2023-2024 FULL-TIME STUDENT AND FAMILY HANDBOOK

Deborah Dumas – Principal

Trudee Mason – School Counselor

Jenna Mullins – TOSA and Testing Specialist

Jessica Hodges – ESE Specialist

Patrick Grady - Principal's Secretary and Data Secretary

OPEN POSITION - Administrative Assistant

Citrus eSchool

Mailing Address: 1007 West Main Street, Inverness FL 34450

Physical Location: Building 700 of Withlacoochee Technical College

Phone: (352) 726-1931 ext. 6450

Citrus eSchool website: **http://ces.citrusschools.org**

Citrus County School District website**: http://www.citrusschools.org/home**

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MISSION STATEMENT

The mission of the Citrus County School District is to educate all students through relevant curriculum and experiences for life in an ever-changing world. The mission of Citrus eSchool is to offer an enhanced virtual learning experience that allows students to explore future career options, achieve academic proficiency, and climb to success.

The vision of Citrus eSchool is to empower students to achieve their potential as self-directed and responsible learners by providing interactive, media-rich curriculum and flexible, in-person and virtual learning environments.

SCHOOL INFORMATION

Citrus eSchool is a public school in Citrus County through which students take their classes online. Students may be enrolled in Citrus eSchool full-time or part-time. Part-time enrollment is available to district students who want to take courses in addition to their brick-and-mortar classes, to students at local private schools who want to take a virtual course, and to homeschool students who want to take one or more classes as part of their homeschool program.

Citrus eSchool is a franchise of Florida Virtual School ® (FLVS) and offers FLVS courses with a local teacher providing instruction. Each Citrus eSchool teacher holds a valid state certification in his/her subject area and receives extensive annual training and continuous mentoring. Citrus eSchool teachers maintain close relationships with students, parents, and district staff.

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Citrus eSchool students receive individualized instruction utilizing the course content, email communication, telephone calls, and Zoom sessions. The virtual format allows much flexibility for students for when and where they can complete schoolwork, allowing them to develop the skills and self-discipline necessary for success after graduation. Citrus eSchool teachers and staff are committed to providing excellent academic support to our students and families. The student is at the center of every decision we make.

The school counselor will develop the student's schedule based on academic history and test scores, with input from the student and family. Instruction is implemented with strict adherence to Florida Standards or B.E.S.T. Standards and the Citrus County School District's Student Progression Plan.

Citrus eSchool is located in building 700 on the campus of Withlacoochee Technical College (WTC) in Inverness, Florida. The address is 1201 W Main Street, Inverness, FL 34450. Building 700 faces S Montgomery Avenue and a large green sign above the entrance reads Citrus eSchool.

SCHOOL CONTACTS

Citrus eSchool Office Hours

8:00 am through 4:00 pm, Monday through Friday during school year

7:00am through 5:00 pm Monday through Thursday during summer break

Principal Deborah Dumas

dumasd@citrusschools.org - 352-726-1931 ext. 6541

School Counselor Trudee Mason

masont@citrusschools.org – 352-726-1931 ext. 6455

TOSA Jenna Mullins

mullinsj@citrusschools.org 352-726-1931 ext. 6452

Principal's Secretary and Data Secretary Patrick Grady

gradyp1@citrusschools.org 352-726-1931 ext. 6478

Administrative Assistant and Receptionist

352-726-1931 ext. 6450

DISTRICT WEBSITE INFORMATION

Visit the Citrus County School Board District website for the following information:

- 2023-24 Citrus County Schools Calendar
- 2023-24 Citrus County Schools Testing Calendar
- Guide to Testing in Citrus County Schools
- Citrus County Schools Student Code of Conduct
- Citrus County Schools Student Progression Plan

CITRUS eSchool FULL-TIME STUDENT ELIGIBILITY

The following requirements must be met to enroll in Citrus eSchool Full Time. Please review the below section carefully to determine if your student is a good fit to enroll in grades Kindergarten -12. Students must enroll during one of the two enrollment periods each year. **Submitting an application is not a guarantee of enrollment.** Each application will be reviewed carefully to evaluate eligibility.

1. RESIDENCY REQUIREMENTS

- The student must be a legal resident in the state of Florida.
- Military families who live outside the state of Florida may enroll their students, but they must maintain their Florida residency.

2. AGE REQUIREMENTS

- Students enrolling in kindergarten must be 5 years old on or before September 1 in the school year for which he or she is enrolling.
- Students enrolling in first grade must be 6 years old on or before September 1 in the school year for which he or she is enrolling.
- The following age requirements apply to students in grades 9-12 only: Students must be able to meet high school graduation requirements prior to their 20th birthday. Age requirements for students with disabilities that have an active Individual Educational Plan (IEP) differ from the general school age requirements.

3. ACADEMIC REQUIREMENTS

Students must complete required coursework outlined for each grade level and must meet the following requirements:

- All students must maintain a full schedule of six (6) courses.
- Any student transferring from out of the country must provide a copy of the academic records, including any test scores, translated if necessary and evaluated for entrance into a Florida public school.
- Eligibility criteria apply to all students, including students with an IEP or 504 Plan.

Transfers from Homeschool Programs

Any student transferring from homeschool must submit a letter of termination and annual evaluation or portfolio of educational records to District Student Services prior to enrollment in Citrus eSchool. The portfolio may be requested for review by Citrus eSchool to assist in grade level or course placement for the student.

Any homeschool students without state assessment or standardized test scores may be required to complete diagnostic screener assessments to ensure appropriate course placement and/or appropriate academic support is planned. Any student transferring from out of the country must provide a copy of the academic records, including any test scores, translated, and evaluated for entrance into a Florida public school. **Submitting an application is not a guarantee of enrollment.** All homeschool records and documentation will be reviewed to consider placement and academic fit.

- Florida homeschool students: Provide an annual homeschool evaluation to District Student Services office. The office is located at 2575 S Panther Pride Drive, Lecanto, FL 34461. Phone Beckie Baker or Jennifer Greco at 352-527-0090.

- Out-of-state homeschool students without an evaluation or standardized tests: Submit a current student portfolio with evidence of work samples and activity logs.
- For students with an active IEP or 504 Plan, the family should provide the most recent copy of the IEP or 504 plan.
- No academic requirements apply to incoming Kindergarten students. Admission for all other grade levels, from grades 1 – 8, requires successful completion of the prior year and proficient scores on state-required assessments. High school students should be on track for graduation according to the student's cohort with a minimum 2.0 GPA.

Academic Requirements for Incoming Kindergarteners

- Students enrolling in kindergarten must be 5 years old on or before September 1 in the current school year
- If transferring in for second semester start, successful completion of the first quarter of kindergarten
- Scores on most recent progress monitoring assessment(s) project end-of-year proficiency, as defined by a percentile ranking of 50% or higher

Academic Requirements for Incoming 1st – 5th Graders

- Successful completion of prior grade
- If transferring in for second semester start, successful completion of the first quarter of the current grade
- Proficient scores on iReady (a percentile ranking of 50% or higher) or state assessments (level 3, 4, or 5) in prior year

Academic Requirements for Incoming 6th Graders

- Promotion from 5th grade
- If transferring in for second semester start, successful completion of the first quarter of the current grade
- Proficient scores on iReady (a percentile ranking of 50% or higher) or state assessments (level 3, 4, or 5) in prior year

Academic Requirements for Incoming 7th and 8th Graders

- Passing grades in prior grade core classes, including language arts, math, science, and social studies
- If transferring in for second semester start, successful completion of the first quarter of the current grade
- Proficient scores (level 3, 4, or 5) on state assessments in prior year

Academic Requirements for Incoming 9th Graders

- Promotion from 8th grade
- If transferring in for second semester start, successful completion of the first semester of the current grade
- Proficient scores (level 3, 4, or 5) on state assessments in prior year.

Academic Requirements for Incoming 10th Graders

- Successful course completion of English 1 **and** Algebra 1 **or** Geometry
- 6 minimum accumulated credits
- Minimum unweighted cumulative GPA of 2.0
- If transferring in for second semester start, successful completion of the first semester of the current grade
- Proficient scores (level 3, 4, or 5) on state assessments and any applicable EOCs in prior year

Academic Requirements for Incoming 11th Graders

- Successful course completion of the following:
  - English 1 **and** English 2
  - 2 math credits including Algebra 1 and/or Geometry
  - 1 science course
  - 1 social studies course
- 12 minimum accumulated credits
- Minimum unweighted cumulative GPA of 2.0
- If transferring in for second semester start, successful completion of the first semester of the current grade
- Proficient scores (level 3, 4, or 5) on 10th grade ELA state assessment **and** Algebra 1 EOC, or concordant scores on other tests, as applicable

Academic Requirements for Incoming 12th Graders

- Successful completion of the following courses:
  - English 1, English 2, **and** English 3
  - 3 math credits including Algebra 1 **and** Geometry
  - 2 science courses
  - 2 social studies courses
- 18 minimum accumulated credits
- Minimum unweighted cumulative GPA of 2.0
- If transferring in for second semester start, successful completion of the first semester of the current grade
- Proficient scores (level 3, 4, or 5) on 10th grade ELA state assessment **and** Algebra 1 EOC or concordant scores on other tests, as applicable

TECHNOLOGY REQUIREMENTS

To maintain contact with teachers, staff, and administration, **students must have daily access to the following:**

- Computer with webcam and microphone. An iPad may be checked out by full-time Citrus eSchool students, or students may use a personal computer, laptop, iPad, or other tablet.
- Reliable internet service, email, and a cell phone with text capability.

ELEMENTARY CURRICULUM

Students in grades K-5 will take language arts, mathematics, science, social studies, physical education, and an elective on the district-selected virtual platform.

Citrus eSchool students who are eligible for the Gifted Program and who have an active EP are eligible to attend REACH classes at the zoned school. Contact the ESE specialist at the zoned school for more information.

Support for full-time students with an active Individual Education Plan (IEP) will be provided through specially designed instruction provided by the Citrus eSchool ESE teacher.

MIDDLE SCHOOL CURRICULUM

Middle School Students will take English-language arts, mathematics, science, social studies, physical education, and elective courses through the district-selected virtual platform.

REACH sessions are available for students who are eligible for the Gifted Program and who have an active EP.

Support for full-time students with an active Individual Education Plan (IEP) will be provided through specially designed instruction provided by the Citrus eSchool ESE teacher.

Academically qualified students are eligible to take high school courses while in middle school. Please contact the school counselor, Ms. Trudee Mason, for more information.

High School Courses Taken by Middle School Students

Successful completion of a high school level Algebra 1, Geometry, US History or Biology 1 course is not contingent on the End-of-Course (EOC) assessment for middle school promotion requirement.

- To earn high school credit for Algebra 1, a middle grades student must take the statewide standardized Algebra 1 EOC assessment and pass the course. In addition, a student's performance on the Algebra EOC assessment constitutes 30 percent of the student's final course grade. To earn a standard high school diploma, a student who has not earned a passing score on the Algebra 1 EOC assessment must earn a passing score on the assessment retake or earn a concordant score on another test, as applicable.

- To earn high school credit for Geometry, Biology, and US History courses, a middle grades student must take the statewide standardized EOC assessment, which constitutes 30 percent of the student's final course grade, and earn a passing grade in the course.

- Middle school students who take any high school course for high school credit and earn a grade of "C," "D," or "F" (or the equivalent) will have an opportunity to improve their grade through grade forgiveness. In such cases, the district forgiveness policy must allow for the replacement of the grade with a grade of "C" or higher, or the equivalent of a grade "C" or higher earned subsequently in the same or comparable course. Students will be required to repeat the entire course, or a comparable course, during the following school year. In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any course grade not replaced according to a district school board forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

HIGH SCHOOL GRADUATION REQUIREMENTS

Please see information on the following two pages or go to
https://www.fldoe.org/core/fileparse.php/7764/urlt/StandardDiplomaRequirements.pdf

Standard Diploma Requirements
Academic Advisement – What Students and Parents Need to Know

What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL)
- Career and Technical Education (CTE) Pathway
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 English Language Arts (ELA) or a concordant score
- Algebra 1 end of course (EOC) or a comparative score

Refer to Graduation Requirements for Florida's Statewide Assessments for concordant and comparative scores.

Students enrolled in the following courses must participate in the corresponding EOC assessment, which constitutes 30 percent of the final course grade[+]:

- Algebra 1
- Geometry
- Biology 1
- U.S. History

[+]Special note: Thirty percent not applicable if not enrolled in the course but passed the EOC (credit acceleration program [CAP]).

What is the difference between the 18-credit ACCEL option and the 24-credit option?

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

What is the difference between the CTE Pathway option and the 24-credit option?

- At least 18 credits are required
- 4 elective credits instead of 8
    - 2 credits in CTE courses, must result in completion and industry certification
    - 2 credits in work-based learning programs or up to 2 elective credits including financial literacy
- Physical Education is not required
- Fine and Performing Arts, Speech and Debate, or Practical Arts is not required
- Online course is not required

24 Credit Standard Diploma

4 Credits ELA

- ELA 1, 2, 3, 4
- ELA honors, Advanced Placement (AP), AICE, IB and dual enrollment courses may satisfy this requirement

4 Credits Mathematics*

- One of which must be Algebra 1 and one of which must be Geometry
- Industry Certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra 1 and Geometry)
- An identified computer science[**] credit may substitute for up to one mathematics credit (except for Algebra 1 and Geometry)

3 Credits Science

- One of which must be Biology 1, two of which must be equally rigorous science courses
- Two of the three required course credits must have a laboratory component
- Industry Certifications that lead to college credit may substitute for up to one science credit (except for Biology 1)
- An identified computer science[**] credit may substitute for up to one science credit (except for Biology 1)

3 Credits Social Studies

- 1 credit in World History
- 1 credit in U.S. History
- 0.5 credit in U.S. Government
- 0.5 credit in Economics

1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts*

1 Credit Physical Education*

- To include the integration of health

8 Elective Credits

1 Online Course

Students must earn a 2.0 grade point average (GPA) on a 4.0 scale for all cohort years and pass statewide, standardized assessments unless a waiver of assessment results is granted by the IEP team for students with disabilities.

[*] Eligible courses are specified in the Florida Course Code Directory.

[**]A computer science credit may not be used to substitute for both a mathematics and science credit.

Scholar Diploma Designation

In addition to the requirements of section (s.) 1003.4282, Florida Statutes (F.S.), a student must satisfy the following requirements (per. s. 1003.4285, F.S.):

- Earn 1 credit in Algebra 2 or an equally rigorous course
- Pass the Geometry EOC
- Earn 1 credit in Statistics or an equally rigorous mathematics course
- Pass the Biology 1 EOC*
- Earn 1 credit in Chemistry or Physics
- Earn 1 credit in a course equally rigorous to Chemistry or Physics
- Pass the U.S. History EOC*
- Earn 2 credits in the same World Language
- Earn at least 1 credit in an AP, IB, AICE or a dual enrollment course

*A student is exempt from the Biology 1 or U.S. History EOC assessment if the student is enrolled in an AP, IB or AICE Biology 1 or U.S. History course; takes the respective AP, IB or AICE assessment; and earns the minimum score to earn college credit.

Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (per s. 1003.492, F.S.)

What are the additional graduation options for students with disabilities ?

Two additional options are available only to students with disabilities. Both allow students to substitute a CTE course with related content for one credit in ELA 4, mathematics, science and social studies (excluding Algebra 1, Geometry, Biology 1 and U.S. History). The two options are as follows:

- Students with significant cognitive disabilities may earn credits via access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least 0.5 credit via paid employment.

What is the CAP?

The CAP allows a student to earn high school credit if the student passes an AP examination, a College Level Examination Program (CLEP) or a statewide course assessment without enrollment in the course. The courses include:

- Algebra 1
- Biology 1
- Geometry
- U.S. History

State University System (SUS)

Admission into Florida's public universities is competitive. Prospective students should complete a rigorous course of study in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements (credit earned by industry certification does not count for SUS admission):

- High school graduation with a standard diploma, a minimum of a 2.5 GPA, and admission test scores meeting minimum college-ready test scores per Board of Governors (BOG) Regulation 6.008
- 16 credits of approved college preparatory academic courses per BOG Regulation 6.002
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra 1 level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language or other equivalents)
- 2 approved electives

State University System of Florida

The Florida College System

The 28 colleges of the Florida College System serve nearly 800,000 students. Colleges offer affordable and stackable workforce credentials including certificate programs, associate in science degrees and associate in arts degrees, which transfer to a bachelor's degree program. Many colleges also offer workforce bachelor's degree programs in areas of high demand. All Florida College System institutions have open-door admissions for students who earned a standard high school diploma or an equivalent diploma or successfully earned college credit.

Florida College System

Career and Technical Colleges and Centers

Florida also offers students 49 accredited career and technical colleges or centers throughout the state, which provide the education and certification necessary to work in a particular career or technical field. Programs are flexible for students and provide industry-specific education and training for a wide variety of occupations.

Career and Technical Education Directors

Where is information on financial aid located?

The Florida Department of Education's Office of Student Financial Assistance administers a variety of postsecondary educational state-funded grants and scholarships.

Office of Student Financial Assistance

HIGH SCHOOL CURRICULUM

High school students will take the required courses for graduation requirements (see graduation requirements on prior page). The school counselor will review the student's academic history, state assessment scores, and teacher recommendations to place the student in appropriate courses.

High school seniors will complete courses and other graduation requirements in eSchool. Students will participate in graduation ceremonies and receive an accredited high school diploma from the district high school for which the student is currently zoned to attend.

High School Dual Enrollment

The Dual Enrollment program is designed for students who meet college eligibility requirements. Students may earn college credit along with their high school credits. Contact the school counselor for the required paperwork. For more information, go to **https://www.fldoe.org/core/fileparse.php/5421/urlt/dualenrollmentfaq.pd**

Dual enrollment opportunities for Citrus County School District students are offered with Withlacoochee Technical College and College of Central Florida

Advanced Placement (AP) Courses

AP classes are designed to prepare high school students for the rigors of college-level work. AP exams are offered in May. Students who do well on AP Exams can earn credit and/or accelerated placement in college.

We encourage students who are interested in taking Advanced Placement (AP) Courses to contact their school counselor at the zoned school and attend classes in person. However, students may take AP courses online through Citrus eSchool. For more information about AP courses, go to https://apstudent.collegeboard.org/home

EXCEPTIONAL STUDENT EDUCATION (ESE) AND SECTION 504

Students with an existing IEP, EP, or 504 Plan should disclose such on the online application. A copy of the most current IEP, EP, or 504 Plan should be submitted directly to Citrus eSchool. Citrus eSchool Full-Time is a school of choice and enrollment should be considered only if the online platform is the most appropriate school choice based on the needs of the student and the services available.

Citrus eSchool offers support for students with an active IEP. Students are strongly encouraged to attend Zoom sessions for each class as well as specially designed instruction sessions and any therapy sessions. To protect the privacy of all students, Zoom sessions should be attended from a quiet, distraction-free location. Students should not attend Zooms from public places such as a grocery store or other noisy locations. Per FERPA guidelines, sessions must be conducted in a manner that guarantees the student's privacy.

CITRUS eSCHOOL CAMPUS

Required district and state testing will be held at the Citrus eSchool campus located in Building 700 of Withlacoochee Technical College, 1201 W Main Street, Inverness, FL 34450. Our entrance faces S Montgomery Ave and a large green sign above the door reads Citrus eSchool. A schedule of planned sessions will be shared with students and families at the beginning of the school year.

It is the responsibility of the family to arrange transportation to and from the eSchool campus when students must participate in activities on campus. Student and family parking is available in front of or to the south of our building. Public transportation is available in Citrus County with a stop at the corner of S Montgomery Ave and W Highland Blvd. For more information, see **https://www.citrusbocc.com/departments/community_services/transit_services/index.php**

For Parents of Citrus eSchool Students

- **Maintain accurate contact information**: one or more working phone numbers that have voice mailbox(es) set up, email inboxes that are monitored regularly. Additionally, the student and family should join each teacher's Remind using the code provided. Remind allows calls and texts to be sent easily. Teachers communicate regularly with virtual students and families.

- **Ensure that contact information is correct in Skyward**. School Messenger calls, emails, and texts containing important information regarding Citrus eSchool are often sent using contact information from Skyward.

- **Regularly scheduled progress monitoring assessments are administered in person throughout the year.** A schedule of required testing dates will be distributed early in the school year.

- **Students who are two or more weeks behind pace and/or have a D or F in one or more courses will be contacted by the teacher to develop a plan for success. This plan may include student attendance in additional small groups or individual Zoom sessions.**

- **Student dress code and behavior expectations are the same for eSchool students and students attending school in person**. Citrus eSchool is part of the Citrus County School District, and expectations in the Student Code of Conduct apply to eSchool students.

- **Our campus, including the parking lot, is a tobacco-free area.** This rule applies to visiting parents and guardians as well as to students.

- **Students will be released only to adults listed as guardians in Skyward unless written notification (email or handwritten note) is provided**. Students who drive may sign themselves out when leaving the campus. If student drivers are to provide transportation for younger students, please confirm in writing (email or handwritten note) for our records.

FIELD TRIPS AND VOLUNTEER OPPORTUNITIES

Field Trips

Citrus eSchool may occasionally offer local field trips. Students must have an updated emergency form on file to participate. Parents or guardians who wish to accompany students on field trips <u>when space permits</u> must complete the Citrus County Schools Chaperone Application. Contact the eSchool office at (352) 726-1931 ext. 6450 for this application.

School Volunteers

Citrus eSchool may offer opportunities for parents or guardians to volunteer to support students and staff. Contact the eSchool office at (352) 726-1931 ext. 6450 to request information about required volunteer training.

VIRTUAL STUDENTS AND THEIR ZONED BRICK-AND MORTAR SCHOOLS

- Full-time Citrus eSchool students may take classes at their zoned school. Please contact the Assistant Principal of Curriculum or the guidance department at the student's zoned school to ensure that there is space in the desired class(es).
- Citrus eSchool students may be eligible to play sports and may be permitted to join clubs or attend social events such as Homecoming Dance, Prom, Grad Bash, and other activities at their zoned school. Contact the brick-and-mortar school Activities Director for more information. Any requirements for participation that apply to brick-and-mortar students apply equally to eSchool students, including attendance and grade requirements.
- Please notify the Citrus eSchool administration if you plan to take classes, play sports, or participate in other activities at your zoned school.

EXPECTATIONS/REQUIREMENTS FOR CITRUS eSchool FAMILIES

Parents/Guardians

Citrus eSchool families must meet the following expectations and requirements:

On Campus

- All Citrus County School District sites, including Withlacoochee Technical College and Citrus eSchool are tobacco free campuses. Tobacco use is prohibited in parking lots as well as inside school buildings.
- If pets are brought on campus, their waste should be picked up and disposed of properly.
- Only service animals are allowed in the building. No pets should be brought inside.

Home Learning Environment

- Provide daily access to a computer/iPad/tablet, the internet, and a telephone.

- o Citrus eSchool will issue an iPad to full-time students upon request. Part-time students are issued devices by their zoned school. Homeschool families are responsible for providing a device for their student.
  - o Teachers will provide student usernames and passwords for virtual courses, or the information will be sent by email from the virtual provider.
- Provide a suitable working environment for your child. <u>To protect the privacy of all students, Zoom sessions should be attended from a quiet, distraction-free location. Students should not attend Zooms from public places such as a grocery store or other noisy locations.</u>

Communication

- Know your child's username and password to assist with accessing courses.
- Immediately update in Skyward and in the virtual platform any changes in contact information.
- Regularly review posted announcements in the virtual platform, Remind messages, and Skyward.
- Establish and maintain regular communication with your child's teachers. Communicate with each teacher at least monthly via email and/or telephone.
  - o Promptly contact the Citrus eSchool counselor or administrator for any concern the teacher is unable to resolve.

Academics

- Provide consistent parent/guardian supervision of your child's academic progress to ensure appropriate academic pace in all courses.
- Ensure that your child develops a daily work schedule. See Pacing Guide and Discussion Based Assessments required for each class.
- Monitor grades in the virtual platform by reviewing the number of assignments submitted, grades earned, and teacher comments.
- Ensure that your child schedules and participates in required discussion-based assessments.
- Ensure that your child maintains academic integrity as established by Citrus eSchool and Citrus County Schools. See section on Academic Integrity Policy in the Citrus County School District Student Progression Plan, the Citrus County Code of Student Conduct, and in the virtual platform.
- Encourage your child to maintain a grade of "C" or higher in each course.
- Review progress reports sent in the virtual platform and in the parent's personal email account.
- Provide appropriate assistance with course content when necessary.
- Ensure that your student requests additional assistance during the teacher's office hours whenever needed.
- Ensure that your child participates in tutoring sessions when offered.

Testing

- Ensure that your child takes all assessments and examinations required by the district and state. Currently, those assessments include diagnostic assessments, End of Term (EOT)

exams, End of Course (EOC) exams, Florida's Assessment of Student Thinking (F.A.S.T.), and Next Generation Sunshine State Standards (NGSSS) assessments.
- Provide transportation to the Citrus eSchool campus for testing. Transportation for virtual students is not provided by the school district.
- Public transportation is available in Citrus County with a stop at the corner of S Montgomery Ave and W Highland Blvd, which is the south corner of the eSchool parking lot. For more information, see https://www.citrusbocc.com/departments/community_services/transit_services/routes_and_maps.php.

For Parents of Citrus eSchool Students in Elementary School

- Function as the elementary student's learning guide, providing support but allowing the student's true capabilities to show.
- Allow for a significant weekly time commitment. **Elementary students will need to devote up to 4 or 5 hours daily to meet curriculum expectations.**
- Ensure your student attends all Zoom sessions as requested by the student or family, or as scheduled by the instructor.

For Parents of Citrus eSchool Students in Middle and High School

- Allow for a significant weekly time commitment. **Middle and high school students will need to devote up to one hour per course daily to meet curriculum expectations.** Use the Pace Chart to estimate the time needed to complete assignments for each school day. Students should strive to stay on or ahead of pace in each class.
- Ensure your student participates in the required state and district testing at the eSchool campus.
- Be aware of and continually review all grade level promotional requirements.
- Encourage your student to participate in extracurricular activities at Citrus eSchool and their zoned school.
- Assist your high school student when registering for college entrance exams.
- Complete FASFA with your high school student.
- Research available scholarships with your high school student and be aware of application requirements (including the Florida Bright Futures Scholarship)

For All Parents

- Notify Citrus eSchool if you intend to withdraw your student from Citrus eSchool to attend brick & mortar school in Citrus County or elsewhere, or if you plan to establish a homeschool program. Please allow 48 hours for the teacher to update the gradebook and provide a transfer grade to the receiving school.

EXPECTATIONS FOR STUDENTS – CONDITIONAL ENROLLMENT

Enrollment in Citrus eSchool is conditional. Enrollment status will be evaluated at the end of the first 14 days of a semester or at any time during a semester when students fail to adhere to expectations. **Citrus eSchool students must meet the following requirements to continue enrollment.**

Academics

- Demonstrate self-motivation and dedication to learning.
- Set learning goals and take primary responsibility for their own learning.
- Meet assignment deadlines listed in the pacing guide for each course.
- Plan to work approximately 45 minutes to an hour per day per course.
- Respond to teachers' messages (email, phone, text, or grading comments) within 48 hours.
- Use Zoom, email, phone calls, Remind and other approved tools to communicate with teachers.
- Maintain regular weekly contact with your teachers. (See section on *Parent/Student/Teacher Contact* in this handbook.)
- Be prepared to review work or to resubmit assignments after making corrections to gain proficiency or improve your grade.
- Attend ALL sessions for ESE services. Per HIPPA requirements, small group or individual speech/language therapy, occupational therapy, and physical therapy must be attended in a quiet location.
- Use the teacher's calendar to set appointments for DBAs or to request support for content mastery.
- Complete each course by the end of the semester according to the Citrus County School District calendar.
- Complete six (6) courses each year. Students who do not complete courses necessary for grade promotion may be withdrawn from Citrus eSchool at the end of a semester and may be ineligible for reenrollment the following year.
- Complete all district progress monitoring assessments and state assessments as assigned.

Attendance and Pace

- Citrus eSchool students follow the expectations for attendance found in the Citrus County School District Code of Student Conduct, found on the district website.
- Students will use the teacher's calendar to set appointments for DBAs or to request support for content mastery.
- Students should notify teachers and Citrus eSchool administration at least two weeks in advance of planned absences and discuss their plan for completion of assignments.
- Families and students should notify Citrus eSchool administration of any emergency absence extending beyond three days.
- All absence notes should be submitted to Patrick Grady at email address **gradyp1@citrusschools.org**.

Required Testing

- Students must take all mandatory tests required by the state and district in person at the Citrus eSchool campus.
- Families will provide transportation to the Citrus eSchool campus for in-person tests.

ACCEPTABLE COMMUNICATION

Citrus County eSchool recognizes that email is a valuable communication tool in our society and an essential part of the Citrus eSchool experience. *Under Florida law, e-mail addresses, and all forms of communications, including e-mail communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws.*

Guidelines for Communication

- Emails should be professional. Keep content short and to the point.
- Always include the student's name and the class name.
- Emails should contain a clear, brief description of the content in the subject line.
- Include your full name in your email.
- Do not use cell phone text abbreviations or slang in email.
- Be mindful of spelling; perform a spell check before sending out.
- Avoid putting text in all capital letters for importance, this can be interpreted as yelling, which will set a different tone in the email than you may have intended.
- Do not include any personal or sensitive information about a student or staff member in an email. This should be communicated over the phone or in person.
- Emails are considered legal documents. They are part of a discovery process under the Federal Rules of Civil Procedure (FRCP).
- Teachers will not respond via email to discuss contentious, emotional, or highly confidential issues. These issues are best communicated by phone or in person.

It is essential that the student maintain regular contact with each assigned teacher. Regular contact means communicating with the teacher weekly and submitting expected assignment(s) within a period of seven (7) consecutive days.

Parent to Teacher Communication

- Communicate with each teacher at least monthly via email and/or telephone.
- Update any changes in contact information immediately in Skyward, Remind, and the virtual learning platform.
- Review updated announcements and information by monitoring Remind messages, Skyward, and emails in the virtual platform.

Student to Teacher Communication

- Check each teacher's announcement page and your email (both in the virtual platform and your district email) frequently for messages.
- Respond to teachers' questions and prompts within two school days.
- Contact your teacher or use their calendar to set appointments for discussion-based assessments and to request a session during the teacher's office hours.

*If regular contact with each teacher is not maintained by the parent or student, the student's access to the online course(s) may be restricted until contact resumes.

ACADEMIC INTEGRITY (PLAGIARISM) POLICY

House Bill 7063 Digital Learning Act was signed into Law effective July 1, 2012. The bill provides that it is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation.

Academic integrity is of the utmost importance in an online learning environment. Students with academic integrity make decisions based on values that will prepare them to be responsible, ethical citizens.

Citrus eSchool students are expected to complete all work on their own without copying work from another student, working together with another student unless expressly approved by the teacher, searching the internet for answers during quizzes and tests rather than using notes completed during lessons, or plagiarizing internet sources. Academic integrity violations will be documented by teachers, investigated by FLVS, and may result in a requirement for in-person testing for the remainder of a course or semester. Repeated violations will result in removal from Citrus eSchool.

Selling course material to another person, student, entity, and/or uploading to a third-party vendor is prohibited. Course materials include, but are not limited to, class notes, instructor's power points, course syllabi, tests and test questions, quizzes and quiz questions, labs, instruction sheets, homework, study guides, and handouts.

Parents are to function as the learning coach for their student, but the student's true abilities should be reflected in each submitted assignment. Please allow your student to struggle, if necessary, so that teachers can identify areas they need to support. Our teachers will provide additional opportunities to submit work or take assessments once they have worked with the student to clarify instructions or to reteach challenging topics.

ADDITIONAL RESOURCES

Florida Bright Futures Scholarship Program

- The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships for Florida high school graduates who demonstrate high academic achievement and enroll in eligible Florida public or private postsecondary institutions. All initial applicants must meet the

general requirements for participation in this program and specific requirements for the individual award. More information on these scholarships can be accessed at **https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home**

National Collegiate Athletic Association (NCAA)

- Incoming student-athletes in Divisions I and II are subject to academic initial-eligibility standards, which consider standardized test scores, number of core courses taken in high school and the grades earned in those core courses. In addition to the NCAA requirements, they also must also meet the unique acceptance requirements of the university they plan to attend (those requirements may exceed NCAA standards). Information and NCAA Clearinghouse forms are available at **https://web3.ncaa.org/ecwr3/** .

Florida's Assessment for Student Thinking (F.A.S.T.)

F.A.S.T. Progress Monitoring was designed to minimize the stress of testing. Three short tests are administered: one in the Fall, one in the Winter, and one in the Spring. These tests will provide real-time data that will inform students, teachers, and parents about individual student growth, rather than providing feedback at the end of the year after a single lengthy end-of-year assessment. See more information at http://fldoe.org/fast/

CITRUS COUNTY SCHOOLS APPROVED CALENDAR

Citrus eSchool follows the same calendar as our district brick-and-mortar schools.

2023 - 2024 School Calendar
Citrus County

July
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4   Independence Day

January
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-7   Holiday - Christmas Break
8   Teacher Workday
9   Students Return to School
15   Holiday - Martin Luther King Day

August
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-9   Professional Development / Teacher Workday
10   First Day of School for Students

February
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

5-9   FTE Week - Survey 3
19   Holiday - Presidents' Day

September
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4   Holiday - Labor Day
27   Parent Conference - Elementary & Middle / Professional Development - High School

March
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13   Student Early Dismissal - Professional Development
13   End of Quarter 3
23-31   Holiday - Spring Break

October
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-13   FTE Week - Survey 2
13   End of Quarter 1
18   Student Early Dismissal - Professional Development
27   Holiday - Fall Break

April
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19-22   Holiday - Additional Days Off

November
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10   Holiday - Veteran's Day Observed
18-26   Holiday - Thanksgiving Break

May
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17   CREST Graduation
17   Last Day for Seniors
20   WTC Graduation
21   Citrus High Graduation
22   Lecanto High Graduation
23   Crystal River High Graduation
27   Holiday - Memorial Day
28-29   Student Early Dismissal - Teacher Workday
29   Last Day for Students
29   End of Quarter 4
30   Teacher Workday

December
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21-22   Student Early Dismissal - Teacher Workday
22   End of Quarter 2
23-31   Holiday - Christmas Break

June
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Legend
(purple)	Holiday - Schools closed. Students and teachers do not report.	(red)	Professional Development	
(yellow)	Teacher Workday - Students do not report.	(blue)	Important Date	
(brown)	Elementary & Middle School Parent Conference Day / High School Professional Development - Students do not report.	(white)	End of Quarter	*Days out of school due to holidays may be affected by possible hurricane make-up days throughout the year.

School Board Approved

CONDITIONAL FULL-TIME ENROLLMENT AGREEMENT WITH CITRUS eSCHOOL

We are excited to partner with your family this year and want to ensure our virtual students are successful. Enrollment in Citrus eSchool is conditional. At least one parent or guardian for the eSchool student should initial beside each condition and sign the bottom of this form. The complete eSchool Student – Parent Handbook is available online on the Citrus eSchool website.

I, _____, parent/guardian of student _____, understand that Citrus eSchool requires us to meet all conditions that foster a successful online education. We understand that to remain enrolled, we will need to continue to meet the conditions set forth in the handbook section entitled Expectations/Requirements for Citrus eSchool Parents and Students.

Please initial each statement to indicate your understanding of and your agreement to these expectations:

_____ **Students are required to take all district diagnostic and progress monitoring and state required assessments <u>in person</u> at the Citrus eSchool campus.**

_____ **Students should maintain appropriate academic pace in all courses with passing grades.** Students will use the teacher's calendar to set appointments for DBAs or to request support for content mastery.

_____ **Students who are 5% or more behind pace in two or more classes by calendar day 14 of each semester (*including* school holidays, Saturdays, and Sundays) may be removed from enrollment in Citrus eSchool. Students who are more than two weeks behind pace may be removed from enrollment in Citrus eSchool at any time during a semester.** The family may reenroll the student at the zoned brick-and-mortar school or establish a homeschool program.

_____ **Full-time Citrus eSchool courses follow semester deadlines established by Citrus County School District.** Semester 1 courses must be completed by the last day of school in December and semester 2 courses must be completed by the last day of school in May.

_____ **Students are expected to do their own work and should not copy another student's work or plagiarize internet content.** Family members should support and encourage the student without completing schoolwork or assessments for the student. Teachers will assist and reteach as necessary to support student learning. **Repeated academic integrity issues will result in disciplinary action, including removal from Citrus eSchool.**

_____ **The parent/guardian and student agree to maintain regular communication with all teachers, responding to emails or phone calls at least once a month.**

I understand that, during the first 14 to 28 days of enrollment, my student will be evaluated based on the requirements listed above. If it is determined by Citrus eSchool staff that my child is not successful in the online environment, he/she will be withdrawn.

Please return signed form to dumasd@citrusschools.org

Parent/Guardian's Signature: _____Date: _____

Middle/High Student's Signature: _____Date: _____