wishing to select either 18 credit diploma option.

- 4-year (24 credit) standard high school diploma
- 3-year (18 credit) career preparatory diploma
- 3-year (18 credit) college preparatory diploma

If a student does not make a choice, the four-year option will be selected for that student.

The 18-credit diploma options must be completed in 3 years. If not completed within the three years' time period, the student would then be obligated to meet all additional requirements for the four year (24 credits) diploma.

Please utilize the Alachua eSchool Graduation Checklist to meet all requirements.

Attendance Policies for Alachua eSchool

Students are encouraged to meet with teachers as needed individually or in groups to receive additional instruction as needed. Periodically, standardized testing and academic interventions require students to attend face-to-face activities. Teachers may exercise the option of having students take face-to-face proctored assignments and exams to ensure fidelity. Students are expected to actively participate in all courses on a weekly basis in order to maintain educational integrity. Students are considered truant if there is no participation in the online courses for more than one week without prior approval and will be reported as truant to the proper authorities.

Online Course Tips / FAQ's

WHAT ARE THE BLUE BUTTONS FOR?

The navigation bar is organized with buttons with similar functions being grouped together. The four main areas are: Course Content, Student Work, Student Communication, and Student Information. Many of the BLUE buttons have sub-links that are displayed once the main button is selected.

WHAT IS THE ANNOUNCEMENT PAGE USED FOR?

When you first log into the course, you are taken to the Announcements page where the Instructor can list important information and reminders to the class. Important technical help, pacing for each start date and semester schedules can be found on the Announcement Board.

WHERE DO I FIND MY ASSIGNMENT DIRECTIONS AND READINGS?

Clicking on the BLUE LESSONS button accesses the actual content of the course. The readings and directions are found in the Lessons Button. There may be course materials please check with your course instructor to see if materials are needed.

HOW DO I SUBMIT WORK FOR THIS CLASS?

Students can easily submit their assessments through the BLUE ASSESSMENTS button. Once an assignment is submitted once you can resubmit via the BLUE GRADEBOOK button. There are three types of Assessments: Assignments, Worksheets, and Exams.

Assignments are completed offline and submitted through a text box or as an attachment. Your Instructor grades assignments.

Worksheets are multiple choice, true/false, matching, or short answer questions that are automatically graded by the system when you click Submit.

Exams are similar to worksheets in that they are multiple choice, true/false, matching, or short answer questions that are automatically graded by the system when you click Submit. Exams may also have fill-in-the-blank questions and may also require a proctor password for access and are typically graded by your teacher.

If you are having problems uploading please follow these directions:

- Create your work in a WORD document. (You will know if it is WORD because you will have a .doc at the end of your file.) If you do not have MICROSOFT WORD then you must save your work as a RICH TEXT (rtf).

Directions to save as RICH TEXT FORMAT (.rtf):

- o When you finish your work click on the word FILE in the menu.
- o Then scroll down to SAVE AS and click on it.
- o Then in the drop down box choose RICH TEXT FORMAT.
- o PLEASE DO NOT PUT ANY PERIODS, HYPHENS, ASTERISKS OR DECIMALS IN YOUR FILE NAME WHEN YOU SAVE IT.

- After you have your work saved in the proper format you will click on the **BROWSE** button on the submission form to find your file in your computer.
- Once you find your file you click the button and it will upload. (IF THIS FAILS JUST CUT

AND PASTE INTO THE TEXT BOX ON THE FORM)

- If you receive a zero on a worksheet you will need to email the worksheet number so the teacher can reset it for you so you can resubmit it. *Remember to check the "submit for grading" box before submitting otherwise the teacher will not be able to see your work.*

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

MUST INCLUDE A HEADING WITH:

YOUR NAME

COURSE & DATE

ASSIGNMENT NAME & NUMBER

HOW DO I ACCESS MY GRADE?

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

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

HOW DO I SEND AN EMAIL TO MY INSTRUCTOR?

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

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

- To send a message, click on the BLUE-mail button and then on Send Message.
- To email your Instructor(s), put a check box beside the person's name you'd like to email.
- It's proper etiquette to include a descriptive 'Subject' line as a hint to the e-mail's contents. This will also assist the receiver with managing their email Inbox. PLEASE REMEMBER YOUR COURSE INITIALS! For example, WH FOR WORLD HISTORY.

- Type your message into the 'Message' window using proper grammar and punctuation. Use 'Spell Check' and re-read your email before sending to insure you've included enough details for the receiver to understand what you are saying or asking.
- Click the 'Send' button when you are ready.

Minimum Hardware Requirements

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

Browser Plug-ins: Click on the plug-in to download it.

Java 1.6 JRE or higher

Sun Java 3D 1.3 or higher (required for some courses)

Flash 10.0 or higher

Acrobat Reader 8.0 or higher

Apple QuickTime

Microsoft Media Player

Real Networks RealPlayer

Please refer to the following link to confirm that your PC computer does indeed meet the minimum requirements or if it is missing any plug-ins or applications.

PC Specifications:

- Minimum of 10gigabytes available hard drive space
 - High speed cable or DSL internet connection. Dial up is strongly discouraged as some course features will likely not function.
 - Pentium II (233 MHz minimum, higher recommended)
 - Internet connection of at least 56k (broadband recommended)
 - Windows XP, Vista or 7
 - 512 MB Ram (minimum)
 - 12x CD-ROM (CD/DVD Recommended)
 - Display setting 1024x768
 - Printer required
 - Internet Explorer version 8.0 or higher, Firefox version 3.x or higher, Safari 4.x or higher.
- NOTE: Google Chrome may have intermittent problems.*
- Flash 10 or higher player
 - Microsoft Office, Open Office or Google Docs (Some Business courses require Microsoft Office which will be notated within course registration)
 - Audio: Sound card with speakers, microphone or headset (needed in some courses)

- Max OSX 10.5 or higher
- 256 MB Ram minimum
- 12x CD ROM (CD/DVD Recommended)
- High speed cable or DSL internet connection. Dial up is strongly discouraged as some course features will likely not function.
- Minimum of 10gigabytes available hard drive space

- Display setting 800x600 resolution, (1024x768 required as of April 1, 2005)
- Printer required
- Safari browser or Internet Explorer version 8.0 or higher, Firefox version 3.x or higher, Safari 4.x or higher. NOTE: Google Chrome may have intermittent problems.
- Flash 10 or higher player
- Audio: Speakers and microphone or headset (needed in some courses)

Troubleshooting Tips

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

- On a PC, open your browser, go to Tools in the menu bar, scroll down to Internet Options and then delete your cookies. Quit out of your browser after making these changes and then open your browser again
- On a MAC, open your browser; go to Edit in the menu bar... Preferences... Receiving Files... Cookies... select "Delete" ... click OK
- Check the Date, Time, and Time Zone...
 - o On a PC, from the Desktop... open "My Computer" ... open "Control Panel" ... select "Date & Time" and verify correct date, time, and time zone
 - o On a MAC, under the Apple Menu... select "Control Panel" ... select "Date & Time" and verify correct date, time, and time zone
- Disable any spyware or firewall protection and see if that is causing your problem
- Proxy servers and firewalls may require adjustments
- Disable any parental control filtering or pop-up stopper software you may have –both are likely to cause error messages
- If you work on a router and have problems, try connecting directly to the Internet instead
- If you receive any error messages, try the STOP and then REFRESH browser buttons
- If using AOL, note that AOL does not work well with AES online courses. *AOL is not recommended*

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

Parent & Student Academic Progress Check Options

Alachua Virtual Instruction Program full time students receive report cards; However, we recommend that parents and students utilize the available options to review student grades and progress continually. Several options are listed below:

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

Understanding Frequently Used Links:

LESSONS: Where teaching of subject and directions are found

COURSE INFORMATION:

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

ASSESSMENTS:

- Where to turn in work/assignments
 - Work not typed in student comment box is sent as an 'attachment'
 - May type most work in student comments section.
 - Always check 'submit' and 'submit for grading' boxes.
 - Always do work in chronological order. Don't skip around.
 - May submit assignments twice, but exams & quizzes only once.
- Do not open or double click quizzes or exams or you will be locked out and need special permission to re-enter worksheets, exams, and surveys (requires a teacher 'reset').

GRADEBOOK:

- Where to find most accurate and current information about grade/current percentage, assignments, and teachers' comments.
- Where to resubmit work.
- N/A means student never completed the assignment and the teacher entered a grade of a '1' which is equivalent to a 'zero.'

EMAIL:

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

DISCUSSION GROUPS:

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

ANNOUNCEMENTS:

- Are used like a teacher bulletin board.
- Read and print for each course.
- Introduction of teacher.
- **HOME** office number & hours. (Please respect teachers' office hours).
- Good news bulletins.
- Course updates and information.

Alachua eSchool FAQ

HOW DO I ENROLL FULL-TIME IN Alachua eSchool PROGRAM?

Enrollment in our full-time program takes place before the first and second semesters of the school year. Students/parents should complete the prospective full-time student application at the Alachua eSchool website:

http://www.sbac.edu/pages/ACPS/Departments_Programs/DepartmentsAF/A_thru_C/Alachua_eSchool

Applications must be completed in full. Once your application is received by school staff, we will make contact with the student/parent via email.

IS AES ACCREDITED?

Alachua eSchool is fully accredited by the (SACS) Southern Association of Colleges and Schools and the (CITA) Commission on International and Trans-Regional Accreditation. AES is also registered with the Florida State Department of Education and a part of the Alachua County Public School system. Our accredited online high school diploma and all credits earned at AES are accepted by other 6-12 schools, colleges, universities, and employers.

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

Yes. AES has a solid reputation within the academic community. AES offers a standard high school diploma that meets state and school board requirements. Our graduates have gone on to post-secondary education, employment, or to join the military.

IS AES AVAILABLE TO EVERYONE?

AES is a public school serving grades 6-12. If you meet AES admission requirements and have determined that online learning is suitable for your needs, you are encouraged to apply for enrollment. AES thrives on diversity and feels our diverse student body is what sets us apart from other traditional high schools. We truly offer a well-rounded and diversified learning experience.

IS THE SCHOOL'S ONLINE ENVIRONMENT SAFE?

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

HOW DO WE KNOW THE STUDENTS ARE LEARNING?

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

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

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

HOW DO I KNOW IF ONLINE LEARNING RIGHT FOR ME?

A successful online learner is a motivated self-starter and is committed to the success of his or her education. While AES offers world-class educational opportunities, there is a high degree of accountability placed upon the student. That can only be achieved by putting forth much effort. Like anything, the more effort you put into your education, the greater the benefit.

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

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

WHAT IS THE COST?

Free to Alachua County Residents.

WHO TEACHES THE ONLINE COURSES AT AES?

All online high school courses and programs are taught by highly qualified Alachua County Public School instructors that meet Florida Department of Education certification requirements. You can be sure that quality in education is our #1 goal!

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

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

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

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

IS AES LESS CHALLENGING THAN OTHER TRADITIONAL ACCREDITED HIGH SCHOOLS?

No. As an accredited school, AES offers a flexible alternative for students. It is not an easier option than traditional accredited high schools. All courses are written at or above grade level and require an average of one to two hours of focused study on a daily basis to complete one course within the traditional semester time frame. Our courses engage students in real-life projects, requiring the use of critical thinking, problem-solving skills, and the ability to apply the knowledge they have acquired. Alachua Virtual is NOT a credit recovery program.

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

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

WHO ARE AES STUDENTS?

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

WHAT IF I WANT TO WITHDRAW FROM AES?

- Contact the online Guidance Counselor to review post-withdrawal options
- Inform online Teachers
- Contact Student Assignment office (or other school) for enrollment information

FURTHER QUESTIONS? Please contact us: call us at: 352-955-7589