

A GUIDE TO HELP STUDENTS HAVE A SUCCESSFUL YEAR

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WELCOME AND INTRODUCTION

Dear Parents:

Welcome to online learning with K¹² and Fuel Education! We partner with districts around the nation to provide an exceptional public virtual online education using the K¹² curriculum. We blend innovative instructional technology with a traditional curriculum for students across the state and country.

There are many benefits to our unique learning model, including a rigorous and comprehensive research-based curriculum, the flexibility of completing lessons throughout the day, the support of Florida certified instructors, and an Individualized Learning Plan that prepares students to meet their educational, college and career goals. This challenging and engaging curriculum was developed by renowned learning experts, instructors, and instructional designers.

This program requires a partnership between instructors, administrators, school districts, and our dedicated families. Communication is central to your student's achievement. This **Learning Coach Success Guide** is a comprehensive guide to help your student succeed with the program this year. Please read it carefully. You will be able to refer to it throughout the school year as needed. *Information is subject to change and you will be informed of any updates.*

OUR DEDICATED STAFF LOOKS FORWARD TO WORKING WITH YOUR FAMILY DURING THE UPCOMING SCHOOL YEAR!

PROGRAM EXPECTATIONS

YOUR RESPONSIBILITIES AS THE LEARNING COACH

As the legal guardian or parent, you are likely acting as your student's learning coach (LC), or have selected someone to fulfill this essential duty. The LC will be the one who works with students on a daily basis, particularly in the K-8 grades. As the LC, you have many important responsibilities that you should complete daily:

- **PREPARE FOR YOUR STUDENT'S SCHOOL DAY K-8.** Take 30 - 45 minutes either at night or in the morning, whenever it is convenient for you, and "prep" for the day. The **Online School (OLS)** has everything (lessons, student pages, and teacher guides) right there for you. Simply log in to the **OLS** and look at your student's daily plan. Read through the lessons and the guides corresponding to those lessons and get the supplies ready that will be needed for that day.
- **STUDENTS IN GRADES 9-12** Review student's work and grades. Communicate with instructors regularly.
- **LOG YOUR STUDENT'S ATTENDANCE DAILY.** You can access the attendance page through the **OLS** using your LC account. When you log attendance, be sure to manually type in the number of minutes your student actually spent in each of his/her courses. Only LCs are allowed to log attendance. Students are not permitted to record attendance.
- **CHECK YOUR K-MAIL DAILY.** Your instructor, as well as the district/school, will be sending you K-Mails with important, sometimes time sensitive information. Checking your K-Mail daily will help to keep you informed.
- **REVIEW YOUR STUDENT'S WORK AND PROGRESS.** Monitor that all lessons that your student completes are logged and recorded daily. Ensure that they are keeping up with the pace of expected daily/weekly lessons. At times in the K-8 program, the LC is asked to provide feedback on assignments.
- **ENSURE YOUR STUDENT IS ATTENDING REQUIRED SYNCHRONOUS SESSIONS.** Your student may need to attend class connect or student connect sessions during certain specific days/times. Ensure that he/she is prepared to come to class on time and ready to participate. Setting reminders on cell phones is often helpful.
- **MONITOR ASSESSMENTS (K-8)** with a protected password that is not to be shared with the student.

ATTENDANCE REQUIREMENTS

The goal for every student is to follow the **Daily Plan** each day. Best practices include learning in manageable bits each and every day in a consistent, habitual routine. The brain retains the information and recall is improved dramatically. The goal of learning is to master the content, not click the box.

Since K¹² programs are public school programs, *most districts require daily student attendance*. The chart below is a general guideline of attendance requirements. Your instructor will let you know if your child's attendance hours are on track during each student connect.

Grade Level	Required Yearly Hours	Weekly Hours	Daily Hours
K-3	720	20	4
4-12	900	25	5-6

Attendance in virtual online education is comprised of multiple program elements including completing online lessons, attending synchronous sessions, participation in additional remediation, work sample submission, and standardized testing preparation. These individual pieces collectively form the instruction that is offered to students in a virtual setting. Students must comply with all facets of the program in order to be counted as 'present' for attendance purposes.

- Attendance logged needs to match lessons completed that same day. For example, if there isn't a science lesson completed, there cannot be attendance logged for science in the same day. Individual synchronous work or class connect with the instructor is the only exception.
- You may log attendance on the weekend; however attendance must be logged **each school day**.
- **If your student is sick**, K-Mail your instructor and log zeroes to excuse your student from lessons that day.
- Attendance for time spent in Study Island can be logged under the *Study Island* category.
- Do not enter attendance hours under the Homeroom course.
- Introduction to Online Learning should have no more than 10 hours logged for attendance.
- Excessive lessons /attendance logged will be removed by the instructor.

LOGGING DAILY ATTENDANCE

Instructors monitor attendance daily and part of the program requirement is for the LC to log student attendance each school day.

K¹² offers an attendance application for your mobile device!

Select [here](#) to access a short video (4:19) overview on how to log attendance.

REQUIRED STANDARDIZED TESTING

Most district virtual program students are required to participate in state testing. If this is a requirement for your student, testing dates/times/location are provided by your district and will be shared by the district closer to the actual testing date. There may be additional online testing requirements as well. Please keep in contact with your instructor and school district about testing.

GETTING STARTED

ONLINE SCHOOL (OLS)

The **Online School**, or **OLS**, manages and schedules the array of lessons that make up the K¹² curriculum. Through the **OLS**, you can access lessons, track student progress, and record attendance.

Select [here](#) to access a short video (0:37) introduction with the **OLS**.

ACCOUNT CREATION AND SETUP

Select [here](#) to access a short video (3:44) on how to set up the LC and student accounts within the **OLS**.

LEARNING COACH ACCOUNT VS STUDENT ACCOUNT

Learning Coach Account	Student Account
<ul style="list-style-type: none"> • Use for K-mail communication between instructor and LC - private correspondence students should not see. • Grades K-3, use for daily lesson navigation with students. Students may work directly out of LC account for adult-guided lessons • Use for monitoring assignments and assessments when complete. • Use for logging attendance. • Used to monitor High School student grades. 	<ul style="list-style-type: none"> • Use for Student Connects, Class Connect, & logging into any Homeroom sessions. • Use for K-mail correspondence directly from student. All K-mails from instructor to student will copy to LC account • Grades 4 and up- use for daily navigation of lessons. • If student is working independently, he/she should always be in student account. (Any grade level) • To access all World Language courses.

PLEASE REMEMBER:

- The student should never be given the learning coach password.
- Do not auto-save your LC password in the computer.
- If the student gains access to the password, it needs to be changed immediately!
 - Please reach out to your instructor if you need help with this.

ECOLLEGE PLATFORM (HIGH SCHOOL AND SOME MIDDLE SCHOOL)

The **eCollege** platform is used for high school courses and occasional middle school courses. Students are introduced to the course home page. There they can find their course calendar that indicates when each assignment is due throughout the semester. A course scheduler also clearly indicates when projects/assignments/assessments are due throughout the semester.

It is essential that students on the **eCollege** platform keep up with the pace of the course. Rushing to complete the course at the end of the semester is not beneficial to mastering content and long term retention. Instructors issue zeroes each Monday for work not completed the previous week. The zeroes are replaced by grades once the assignments are completed before the end of the quarter.

Select [here](#) to access a short video (5:07) on the online high school experience, accessing courses, and navigating the learning management system.

Students in an **eCollege** course will be assigned an orientation course which will give detailed information on how to navigate through the course. Working alongside your student in the orientation course will allow you to support him/her and understand the platform. In addition, there are synchronous orientations that provide an initial welcome and overview of the **eCollege** platform.

COURSE MATERIALS

Your student will receive a shipment of materials to use during the school year. Students use both offline materials and online materials throughout the day.

The **Online School** is full of activities, resources such as **Student Guides**, and the latest assessments. Resources are also available in the **OLS** for the LC to support you in assisting your student. In some cases, materials may be shipped for certain courses in the second semester.

SCHOOL YEAR 14-15

- For returning families - you may notice a reduction in the amount of materials you receive this year, especially in grades 4-8.
- Some materials may now be available in the **OLS** as online materials
- The amount of materials varies per course.
- Everything you need to be successful is included within your materials shipment or online (or common household items).
- For more information regarding your materials, please check the **My Info** section in the **Quick Links** section of the **OLS**.

TRACK SHIPPING STATUS – MATERIALS AND COMPUTER EQUIPMENT

Follow the instructions below to track shipping status for both course materials and computer equipment in **My Info**. *Please note that your course materials may arrive separately and on different days.*

STEP 1: LOG-IN TO MY INFO

Log into **My Info** from the **Online School** to check the order status and view tracking information for course materials. **NOTE:** You must log into the LC account to access **My Info**.

1. Log in to your **OLS** account.
2. Select **My Info** located on the right-hand side of the **Online School (OLS)** homepage.
3. Select the **Student Name**.

STEP 2: CHECK COURSE MATERIAL ORDER STATUS

1. Select the **Orders** tab to see a list of all material orders.

2. Select the **Order Number** that you would like to view.
3. Scroll down to **Course Materials** to view a summary of your order, this includes a list of the materials provided for each course, the kit name, SKU number, the order status and tracking information.
4. Select the arrow (→) to see the items provided in each course kit.

WAITING ON MATERIALS

Please let your instructor know if you have not received materials by the first day of school.

Below are some other suggestions to help you get started if you are:

- In the process of getting a computer and/or
- Have computer access but are waiting on course materials to arrive

It is your responsibility to ensure that your student has access to a working computer with internet each school day.

You will need to start logging into the **Online School (OLS)** on your first day of school. If you must temporarily borrow a computer and printer, try the following:

- A friend/relative
- Public library

If you have a laptop, but need internet service, try a public place which has Wi-Fi such as a coffee shop, public library, etc. If you go to a public place, take along a headset so that you and your child can listen to the **Introduction to Online Learning** course.

Second, if you have computer access and internet service but your course materials have not arrived, your instructor will provide start up academic activities and grade-level contingency plans to work on during the interim. Once you have received your shipment of materials, begin completing the **Daily Plan** in the **OLS**. Also, let your instructor know through K-Mail when you have received the books and materials.

MISSING OR DAMAGED MATERIALS

For a list of materials included in your course kit, or to browse support topics on how to use materials please visit the [K¹² Customer Support](#).

Please complete the [K¹² Support Form](#) to report missing or damaged course materials.

RETURNING MATERIALS AT THE END OF THE YEAR

Log into **My Info** from within the **Online School (OLS)**, to access a list of all materials your student(s) will receive for the upcoming school year as well as which items can be written in versus which items will need to be returned once the course and/or school year has ended. Log into the LC account and then follow the directions below:

1. Select the **Quick Link to My Info**, located on the right-hand side of the **Online School (OLS)** homepage.
2. Select **Student Name**, and select the **Orders** tab to see a list of all orders for materials.

3. Select the **Order Number** that you would like to view.
4. Scroll down to **Course Materials** to view a summary of your order; this includes a list of the materials provided for each course, the kit name/SKU number, the order status, and tracking information.
5. Click the arrow (→) to see the items provided in each course kit.
6. Use the icons (next to each item) and the **Return** status listed below, to determine which materials will or will not need be returned once the course and/or school year is complete.

Your student may write in the books that are consumable and will not be returned at the end of the year.

Legend

 At some point in the school year, you will be asked to return course materials to K12 so that other students can benefit from their use. No action is required until you receive notification from K12 to return materials. Not all materials need to be returned, so please use the following guidelines to assist you in handling course materials throughout the year.

 **Return**
You will be required to return this item to K12. Don't worry; you'll receive detailed instructions at the end of the school year that list what to do with each item. If it's a book, please don't write in it.

 **Return if Unused**
These items are for your personal use during the course. ONLY return this item if it is in new, unused, pristine condition. If it's a book, you can write in it.

 **Do Not Return**
These items should NOT be re-shipped or returned to K12 under any circumstances. Some items are chemicals and federal law and US Department of Transportation regulations prohibit shipping these materials without the proper permits.

INTRODUCTION TO ONLINE LEARNING (IOL)

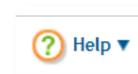
Students should start working on lessons the very first day of school. Even if materials have not arrived, the student should begin working in the **OLS** course, **Introduction to Online Learning**.

The **Introduction to Online Learning** is a five-day course which will help orient your family to the program, provide you with a daily checklist of things to do, as well as prepare you for a successful school year. To access the **Introduction to Online Learning** course, just log into the **OLS** account and select the **IOL** lesson for the day.

VISIT LC ONLINE HELP FROM YOUR OLS

From your **OLS** you have access answers to many common questions.

Select **Help** on the navigation bar for information regarding:



- Quick Tours
- Using the OLS
- Tips and Tricks
- Sample Schedules
- Course Introductions

VISIT K¹² CUSTOMER SUPPORT

For information on:

- **OLS**
- Materials
- Account Info
- Tech Issues
- Support Topics and more!

K-MAIL

K¹² utilizes K-Mail for the majority of our teacher-parent-student correspondence. K-Mail is safe and private student information is secure. K-Mail is permanent; there is no way to delete messages, but messages can be archived and tagged. There is no spam/junk mail or outside distractions from the important work of schooling students.

It is very important to check your K-Mail twice daily for important school updates and messages regarding your student(s).

CHECKING AND RESPONDING TO K-MAIL

Select [here](#) to access a short video (3:53) on how to navigate the K-Mail system, composing a messaging, reading, sending, and archiving messages.

RESOURCES

HELPFUL WEBSITES

<http://www.k12start.com/>

A one-stop-shop for all LC questions. Live learning coach help from very experienced learning coaches every day! There are also orientation videos, curriculum help and resources, checklists for getting started, and FAQ's.

<http://help.k12.com/>

Another helpful website, focusing more on technical issues (logging into the **OLS**, how to clear your cache, required browsers, etc.)

<http://help.k12.com/support/materials>

Lists all appropriate materials for each course, as well as how to use course materials.

<http://help.k12.com/support-topics/account-information/login-help>

Direct link to **OLS** login help.

<http://help.k12.com/support/contact-support>

Directly lists whom to contact for different LC issues.

HELPFUL TERMS

Online School (OLS) – K¹² elementary / middle school site with your daily and weekly plans and all of your links to Class Connects and Student Connects.

Blackboard Collaborate (BBC) – Synchronous session platform that your instructor will use to host Class Connect sessions and Student Connects.

National Class Connect (NCC) – Whole group session through **BBC** where your instructor will present a live lesson to his/her class.

Student Connect (SC) – One on one, mandatory, monthly meetings through **BBC** where your instructor will assess your child for mastery of the content of the courses.

Learning Coach (LC) – The adult that serves as a support to the student in the home

K-Mail – K¹²'s secure email that can only be accessed through the **OLS**. This is the instructor's primary method of contact with the LC.

Work Samples – Scanned samples of your student's handwritten work submitted to your students' instructor.

Mandatory Testing –Testing requirements differ depending on the student and the grade level. Your student's instructor will share more information on the requirements throughout the year.

INDIVIDUALIZED LEARNING PLAN (ILP)

Instructors will work with LCs and students to develop **Individualized Learning Plans (ILP)** within the first four weeks of enrollment. The **ILP** will include current educational data, any previous assessment results, current course placement, and relevant academic history as well as outline the student's progress goals for the current school year.

The **ILP** will be reviewed and updated on a regular basis by instructors to ensure that students are meeting expectations and if not, that appropriate supports and interventions are put in place to assist the student in meeting state standards and personal academic goals.

STUDENT SUCCESS PLAN

If your student's grade drops below 71% in any course or if your student is not compliant with expectations set forth on the **ILP**, your instructor will provide a plan to help your student get caught up. A **Student Success Plan** will be implemented to outline your students' short term goals and expectations. Instructors and learning coaches will work together to ensure student goals are reached. Failure to make progress towards goals will be escalated to the district.

STUDENT CONNECTS

Student connects are parent-teacher-student conferences where the instructor is able to assess for mastery of grade level benchmarks set by state standards. There learning conferences contribute to the student's progress and assessment of mastery.

The instructor will meet with a student one on one using the **Blackboard Collaborate** classroom. The instructor and student will spend time completing activities together that will show content mastery for

given courses: Reading, Math, Writing, History, Science and electives. During this time, the LC is a *silent observer*. You may remain in the room but please allow your student the freedom to perform independently.

The goal of these conferences is to obtain a true assessment of the student's mastery of content. Any non-mastered content may result in lessons being placed back on the **Daily Plan** so the student has the opportunity to go over and relearn the material. *Missed student connects may be reported to the district*. After the time spent with the student, the instructor will then meet with the LC to go over progress and answer any questions.

HELPFUL HINTS:

- A working microphone (headset) is required for these sessions.
- Provide your student with a quiet environment with minimal distractions. Turn off the television and radio. Relocate younger siblings.

GRADE LEVEL EXPECTATIONS FOR STUDENT CONNECTS

ELEMENTARY / MIDDLE SCHOOL

Elementary and middle school students meet with their instructors monthly to check for mastery. These are mandatory conferences required by the districts. Instructors will send out a sign-up schedule in order to schedule your conference at a mutually convenient time.

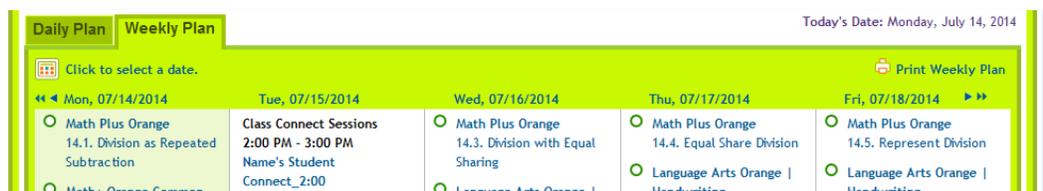
HIGH SCHOOL

Students will be required to meet monthly for an academic check with instructors via phone.

LOGGING INTO YOUR STUDENT CONNECT

Your instructor will do his/her best to accommodate your schedule when scheduling your student's student connect. The instructor will then add the link to your **Plan** for the day and time it was scheduled. You will see it on your **Plan** with your student's name appearing in the title of the Student Connect.

On the correct day and time of your student connect, you will be able to click on the blue link that will take you to your student connect in **BBC**.



BLACKBOARD COLLABORATE (ONLINE CLASSROOM)

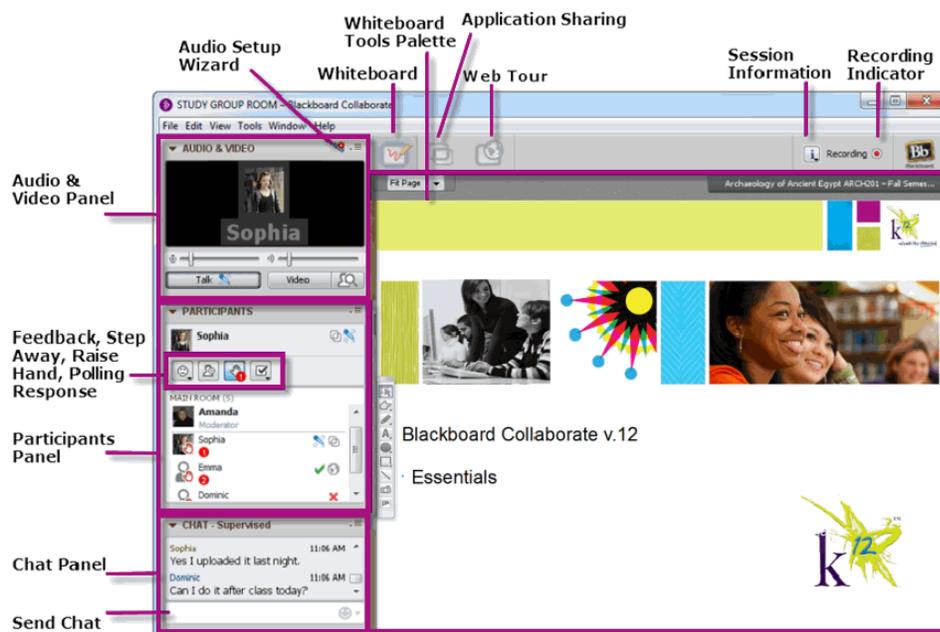
Blackboard Collaborate (BBC) is the site that supports the online classrooms for K¹². Families will meet with their instructor each month in a **BBC** classroom. Students will also have the opportunity to attend class connect sessions in all core subject areas each week.

The first time you log into a session using a link, you will be asked to approve the system to run on your machine. Please allow the session and any Java updates that may need to run. It may take 15 minutes or so to log-in the first time, so please plan to arrive to your first online session 20-30 minutes early so that you can be certain to get through the process and be ready by the time the meeting starts.

In order to participate in the sessions, speakers or headphones are needed. Your student will need a working microphone to participate in other classroom activities, and you will also need one at various points to speak with the instructors and other parents during meetings, class connects, and other school sessions, so please make sure you acquire a microphone. A headset with microphone is preferable.

TIPS FOR FIRST TIME PARTICIPANTS

- Find a comfortable place with no distractions.
- Before your first session visit the Blackboard Collaborate Support Center. Select **Home** tab, select the **Blackboard Collaborate Web Conferencing** under **First-Time Users**. Go through the first two steps in order to configure your computer. Select [here](#) to access the site.
- Take the **Online Orientation** or refer to the **Participant Guide** for information on all the features prior to your first session. This information and more is available [here](#) from the On Demand Center.
- Call Blackboard Collaborate Tech Support at 866-388-8674.
- Be sure to click on the session link right at your start time. (**BBC** does not allow early entry.)
- Set your **Connection Speed** to the internet.
- Use the **Audio Setup Wizard** to test your microphone and speakers.
- Raise your hand  when you have a question or a comment.
- Use **Chat** to send text messages to other participants and the moderator during the session.



CLEARING YOUR JAVA CACHE

Clearing your Java cache on a regular basis may head off problems before you even begin your student connect. Clearing your Java cache can help clear up many problems (choppy audio, echo) and components not fully installed. This procedure should be done regularly on your computer as many problems during Student Connects are due to the student's cache needing to be cleared.

WINDOWS COMPUTERS

1. Select the **Start** menu and then select **Control Panel** (Settings → Control Panel)
2. Open **Java**.
3. Select the **Settings** button.
4. Select the **Delete Files...** button. This opens a **Delete Temporary Files** dialog box.
5. Select **OK** to delete both **Applications and Applets** and **Trace and Log Files**.
6. Close the Java control panel.

MAC COMPUTERS

1. Open **Finder**.
2. Go to **Applications** and then select the **Utilities** folder.
3. Select **Java** → **J2SE** → **Java Preferences**.
4. Select **Delete Files** under the **General** tab. This will open the **Delete Temporary Files** window.
5. Check all boxes and then select **OK**.

NATIONAL CLASS CONNECTS

A national class connect is a whole group, synchronous session taught through Blackboard Collaborate. Sessions are held multiple times each week focusing on Math, Language Arts, Science, and History. In most cases, attendance is suggested but for some students. Your student's **Individualized Learning Plan** will indicate which national class connects if any are required.

NATIONAL CLASS CONNECT LINKS

A schedule of national class connect sessions is available from the **Online School** in both the learning coach and student account. You may access the schedule via your daily or weekly plan as seen below. To log on to the live session or the recording simply click on the link directly from your plan. Monthly calendars with topics will be sent out via K-Mail by your instructor.

Mon, 04/07/2014	Tue, 04/08/2014	Wed, 04/09/2014	Thu, 04/10/2014	Fri, 04/11/2014
Class Connect Sessions 1:00 PM - 1:30 PM 2nd_Math_CC (1:00pm EST)	Class Connect Sessions 10:00 AM - 10:30 AM 2nd_Language Arts_Vocabular...	Class Connect Sessions 10:00 AM - 10:30 AM 2nd_Math_CC (10:00am EST)	Class Connect Sessions 10:30 AM - 11:00 AM 2nd_Language Arts_Spelling...	Class Connect Sessions 10:00 AM - 10:30 AM 2nd_Math_CC (10:00am EST)
There are no lessons scheduled for this day.	12:30 PM - 1:00 PM 2nd_Science_CC(12:30pm EST)	1:00 PM - 1:30 PM 2nd_Language Arts_Compositi...	3:00 PM - 3:30 PM 2nd_History_CC (3:00pm EST)	1:00 PM - 1:30 PM 2nd_Reading_CC (1:00pm EST)

WORK SAMPLES (IF APPLICABLE)

Certain schools and districts require that we maintain samples of student work for accountability purposes. Work samples are a tool that instructors utilize to assure adequate educational progress. Each family will be supplied a list of the required work samples that are to be K-Mailed to your child's instructor.

Work samples are submitted *2 times a year* to elementary school instructors. Work samples are used to track and gauge student progress in each subject area and determine mastery of the subject matter. *Students failing to submit work samples will be considered non-compliant.*

RESPONSE TO INTERVENTION

OVERVIEW

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The **RTI** process begins with high-quality instruction and universal screening of all children in the general education classroom. Currently, K¹² provides Tier 1 and Tier 2 interventions to students. K¹² students will have access to benchmark testing three times a year and that data, along with state test scores and student academic performance, will be used to provide interventions to struggling students. K¹² instructors and LCs are responsible for providing and documenting the students' Tier 1 and Tier 2 interventions. Students who need more intensive interventions will be referred to the school district.

ACADEMIC INTERVENTION PLAN (AIP)

The **Academic Intervention Plan (AIP)** is used to document the students **RTI** goals and progress monitoring data. The **AIP** becomes part of the **Individualized Learning Plan**.

SPECIAL EDUCATION

K¹² instructors will receive a copy of the **IEP** and/or **504 Plan** and must follow the general education accommodations that are relevant to the online environment. It is important for LCs/mentors to share with their instructor information about their student's disability and how it may affect their learning in the online environment. K¹² instructors will provide general education notes for the student's **IEP** and **504** meeting;

and may attend the **IEP/504** meeting at the request of the school district. A school district's special education instructors may work directly with K12 instructors.

NOTE: K¹² does not supply special education services. That is the responsibility of the school district.

ASSESSMENTS

SCANTRON (IF APPLICABLE)

Some students in grades K–11 will take the **Scantron Performance Series Assessment** in Reading and Math. These tests are computer adaptive assessments that are completed in your home three times a year. At the beginning of the year, their purpose is to provide your student's instructor with information on your student's strengths, as well as to inform you of areas in which your student may need additional focus this school year. These are not high-stakes assessments, but your student's completion of the assessment is part of the academic engagement and effort grade.

By signing in to take the test, you are assuring that your student is completing the work entirely on his/her own. No assistance may be given to your student at any point after the log in process. By completing the **Scantron** independently, the results will demonstrate your student's specific strengths and weaknesses. These results will allow us to align academics accordingly. Completing the assessment independently is also in accordance with the K¹² academic integrity policy

These assessments are administered again in the middle and end of the school year to help measure growth achieved over the course of the school year. Your instructor will provide you with the specific instructions, exact dates and your child's login instructions. Check your K-Mail for more information.

TEST PREPARATION PROGRAMS

Students in grade 3 and up are given access to a test preparation programs to help master the state standards specific to your student's grade level and gain valuable test preparation exposure. The focus on these standards enables students to improve their performance in all skill areas tested on the state-mandated assessments. We use various programs which are best suited for the specific test and subject. You will receive log in information from your instructor.

CURRICULUM

COMMON CORE STATE STANDARDS

Common Core State Standards are a state-led effort to establish clear world-class educational standards for English language arts and mathematics that states can voluntarily adopt. Most states have adopted Common Core State Standards in these two subjects. Common Core standards are designed to ensure that students graduating from high school are prepared to go to college or enter the workforce and so parents, instructors, and students have a clear understanding of what is expected of them.

Foundation for Florida's Future, 7/28/2014

http://www.afloridapromise.org/Pages/Florida_Formula/Facts_on_the_FCAT_and_Floridas_Path_to_Success/Common_Core_State_Standards.aspx

OPTIONAL LESSONS

Our curriculum identifies several lessons as optional. The optional lessons are intended to provide enrichment for students who wish to be challenged or for extra practice to understand a concept. Optional lessons do not count toward student progress and may be skipped or completed. Please be sure that you are referring to the title of the lesson in the **OLS** for the optional name.

ACADEMIC INTEGRITY

Online and offline assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about a student's progress toward mastery. This information is helpful only when accurate. It can be accurate only if the assessment represents the student's work alone.

Students are expected to honor the following principles while taking assessments:

- The student alone will take assessments.
- Students will not copy or redistribute any part of an assessment in any way; electronically, verbally, or on paper.
- Students will treat the assessment as closed book, meaning that they may not use any textbooks, references, or other materials (printed or electronic) during the assessment, unless your instructor or the specific assessment otherwise instructs (for example, you are specifically told to refer to certain pages in a book as part of the assessment).
- Answers will represent only the student's work, free of any outside assistance. The student will not plagiarize in any way.
- Students will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

Student's written work should be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material or website. Put simply, always give credit where credit is due. Be sure to ask your instructor if you have questions regarding citing sources. Web tools that check for student plagiarism are used regularly.

Unless your instructor or specific directions inform you of exceptions, you are expected to follow these principles while taking assessments and completing written assignments. Only by honoring these principles can you assure both academic and personal integrity.

GRADING AND REPORT CARDS (VARY BY SCHOOL)

Students are issued a progress report each quarter or semester. Student's grades are based on several categories and weights including progress, instructor observations, work samples, participation, and academic effort. Your instructor will have specifics on dates and criteria for your school.

District grade marks are used at each grade level to indicate your students' performance relative to expected levels of achievement of the grade and subject standards.

VIRTUAL FIELD TRIPS / COMMUNITY EVENTS

K¹² and some districts sponsor opportunities for families to get together and meet instructors and other families throughout the school year. Monthly newsletters with both virtual and face to face events will be

sent via K-Mail. K¹² also offers National Virtual [Student Clubs](#) on a variety of topics. Club information will be communicated out with dates and times via K-Mail.

LOGISTICS

CHANGE OF HOME ADDRESS

- If you move within the same school district, you will need to contact your school/district to find out requirements to prove this address change and have your students' information updated.
- If you move out of the district or state, please contact your instructor to determine if a district or state transfer is an option.

WITHDRAWAL FROM PROGRAM

Reach out to your instructors if you are considering a withdrawal. Our instructors are trained and dedicated to making this program successful for your student and family. We strive to provide support for families that may need some additional time transitioning to virtual and are devoted to setting up your student to succeed.

If you move out of district or decide to remove your student from the virtual program please *contact your instructor as soon as possible*. In order to transition your student, paperwork must be filled out. Please let your instructor know the name of the school and the reason for the withdrawal. You must also *contact the school/district* to complete any necessary paperwork they have in place. Failure to do so may delay your student's withdrawal from the program and lead to truancy.

TECH SUPPORT

RECOMMENDED INTERNET BROWSERS

The following browsers are recommended when accessing K¹² **Online School (OLS)**:

- Internet Explorer 9.0 and higher
- Google Chrome 17.0 or higher
- Mozilla Firefox 10.0 or higher

Select [here](#) to access detailed information on recommended browsers.

Also, the [Browser Compatibility Chart](#) to the left is helpful when choosing an internet browser.

	WINDOWS OS														MAC OS							
	Internet Explorer		Firefox					Chrome							Safari		Firefox		Chrome			
	9	10	4	8	10	13	15	Latest Version	17.0963	19	23	Latest Version	4	5	6	4	10	13	Latest Version	Latest Version		
Bb Collaborate	•	• P						•				•	•	•	• P					•	•	
Turn It In	•						• ↑				• ↑			•	•							
Scantron	• P						•			• ↑			•	•						•	•	
eCollege /Exam Guard	•	•	• ↑				NC 23 ↑					•	•	•	•	• ↑			NC 23 ↑		•	
Study Island	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	NT	•	NT	•	•	•	•
OLS	•	• P	•	•	•	•	•	•	•	•	•	•							•	•	•	•
K-Mail	•		•	•	•	•	•	•	•	•	•	•							•	•	•	•
TTV	•		•	•	•	•	•	•	•	•	•	•							•	•	•	•
OMS	•																					

KEY: • = Compatible P = Provisional NC= Not Compatible NT = Not Tested ↑ = and higher

CLEARING CACHE AND COOKIES

- Each time you access a file through your web browser, the browser caches (i.e., stores) it. Thus, the browser doesn't have to newly retrieve files (including any images on the page) from the remote web site each time you click the Back or Forward buttons. You should periodically clear the cache to allow your browser to function more efficiently.
- A cookie is a file created by a web browser, at the request of a web site that is stored on the computer. These files typically store user-specific information such as selections in a form, shopping cart contents, or authentication data. Browsers will normally clear cookies that reach a certain age, but clearing them manually may solve problems with websites or your browser.
- A browser's history is a log of sites that you visit. When you press a browser's Back button, you are moving back one entry the history log. Browsers will normally clear history at regular intervals, but you may want to clear it manually for privacy reasons.

Select [here](#) for detailed directions on how to clear browser caches.

APPENDIX

WORK SAMPLE DOCUMENTS



Work Sample Submission Cover Sheet

Semester _____

Student Name: _____ Grade: _____

School: _____ Date Submitted: _____

Please complete the table below with the work sample information that you are submitting. All work must be submitted with student's first and last name on each page and completed in the student's handwriting.

***Note-Grades 3-5 will have Literature and Language Arts/Skills combined!**

Course <small>(If your child is not enrolled in a course listed below, please cross out that course)</small>	Item Description:	Score (from OLS)
Language Arts/Skills	Title: _____ Unit: _____ Lesson: _____	
Mark ¹²	Fluency Chart: _____ Written Assessment: U ____ L ____ Composition Lesson : U ____ L ____	
Phonics	Unit: _____ Lesson: _____	
Literature	Unit: _____ Lesson: _____	
Math	Unit: _____ Lesson: _____	
History	Unit: _____ Lesson: _____	
Science	Unit: _____ Lesson: _____	
Learning Coach Signature: _____		

**This signed cover sheet will be the top page included with the work samples that you will submit via Kmail in a PDF to your teacher.

Work Sample Submission Due Dates
First Semester: October 3, 2014
Second Semester: February 27, 2015.

Name _____

Fitness Log

	Date	Activity	Results (minutes, steps, repetitions, etc.)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
(Saturday)			
(Sunday)			

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