

East Stroudsburg Area Cyber Academy and VLN Partners

Your Partners in Distance Education



Student Handbook
2015-2016

ESASD has found that students attend cyber school for many reasons; to work towards professional aspirations, to accommodate training or working schedules, to deal with illnesses or other family issues — or when a traditional school setting does not work well for them. The East Stroudsburg Area Cyber initiated from the district's understanding that not all children can or want to go to school inside a school building. It is the mission of the Cyber Academy to:

- Provide a free public education for East Stroudsburg Area School District students in an online, collaborative and teacher-facilitated learning environment
- Provide additional avenues within our district for drop-outs, charter, and home-school students
- Provide the opportunity for students to earn an ESASD high school diploma
- Provide challenging learning opportunities in all academic areas

Virtual Learner Profile - Are you a good candidate for cyber school?

Cyber learning can be a challenge for some students. It is important that you know what it takes to be successful in cyber school. Please critique your skills, abilities, and motivation for seeking out online learning. The following are a collection of characteristics that will help you to determine if you share similar traits of successful online learners.

Are you:

- Good at typing/keyboarding?
- Self-motivated and self-disciplined?
- Aware that online education is time consuming?
- Aware that online learning gets easier after you get used to it?
- Able to "see the big picture" and breakdown your work accordingly?

Can you:

- Work from written directions?
- Communicate well through writing?
- Think ideas through before you write/respond?
- Learn without the face-to-face interactions found in traditional classrooms?
- Accept critical thinking and decision making as part of the learning process?

Do you:

- Complete assignments on time?
- Set goals and take responsibility?
- Have a learning style that is conducive to online learning?
- Know your technical skills and technical limitations?

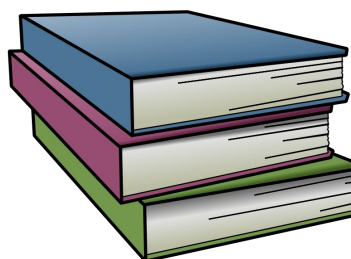
Will you:

- Participate regularly?
- Apply what you learn?
- Log on to your course every day?
- Set aside a workspace to aid in studying?
- Speak up immediately if you have having problems?
- Print up lectures and reading materials when necessary?
- Have patience and backup plans in case of technical difficulties?

ESACA COURSES

Middle School Courses Offered:

- English 6-8
- Math 6-8
- Science 6-8
- Social Studies 6-8
- Reading 6-8
- Physical Education/Health 6-8



High School Courses Offered:

<p>Pre-Algebra Applied Algebra I Applied Algebra II Geometry Statistics Trigonometry Fundamentals of Math</p> <p>Keystone Alg I Remediation Keystone Lit Remediation Keystone Bio Remediation</p> <p>Civics American History Global Citizenship Psychology Sociology</p> <p>Web Design Everyday Law Intro To Business Food and Nutrition</p>	<p>English 9-12 Creative Writing I and II</p> <p>Reading, Writing, Listening, Speaking Online</p> <p>General Science Environmental Science Biology I</p> <p>Physical Education 9-12 Health 9-12 Drivers Education (10th grade health)</p> <p>Spanish I & II</p>
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East Stroudsburg Area Cyber School Teacher Contact

Middle School

<u>Principal of ESACA</u>	Mr. Vitulli	william-vitulli@esasd.net
Middle School English 6th	Ms. Evelyn Reveron	evelyn-reveron@esasd.net
Middle School English 7th	Ms. Cynthia Pellington	cynthia-pellington@esasd.net
Middle School English 8th	Ms. Cynthia Pellington	cynthia-pellington@esasd.net
Middle School Reading 6th	Ms. Evelyn Reveron	evelyn-reveron@esasd.net
Middle School Reading 7th	Ms. Aliya Grindle	aliya-grindle@esasd.net
Middle School Reading 8th	Ms. Aliya Grindle	aliya-grindle@esasd.net
Middle School Social Studies 6th	Ms. Lisa Vitulli	lisa-vitulli@esasd.net
Middle School Social Studies 7th	Ms. Lisa Vitulli	lisa-vitulli@esasd.net
Middle School Social Studies 8th	Mr. Robert Labar	robert-labar@esasd.net
Middle School Math 6th	Ms. Susan Hegarty	susan-hegarty@esasd.net
Middle School Math 7th	Ms. Carrie Panepinto	carrie-panepinto@esasd.net
Middle School Math 8th	Ms. Carrie Panepinto	carrie-panepinto@esasd.net
Middle School Science 6th	Ms. Susan Hegarty	susan-hegarty@esasd.net
Middle School Science 7th	Ms. Susan Dreibelbis	susan-dreibelbis@esasd.net
Middle School Science 8th	Ms. Susan Dreibelbis	susan-dreibelbis@esasd.net
Middle School PhysEd/Health 6th	Ms. Samantha Frick	samantha-frick@esasd.net
Middle School PhysEd/Health 7th	Mr. Kenneth Dougherty	kenneth-dougherty@esasd.net
Middle School PhysEd/Health 8th	Mr. Kenneth Dougherty	kenneth-dougherty@esasd.net
Middle School Guidance Counselor Lehman	Mr. Reichert	eric-reichert@esasd.net
Middle School Guidance Counselor JTL	Ms. Christian Ms. Jones Dr. Peeke	cynthia-christian@esasd.net deborah-jones@esasd.net lachlan-peeke@esasd.net

East Stroudsburg Area Cyber School Teacher Contact **High School Teachers**

Math Keystone Alg Rem Algebra II Fundamentals of Math	Ms. Karla DeLeon	karla-deleon@esasd.net
Math Statistics Geometry Trigonometry	Mr. Darrin Dobrowolski	darrin-dobrowolski@esasd.net
Math- Pre Algebra	Mr. Ryan Leitch	ryan-leitch@esasd.net
Math Algebra I	Mr. Ryan Leitch	ryan-leitch@esasd.net
Biology	Ms. Marijo Fisher	marijo-fisher@esasd.net
Environmental Science	Ms. Marijo Fisher	marijo-fisher@esasd.net
General Science	Ms. Maria Francois	maria-francois@esasd.net
Keystone Bio Rem	Ms. Maria Francois	maria-francois@esasd.net
English 9, 10, 12	Mrs. Jennifer Marmo	jennifer-marmo@esasd.net
English 11	Ms. Stacy Susic	stacy-susic@esasd.net
Creative Writing I & II	Ms. Susanne Rasely-Phillips	susanne-rasely-philipps@esasd.net
Reading/Writing/Listening/ Speaking	Ms. Susanne Rasely-Phillips	susanne-rasely-philipps@esasd.net
Keystone Lit/Eng Rem	Mr. Daryl Reith	daryl-reith@esasd.net
Health 9 & 11	Mr. Dan Patascher	dan-patascher@esasd.net
Health 12	Mr. Scott Moskovitz	scott-moskovitz@esasd.net
Health/ Phys Ed Grade 10	Mr. Blaec Saeger	blaec-saegar@esasd.net
Phys Ed Grade 11	Mr. Erik Buksa	erik-buksa@esasd.net
Phys Ed Grade 9 & 12	Ms. Aimee Ellison	aimee-ellison@esasd.net

High School Teachers (Continued)

Civics Grade 10	Mr. Waldemar Szepletowski	waldemar-szepletowski@esasd.net
Global Citizenship Grade 12	Mr. Waldemar Szepletowski	waldemar-szepletowski@esasd.net
World Civilization 9 American History II	Mr. Jon Zerfoss	jon-zerfoss@esasd.net
Sociology	Mr. Sean Edwards	sean-edwards@esasd.net
Everyday Law	Ms. Jessica Hopstetter	jessica-hopstetter@esasd.net
Psychology	Mr. Paul Kernan	paul-kernan@esasd.net
Introduction to Business	Mr. Joseph Martin	joseph-martin@esasd.net
Web Design	Mr. Wayne Carson	wayne-carson@esasd.net
Food and nutrition	Mr. Scott Moskovitz	scott-moskovitz@esasd.net
Spanish I	Mr. Ryan Loughren	ryan-loughren@esasd.net
Spanish II	Mr. Ryan Loughren	ryan-loughren@esasd.net
Guidance North High School	Mr. Falbo Mrs. Dietz Mrs. Sullivan Mr. Reichl	david-falbo@esasd.net casandra-dietz@esasd.net elizabeth-sullivan@esasd.net jeffrey-reichl@esasd.net
Guidance South High School	Mr. Joseph Formica Mr. Jay Kule Ms. Carol Huffman Mr. Phillip Kerzner Ms. Alison North Ms. Kate Krammes	joseph-formica@esasd.net jay-kule@esasd.net carol-huffman@esasd.net phillip-kerzner@esasd.net alison-north@esasd.net kate-krammes@esasd.net

Orientation

A successful cyber experience starts with a good orientation to the school. An orientation is required for all students attending ESACA. The VLN platform will be introduced at this time. Students will get an overview of the program and have an opportunity to ask questions. Students will be given the necessary equipment after orientation. Orientation is usually held prior to the start of the school year, however, it can take place as students enroll during the year as well. Please plan on one hour of time to complete the orientation.

The VLN Tech Support Team

The **VLN Tech Support** installs software on student computers, conducts annual maintenance, and provides phone/internet support to students who are experiencing difficulties with their systems. Tech support can be reached from 7am to 7 pm, 7 days a week by:

- Clicking the Connect With Technical Support icon on your laptop
- Calling 412-381-0184 or 1-877-856-3311 (Toll Free); choose option 2
- Emailing technicalsupport@vlncyber.com

ESACA Help Desk

ESACA operates technical support for students' email accounts. This phone number is 570-424-8500 ext 10610 and is open Monday through Friday, 8:00 a.m. to 3:00 p.m. Technical questions related to the email can also be sent to dawn-carmeci@esasd.net. ESACA Help Desk cannot answer course content related questions or questions about other program elements, these questions should be directed to your online course teacher.

School Calendar will be displayed on district portal page:

Courses are based on a 18 or 36 week calendar. ESACA students will have all scheduled holiday/vacation days for the ESASD. Students will need to complete each unit, module (MOD) in the given week. (unless otherwise specified on course syllabus). Each MOD due date is on the calendar displayed on the VLN district portal page. It is very important for students to turn in assignments by the deadlines listed on the course calendar. If a student misses an assignment deadline, that assignment's grade may be recorded as a zero. The student may be able to arrange to turn in later work to his or her instructor with a grade penalty. (Refer to Late Assignment Policy.)

Please note that the cyber school runs on the same calendar as the brick-and-mortar schools in the district, and therefore no extensions beyond the school year will be granted to students needing to complete cyber related work.

SETTING UP FOR CYBER

Before you begin cyber school, you will need a working high-speed (DSL or cable) wired or wireless internet connection. You also need to set up your laptop computer, which is located in your Cyber School in a Box™ bundle. VLN provides each student with all of the equipment needed to successfully complete the program. This includes:

- Laptop computer with installed software
- Printer/scanner/copier
- Headphone/ear buds
- All required cabling
- Daily technical support

Computer Setup Basics

Student computers are pre-formatted with all of the necessary software and internet filters installed. Please refer to APPENDIX B to view pictures of all of the equipment that should have been received. Please notify your district cyber contact or VLN Technical Support should find any of the required equipment is missing.

Connecting Your Computer

It is recommended that students set up a workstation or a designated location for the printer and laptop computer. This environment should include a sturdy table or desk, comfortable chair, access to at least two outlets or power strip, sufficient lighting and limited distractions (not near a T.V.). Place your laptop on hard surfaces only. Placing your laptop on your bed or a soft surface will block its cooling fan and cause damage to your laptop.

1. Student laptops have already been formatted for student use. You may need to charge the battery at first before beginning. Open the laptop lid; plug in the Laptop AC adapter (power cord).
2. If your Cyber School in a Box™ bundle included ear buds: Locate the audio input on the side of the computer and plug in your ear buds. Your laptop has a built-in microphone.
3. Use the USB cable to plug in the printer. The printer drivers should automatically be installed.
4. Plug in the printer AC adaptor to gain power to the printer.
5. Student computers are equipped with a wireless internet card. This means the computer is capable of connecting to the internet without needing to use the CAT 5 internet cable.

- a. Click on the network connection indicator (it is a series of bars that indicate the strength of the wireless connection) and click on your network from the available list.

Connecting your Computer (Continued)

- b. If not currently connected to any wireless network, the bars will have what looks like a sunburst in them.
 - c. Chose and connect to the appropriate wireless network.
6. Although laptops are portable, students should exercise caution when transporting the laptop from one location to another.
 7. Students should back-up their work. As with any technology, it is important to often save work in an alternate location separate from the computer's hard drive. Save your files often!
 8. Please contact the Help Desk for information about your printer at 412-381-0184 or 1-877-856-3111 or email the Help Desk – technicalsupport@vlncyber.com.

NOTE: Please keep all of packing materials and boxes, because you will need to use the above to turn in your *Cyber School in a Box™* bundle at the end of the school year.

Your school district will provide the following:

- Textbooks for all the cyber classes
- Schedule of assigned classes

Books/Materials

Textbooks, workbooks, and other materials shall be distributed by the school district to all students in the cyber program. The *student is liable for any damage or loss* occurring to the materials during the period of use. As a precautionary step, students should double check to ensure they've received the correct books with the correct ISBNs and immediately notify their district if they have they have any issues. *It is the student's responsibility* to ensure that the materials are returned to the school properly at the end of the year. Due dates for books, materials and equipment will be announced by the district as the end of the school year draws near.

Student Responsibilities

Students must:

- Make sure to have the textbooks and materials from your school district for each course.
- Complete assignments **by due dates**
- Contact teachers during office hours for immediate response. Or email to make an appointment if you need help at other times.

- Alert your teachers if you will be absent (students are required to provide an excuse as per the school district's attendance policy). **Send all excuses to maria-heitz@esasd.net.**

Student Responsibilities (Continued)

- View your grades via Progressbook.
- Spend at least **5 hours per day** working.
- **Complete assessments (if assigned) at least once a week.**
- **Include appropriate headings on all work. (example is provided below)**
- **Contact technical support immediately** upon experiencing any technical issue.
 - Click the *Connect With Technical Support* icon on your laptop.
 - Call 412-381-0184 or 1-877-856-3311 (Toll Free); choose option 2.
 - Email: technicalsupport@vln cyber.com
- **Communicate with your teachers on a regular basis.**

Parent/Guardian Responsibilities

Parents/guardians should:

- Provide a working and accessible Internet connection either wirelessly or hard-wired.
- Act as an on-site learning coach to your child.
- Maintain proper communication with teacher via email.
- Help your child establish a set routine.
- View scores in the online grade book.
- Encourage your child for his/her efforts.
- Promote attendance in office hours.

Teacher Responsibilities :

- Teachers will provide students with "Welcome Letter" and course expectations.
- Students should expect a response to questions from teacher within 24 hours.
- Teachers will grade assignments in a reasonable amount of time, usually within 4 days.
- Teacher will keep a folder on desktop of all graded assignments the entire year.
- Teachers will provide feedback on all assignments.
- Teachers will also post comments in ProgressBook.
- Teachers will be available for 'live' office hours weekly.

School District Responsibilities

VLN is contracted to provide an online learning experience, your district's responsibilities include:

- Communicating IEP information for students with exceptionalities.
- Assigning students schedule based upon district's graduation policies.
- Determining and sending truancy letters based upon the weekly attendance reports.
- Monitoring student progress through regular reports.
- Informing teachers of mid-term and end-of-quarter deadlines.
- Gathering, interpreting, and relaying grade information at mid-term and final report periods.
- Providing students with textbooks and other required resources.
- Reminding students of the district's bullying/cyber bullying policies.

How to Create Headings

Every portfolio submission must have a heading typed at the top of each Word document and should include the following information listed below:

- Student Name
- Subject/Course Name
- Assignment
- MOD #
- Date

Student Contact Policy

Students must continually communicate to be successful in online courses. Teachers will speak with students by email and/or phone regularly. It is important for you, as the student, to check your email at least twice a day. Please respond to the teachers as soon as possible. It is important to let your teachers know right away if you have questions or problems. The teachers will follow ESACA guidelines for contacting students, parents, or school principals when students fail to participate in the course on a regular basis. Please use your school email when contacting teachers.

Grades

Teachers will be using the online grade book, ProgressBook. Students and parents are strongly advised to check grades on a regular basis. Current total grades for each

course will be updated in ProgressBook every Friday. Grades are typically based on a 100-point scale and are cumulative throughout the ESACA marking periods.

***Parents, if you do not receive a username and password for ProgressBook, please contact your school guidance counselor.**

Progress Report & Report cards- All students will receive both interim progress reports and report cards. Interim progress reports are sent at the midpoint of each marking period to indicate a child's current grade. Report cards are sent quarterly to the student's recorded home address approximately one week following the end of each marking period. Be sure that your address is current.

Intermediate School- If a student fails 2 or 3 academic subjects for the year, summer school is required or the student is retained. If a student fails 4 or 5 academic subjects for the year, he/she is automatically retained.

If you don't receive any or all progress reports, it is your responsibility to contact your guidance counselor immediately.

Late Assignment Policy:

Assignments need to be submitted on time, this is the hallmark of a successful online student. All assignments will have a due date posted on the course calendar found in the district portal. If a student does not complete the assignment by the due date, a grade of zero will be recorded for that assignment. *At the teacher's discretion*, the student may request the opportunity to complete the assignment up to two weeks after the original due date at a grade penalty of up to 15% for the first week late and up to 30% for the second week late. If there are extenuating circumstances that can be verified by a parent, or counselor, the grade penalty may not be applied. All requests are considered on a case by case basis and may not be approved. This policy is intended to help students recover if they fall behind in a course but is not intended to allow repeated tardiness in work submission. After any student's second request to turn in late work in a semester, the teacher may require all future requests to be made in writing from the school counselor or principal. **In addition, assignments due during the last week before the course end dates will not be given the normal two-week grace period.** If these assignments are not submitted on time and no extenuating circumstance is verified, the student will receive a grade of zero for those assignments.

Academic Integrity

In a virtual school, the students, faculty, and staff join together to form a unique learning community. Creating a community of trust is an essential part of this process. At ESACA, we believe that maintaining high standards for academic integrity and honesty significantly contributes to the creation of our community of trust. The faculty and staff of ESACA expect students to maintain a high standard of academic integrity. Within this

cyber model, students have access to many resources. this can present potential problems within the academic integrity of student work. A commitment to submit original work for evaluation is evidence of the academic integrity expected of our students.

Academic Integrity (Continued)

In the event that guidelines are unclear, our *students assume the responsibility for communicating with the teacher* as to not compromise the integrity of the work they submit. The faculty and staff of ESACA expect students to maintain high standards of academic honesty. Our students' academic honesty is demonstrated through submitting original work that provides appropriate credit to all sources used. Academic dishonesty involves attempts by students to show possession of knowledge and skills they do not possess through cheating or plagiarizing.

*If the student plagiarizes the student will receive a "P" indicating plagiarized in the VLN grading queue and a zero grade for the assignment on ProgressBook.

(***All teachers have access to Plagiarism Checker***)

Attendance:

Students are required to log in to VLN every day between the hours of 7:30AM and 2:00PM. Attendance will be recorded by 3pm each day. Attendance follows the district attendance policies as stated in policy 204. Parents are required to send the district excuse notes for each day that a student is absent. Absences shall be treated as unlawful until the school district receives a written excuse explaining the absence, which must be submitted within three (3) days after the absence. Absent notes can be submitted via fax, email or delivered in person, to Maria Heitz at Smithfield Elementary (maria-heitz@esasd.net or fax at 570-476-0488).

- ❖ As an intervention, any student who becomes two weeks behind may require a parental phone conference with the district to discuss a behavioral plan for the child.

The VLN website will be keeping track of your time when you are in each of your courses. At any given time a teacher or administrator will be able to track the amount of time you have spent in each of your courses. These reports are available to parents as well.

EMAIL:

All students in the ESACA will be provided with a school district email address. It is important only to use the school district email when corresponding with teachers and

other school staff. Students should check email at least twice a day. Your child's email is setup as ID number@esasd.net

TESTING:

There may be a few times during the school year that the student will need to report to his/her school building for testing (ie. PSSA's, CDT's or Keystones).

Testing dates for grades 6-8 (More details about exact time date will be sent to you)

CDT testing - Fall and Spring

PSSA ELA test April 11-15, 2016

PSSA Math test April 18-22, 2016

PSSA Science (8th grade only) April 25-29

High School KEYSTONE TEST dates: (testing- *specific dates will be sent to you*)

Winter: December 2-16, 2015 Algebra I, Biology, Literature

Spring: May 16-27, 2016 Algebra I, Biology, Literature

Finding Success in Cyber School

Your learning environment needs to be free from distractions. You will need paper, pens, pencils, good lighting, and a desk or table to complete school work. (Do NOT use laptop on a soft surface, like a bed. Laptops need air circulation.)

Your success will depend on your ability to make a plan work the plan, and ask your parent, guardian, or teacher for help when you need it.

Tips for success are as follows:

- Write assignments down on calendar.
- Check your email account twice daily to ensure you're receiving messages from your teachers.
- **Submit work on time** and always save a copy.
- Answer essay questions in at least a 5-7 sentence paragraph, unless otherwise directed, using proper English (no texting lingo).
- Include proper headings on each assignment.
- Finish all projects, quizzes and tests to the best of your ability.
- Take notes from textbook readings, websites, videos and other online links and use them to write your essays and study for tests.
- **Do not copy work word-for-word. This is called plagiarism. It is stealing someone's ideas without giving them credit.** View the plagiarism policy.
- Set daily goals for work to be completed and do it.

- Save all work in a secure location on the computer. **Never** delete any file.

GETTING STARTED

Login Information

Login information is provided within the *Welcome Letter* you received with your Cyber School in a Box™ Bundle. Please keep this information in a convenient and secure place.

Things you will need prior to beginning your lessons:

- Student Welcome Letter with username and password
- Your course list and Quick Start Manual
- Textbook or e-book login and other required resources for all courses
- Notepad and writing utensils
- Laptop computer with high speed Internet connection
- Headphones/ear buds
- All-in-one printer/scanner/copier

Accessing Your District's Portal Site

Each student will be provided with a list of unique username and password needed to access your lessons, homeroom sessions, office hours, grade book, email, etc. To access the main district portal page, students can follow the steps below in order to view pertinent links for beginning coursework.

1. Open Internet Explorer and type in the web address: www.vlnstudents.com.
2. On the top right corner, click on the *Login* link.
3. For the username and password, type your login credentials as specified on your Welcome Letter.
4. Once logged into the district's portal site, you will see several links on the left side of the website.

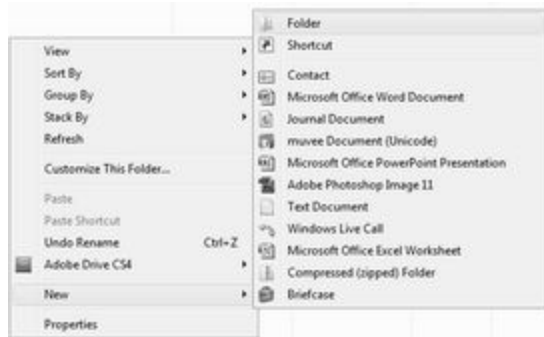


Staying Organized/File Management

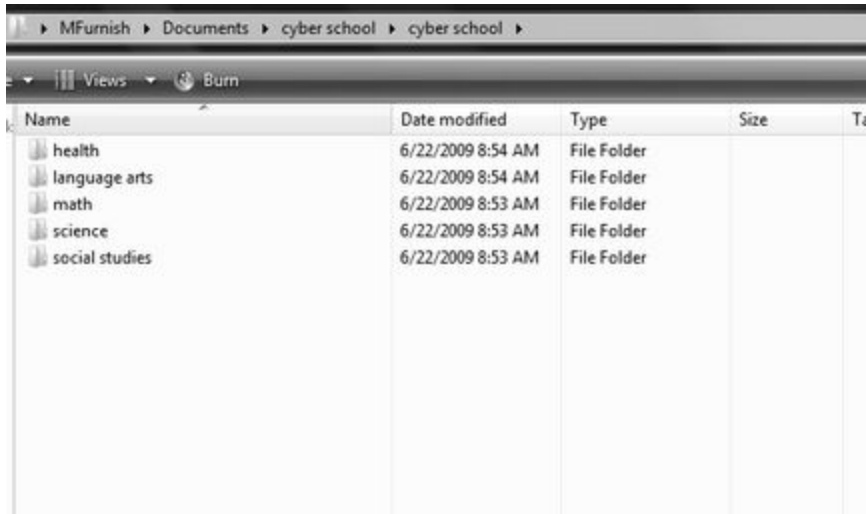
To be successful in a cyber-program, students need organizational skills. In cyber school, making folders and saving files is called file management.

First, you should establish good file management and organization on your computer

1. Double click on the *Student Files* folder located on your desktop.
2. Create new folders for each subject area. a. Right-click, point to *New*; click on *Folder*.

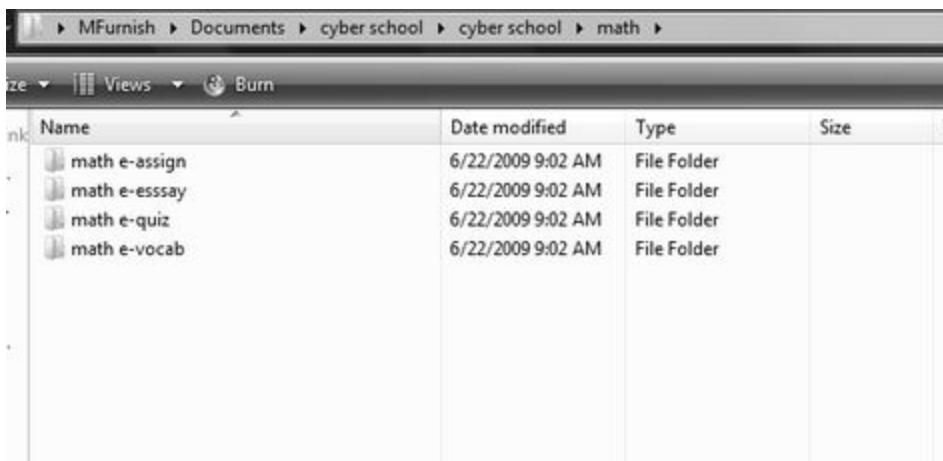


- b. Rename the folder, one for each subject area (math, science, social studies, etc.).



3. Inside each subject folder, create folders for E-Assignments, E-Vocabulary, E-Shorts, E-Quizzes, E-Essays, etc.

a. An example of a file path would be: My documents/math/math e-assignment.



Creating a Flow to your online education

Finding a rhythm and flow to your work is important to your success. Things to think about:

- Plan to work for at least 5–7 hours per day.

- Work at the same time each day and take breaks as needed. - EXAMPLE:
 - 8:00am –8:30am – Get organized for the day
 - 8:30am –9:30am – Work on math
 - 9:30am –10:30am – Work on science
 - 10:30am –11:30am – Work on English/reading
 - 11:30am –12:30pm – Lunch/break
 - 12:30pm –1:30pm – Work on social studies
 - 1:30pm –3:00pm – Work on elective course

- NOTE: Find a schedule that works for you, but set a schedule! Some students prefer to make Monday math day and Tuesday science day, and so on.

- Find a positive learning environment conducive to learning, i.e., no TV, loud music, and other distractions.

Progress Form

Another way to stay organized is within Extra Learning (VLN Website), because located inside the Module List for each course or Task List for each MOD, there is a progress form. You should print and use this list to check off all activities when you finish them.

- a. Click on the *Progress Form* link at the bottom of the Module or Task List.
- b. The link will open a Word Document with a list of all of the activities for each specific MOD.
- c. Finally, you'll see the Portfolio and Assessments section.
 - i. This contains the E-Assignment, E-Short Answer, E-Essay, and E-Quiz, as well as other possible assessments and assignments, such as an E-Project, E-Vocab and/or an E-Test.
 1. Portfolio assignments and assessments must be typed or scanned and submitted by the last day of the module deadline.

---MOD#01 Overview---

E-Read - Native American Myths and Slave Narratives

---Instructional Materials---

E-Lecture - Early American Literature

E-Stream - An Oral Tradition: Iroquois Storytelling (05:19)

E-Brain - Native Americans - Culture

E-Brain - Slavery

E-Link - Genre - Folk Literature

E-Link - Trickster Archetype - Explanation

E-Link - Trickster Archetype - Figures and Deities

E-Link - Olaudah Equiano - Africans in America

E-Link - Olaudah Equiano - Slave Narrative

E-Link - Slavery - Slave Narratives

---Portfolio and Assessments---

E-Assignment - Native American Myths and Slave Narratives Questions

E-Short Answer Questions

E-Essay - The Interesting Life of Olaudah Equiano - Context

E-MC Quiz

*****It is important to stay organized - you may use any combination of the above examples or you and your family may come up with a different approach.*****

How to Submit Work

The File Exchange Utility (FXU) allows you to upload completed assignments in a streamlined, consistent manner so your teachers can quickly grade them, return the files to your graded folder, and then update the gradebook with the appropriate score.

To use the FXU (File Exchange Utility), follow these steps:

1. Log into your district portal and click on *Submit Work*.
2. Next, select the name of your course from the drop down menu.
3. Then select the MOD number and the type of assignment you are submitting.
4. Now navigate to the file you would like to upload. To do so, click on the *Browse* button and locate where you have saved the file. You may double-click on the file or single-click and then select open. You will see the name of your file appear.
5. To complete the submission, click *Upload File*.

File names are assigned to the document based on the selections made during the submission process. Remember to *always save your files in a secure location* on your computer.

Types of Assignments and Description

E-Vocab

- Type or write the terms and definitions into a Microsoft Word document or on a separate sheet of paper and submit your completed work to your teacher.

E-Assignments (except Math work)

- Type or write the questions and your answers into a Microsoft Word document or on a separate sheet of paper and submit your completed assignment to your teacher.

Mathematical E-Assignments

- Type or write your assignment into a Microsoft Word document or on a separate sheet of paper. Complete each problem by identifying the page and problem number, showing all of your work (including any calculations, graphs, and labeled diagrams as appropriate), and circling your solution. When you are finished, scan the document if needed and submit your assignment.

E-Short Answer

- Print the attached document and hand-write your response to each question in the space provided. When you are finished, scan the document and submit your work.
- Please remember to write your name and the date at the top before you submit your work.

Types of Assignments (continued)

E-Essays* and E-Projects

- Write your response on a separate sheet of paper and submit your completed work to your teacher. Be sure you are writing at least 5-7 complete sentences in your response.
 - Answer in paragraph form using complete sentences and include any calculations, graphs, and labeled diagrams as appropriate. (For Math and Science)
 - Type or write the essay question and your response into a Microsoft Word document or on a separate sheet of paper and submit your completed work to your teacher.

General Guidelines for Assignments

- Upload work to ShareFile using the FXU by the deadline.
- Complete all assigned problems, questions, vocabulary, worksheets, etc., in order to receive **full credit**.
- You **must** show **ALL** math work and steps in order to receive full credit.
- Note that each assignment, vocabulary, quiz and project is worth points based upon subject area teacher's discretion.
- Save all documents and portfolio work to your laptop computer in the proper file folder.

Resource Tab

Students have access to several online resources that can be used to enhance the understanding of current topics or used to learn new tasks in an independent study. Navigate to the lessons link found in your portal site. Click on the *Resources* tab at the top of the page, students have access to several online resources and various forms of media for research.

Standard Grading Policies

In order for all work to be graded in an efficient and timely manner, all student work must be labeled as such:

MOD# - Subject Area - Name of Task (Vocab, Assignment, Short, Essay)

Ex: MOD#13 - Science - Essay

The inability to correctly label assignments may result in delays of work being graded.

The units (MODs) follow a general pattern for awarding points. District policy or the rigor within a unit, lesson, or MOD may change the points awarded from these general guidelines: tasks receive the following number of points (subject to change):

Standard Grading Policies (Continued)

<u>Category</u>	<u>Points</u>	<u>Description</u>
Assignment	10+	This is typically work assigned from the book or from worksheets. It typically consists of 3 or more questions. This is viewed as the classwork/homework in a brick and mortar school and will be graded accordingly. Make sure you include the questions and show all of your work in this section
Short	10+	This is a weekly assignment that will take the ideas and information

Answer Questions		that is covered in the reading and focuses it down further into 5 key questions. In this activity the student will be asked to go beyond recall and apply their knowledge and produce examples of key ideas.
Quizzes	10+	These are short multiple choice questions assessments that will be graded automatically online. It is often a weekly or every other week task that will assess the students' knowledge of the content.
Essay	20+	These are in depth checks for knowledge of the subject. They should be 5 or more sentences unless otherwise labeled. There will be different expectations for each class (see attached rubrics), but each class will be looking for the student to make an argument with supporting facts and details.
Test	20-100	These are multiple choice and short answer questions covering multiple chapters including midterms and finals that may cover the whole year.
Projects and Research Papers	100-300	These are extended assignment that will span more than one MOD. There will be detailed instructions for each section and they will build on one another. Each section is graded independently from the other and then a grade for the final paper or project will be earned as well.
Lab	15-50	Mostly in science classes, this is a more hands on approach for the lesson. The student will complete a cyber-activity and then perform a post activity write up to be turned in and graded.

Standard Grading Policies (Continued)

If student work is found to be plagiarized, the teacher will comment in the grade book and an email will be sent to the student, parent and district regarding this information. A zero (0) grade will be entered into the grade book.

COMMON QUESTIONS

1. Why is it good practice to write out the question, include the word "because" and then finish by adding strong reasons? The reason it is good practice to write out your question as the start of your answer is because it will naturally organize the answer and make sure that you answer all parts of the question.

2. Why is it important to follow the instructions for properly uploading scanned files for one assignment as one document rather than as several individual pages to receive full credit? It is important for students upload all files for one single assignment into one single document because it eliminates any confusion that the teacher may think that you only did that one page (not the whole assignment), and when the student goes to read the comments, he/she only has to open one document to read them rather than 10 documents.

- If points have been deducted from your work information will be documented on the graded work itself.
- Each graded work submission should include both a point value and also comments to alert you to where you've done well and also if there are areas for improvement.
- Please note assignments are a very important component to the calculation of your final grade and are expected to be done well and on time.
- It is the student's responsibility to contact the instructional teacher if there is a question about an assignment.
- Teachers may extend time without penalty for special circumstances; it is the student's responsibility to request extensions by contacting the teacher via school district email. Granting or denying extension request will be at the teacher's discretion. After two requests, the teacher will need to get approval from the guidance department or principal. The policy is teachers do not award an extension during the last week of a grading period.

SUBJECT GRADING EXPECTATIONS

The following are examples of typical grading for most ESACA courses. Please contact your teacher for grading specifics regarding your classes.

Grading Expectations for ENGLISH (ELA)

Vocabulary (If Present) - 5 points:

- This should be completed before the reading.
- Students should use context clues to determine the appropriate meaning.
- Try putting the definitions in your own words to further understanding.

Assignment - 25 Points:

- Students are expected to write in complete sentences unless a multiple choice answer is required.
- If a response is incorrect, partial credit will be given for the understanding displayed in the response.
- It is suggested that students rewrite the question when completing the assignment to better retain information.

Short Answer Questions – 25 Points:

- Students should respond using complete sentences and should be more than one sentence in length.
- Students are expected to have a sufficient mastery level of grammar and mechanics in order to construct responses that effectively answer the questions with minimal distracting mistakes.
- Students will be expected to use evidence from the text to support their responses. Incorporate direct quotations when appropriate.

Essay – 50 Points:

- These are in depth checks for knowledge of the topic and should be complete after the assignment and short answer.
- The Essay should be 5 or more sentences unless otherwise stated.
- Please see the rubric below for scoring standards.

Quizzes – 20 Points:

- This will be the last task completed in the MOD and should be done after you have thoroughly read and understood the section.
- Seek help prior to the Quiz if you need it.
- The quiz is a short multiple choice questions that assesses the student's' level of understanding. The quiz will be graded automatically online.
- It is often a weekly or every other week task.

ENGLISH (ELA) (Continued)

Test (If Present) – 50 Points:

- These are multiple choice and short answer questions covering multiple chapters including midterms and finals that may cover the whole year.
- The test is designed to determine how much information the student retained through the course of several mods.

English 5-7 Sentence Essay Rubric

Points	Explanation
20	<ul style="list-style-type: none"> • The student answers all parts of the question. • The student makes direct reference to the text, and/or incorporates direct quotations to support ideas. Response illustrates convincing data to back up ideas. • The student includes a thesis statement that introduces the topic of the paragraph. The

	<ul style="list-style-type: none"> paragraph has structure and cohesion. The essay has more than 5 meaningful sentences, and demonstrates superior use of grammar and punctuation.
15-19	<ul style="list-style-type: none"> The student has a correct response to the question, but does not address all parts assigned. The student includes a thesis statement, but does not make a strong enough connection to the text to demonstrate adequate comprehension. Some data used supports ideas. The student has only 4 meaningful sentences The student has some grammatical errors, but the errors do not distract from understanding the points expressed.
10-14	<ul style="list-style-type: none"> The student has a correct response, but does not make any references to the text to support the ideas presented. The student includes a thesis statement that is not reflected in the body of the paragraph. The student has only 3 meaningful sentences The student has several grammatical errors that distract from understanding the response.
5-9	<ul style="list-style-type: none"> The student has a correct response, but makes no attempt to connect the response to the text. The student does not include a thesis statement, and the paragraph lacks organization. The Student has only 2 meaningful sentences The student has multiple grammatical errors that reflect a poor understanding of sentence structure, and make it difficult to understand the ideas presented.
1-4	<ul style="list-style-type: none"> The student has correct response but only one meaningful sentence written
0	<ul style="list-style-type: none"> The student has incorrect response, or does not respond to the question at all.

English (ELA) 5 Paragraph Essay Expectations

Five Paragraph Essay – 100pts

- The thesis statement is expected to directly answer the entire question, and present an arguable point in which the paper can focus around.
- The paper incorporates at least three direct quotations from the text to support the claims expressed in the thesis statement. The conclusion strengthens the claim and evidence.
- The overall paper flows in a logical fashion with proper grammatical structure. Each paragraph is 5 to 7 sentences in length.
- The paper includes a conclusion that effectively summarizes the claims made in the thesis and body.

- Please see the rubric below for scoring standards.

Five Paragraph Essay Rubric

Points	Explanation
100	<ul style="list-style-type: none"> • The response thoroughly and clearly answers all parts of the question with a sharp, distinct focus that spans the entire writing. • The student uses appropriate and text-based examples from the assigned
80	<ul style="list-style-type: none"> • The response sufficiently answers the question with a focus that is maintained throughout the majority of the writing. • The student uses examples from the literature which mostly or indirectly backs up his/her statements. • The response follows a logical and organized structure with relevant transitions between paragraphs and ideas. • There is sufficient control of grammar and mechanics; any mechanical errors do not impede the understanding of the content of the response.
70	<ul style="list-style-type: none"> • The response answers the question in a limited way and/or the student's focus is faltering throughout the writing; there is doubt whether or not the student fully understood the task. • The student does not use appropriate text-based examples to back up his/her thoughts and/or uses only one direct quotation. • The structure is substantially lacking with minimal or confusing transitions between paragraphs and ideas. • There is limited control of grammar and mechanics; mechanical errors somewhat impede the understanding of the response content
60	<ul style="list-style-type: none"> • The response answers the question in a minimal way with a serious lack of focus throughout the writing; student attempts to answer the question, but appears to not understand the task. • The student does not use, or uses very minimal, text-based quotations to support claims; statements demonstrate that the student most likely either did not complete or did not understand the reading. • The structure is severely lacking, and inhibits the understanding of response content. • There may be several, severe mechanical errors which impede understanding of response content.
50	<ul style="list-style-type: none"> • There is no factual knowledge of content demonstrated and the response fails to address any evidence of topic. • The student clearly did not complete the assigned reading, or response is missing multiple paragraphs.

Research Paper Project – 300pts:

- This is a multi-step project that spans several mods. In order to receive the maximum possible points, students must complete and submit each element of the project.
- Students are assessed on the completion of the thesis and outline, the quality of the sources, the inclusion of a works cited page, the completion of the rough draft, the completion of the final copy.
- The thesis statement is expected to directly answer the entire question, and present an arguable point in which the paper can focus around. The thesis should coincide with the body paragraphs.
- Students are expected to use at least 3 outside sources to substantiate all claims made in the paper. Only verifiable sources will be accepted.
- Students are expected to follow all plagiarism guidelines. Papers that include any plagiarized material will receive an automatic zero. Students should seek help with any questions.
- Students are to demonstrate superior mastery of grammar and sentence structure.
- The outline is expected to follow a logical order that will reflect the order of the research paper.
- Please see the rubric below for the final copy scoring standards.

<u>Points</u>	<u>Explanation</u>
150	<p>Research paper adheres to thesis developed with a sharp, distinct focus that extends the length of the writing and outlines the arguments of the essay; main points each relating directly back to and supporting the thesis.</p> <ul style="list-style-type: none"> • Student uses clear, appropriate, research-based examples from scholarly sources to support his/her thesis and arguments; citation being used throughout writing supporting each and every claim. • Research paper is structured effectively with a sophisticated arrangement of content with effective transitions between concepts and paragraphs. • There is evident control of grammar and mechanics with little to no mistakes throughout.
120	<ul style="list-style-type: none"> • Research paper sufficiently adheres to the thesis statement with a focus that is maintained for the majority of the writing; there is some evidence that the student fully understood the task. • Student's use of research-based examples from sources mostly or indirectly supports arguments; sources may also be gathered from less than scholarly sources. • Research paper is structured sufficiently with relevant transitions between concepts and paragraphs. • There is sufficient control of grammar and mechanics; any mechanical errors do not impede the understanding of the arguments posed or research paper as a whole.
105	<ul style="list-style-type: none"> • Research paper adheres to thesis in a minimal way with a serious lack of focus throughout the paper; student attempts to develop scholarly writing, but appears to not understand task. • Student does not use appropriate research-based sources to back up his/her arguments from

	<p>scholarly sources.</p> <ul style="list-style-type: none"> • The structure is substantially lacking with minimal or confusing transitions between concepts and paragraphs. • There is limited control of grammar and mechanics; mechanical errors somewhat impede the understanding of research paper content and arguments.
90	<ul style="list-style-type: none"> • Research paper adheres to thesis in a minimal way with a serious lack of focus throughout the paper; student attempts to develop scholarly writing, but appears to not understand task. • Student does not use or uses very minimal research-based examples from scholarly sources; statements used to support details demonstrate that student most likely either did not complete or did not understand research. • The structure of the writing is severely lacking and inhibits the understanding of research paper's content and arguments. • There may be several, severe mechanical errors which impede understanding of the research paper.
75	<ul style="list-style-type: none"> • Research paper consists of no focus or lacks a relevant thesis statement. • Arguments are not supported by scholarly sources and little to no research was used to develop the paper. • Research paper lacks structure and is riddled with mechanical errors that distract from claims. Student clearly did not do the research needed to complete the research paper and/or is missing a substantial bulk of the writing needed to support claims.

Grading Expectations for Mathematics

Vocabulary (If Present) - 5 points:

- Reference the book for accurate definitions in the context of Math.
- Try putting the definitions in your own words to further understanding.

Assignment - 15 Points:

- This is viewed as the classwork/homework and will be graded accordingly.
- Make sure you include the questions and show all of your work in this section to enhance your knowledge of the topics.
- If you do not write out the question, you will lose one point.
- If you do not show your work, where appropriate, you will lose one point.

Short Answer Questions – 30 Points:

- This is a weekly assignment that will take the ideas and information that is covered in the reading and focuses it down into 5 key questions.
- In this activity you are asked to move beyond recall and apply your knowledge.
- Complete this work on the attached worksheet, scan it, save it on to your computer and upload this document for submission.
- Show all of your work in this section.
- If you do not show your work, where appropriate, you will lose two points.

Essay – 20 Points:

- These are in depth checks for knowledge of the Topic and should be complete after the assignment and short answer.
- The Essay should be 4-5 sentences unless otherwise stated.
- Please see the rubric below for scoring standards.

Quizzes – 30 Points:

- This is the last task completed in the MOD and should be done after you have thoroughly read and understood the section.
- Seek help prior to the Quiz if you need it.
- The quiz is a short multiple choice questions assessment that is graded automatically online.
- It is often a weekly or every other week task that will assess your knowledge of the content.
- Teachers cannot help you with these quizzes.

Test – 70 Points:

- These are multiple choice and short answer questions covering multiple chapters including midterms and finals that may cover the whole year.

Math Essay Rubric

<u>Points</u>	<u>Explanation</u>
20	<ul style="list-style-type: none"> • The student has correct response with correct units on the answer. • They have listed all the possible givens and equations used. • They have shown all their work with appropriate steps included. • They have stated all steps taken using 4-5 meaningful sentences.
15-19	<ul style="list-style-type: none"> • The student has a correct response with correct units but has not listed the givens and equations used. • The student did not include the correct units to the problem. • The student has only 3 meaningful sentences OR has only partially shown their work. • The student has an incorrect response but defends it appropriately.

10-14	<ul style="list-style-type: none"> • The student has correct response but does not have any supporting evidence. • The student has a partially correct response or a correct response to only half of the question. • The student has only 2 meaningful sentences OR has only minimally shown their work with appropriate steps. • The student has the wrong answers but has shown work to receive partial credit on what was completed accurately.
5-9	<ul style="list-style-type: none"> • The student has partially correct response and weak evidence. • The student has only 1 meaningful sentence OR has only barely shown their work with appropriate steps. • The student has the wrong answers but has shown work to receive partial credit on what was completed accurately.
1-4	<ul style="list-style-type: none"> • The student has incorrect answer and no meaningful supporting evidence. • The student has a correct mathematical response with units but no work shown.
0	<ul style="list-style-type: none"> • The student has incorrect response.

Grading Expectations for Science

Vocabulary (If Present) – 5 points:

- This should be completed before the reading.
- Reference the book for accurate definitions in the context of the topic/class.
- Try putting the definitions in your own words to further understanding.

Science (Continued)

Assignments – 10 Points:

- This should be the first piece of work attempted after the reading.
- It is typically work assigned from the book or from worksheets consisting of 3 or more questions.
- This is viewed as the classwork/homework and is graded accordingly.
- Make sure you include the questions and show all of your work in this section to enhance your knowledge of the topics

Short Answer Questions – 15 Points:

- This is a weekly assignment that will take the ideas and information that is covered in the reading and focuses it down into 5 key questions.
- In this activity you are asked to move beyond recall and apply your knowledge.

- Make sure this is completed on the attached worksheet and show all of your work in this section

Essay – 20 Points:

- These are in depth checks for knowledge of the Topic and should be complete after the assignment and short answer.
- The Essay should be 5 or more sentences unless otherwise stated.
- Please see the rubric below for scoring standards.

Quizzes – 20 Points:

- This is the last task completed in the MOD and should be done after you have thoroughly read and understood the section.
- Seek help prior to the Quiz if you need it.
- The quiz is a short multiple choice questions assessment that is graded automatically online.
- It is often a weekly or every other week task that will assess your knowledge of the content.

Test (If Present) – 50 Points:

- These are multiple choice and short answer questions covering multiple chapters including midterms and finals that may cover the whole year.

Science: Lab (If Present) – 15 Points:

- This is a more hands on approach for the lesson.
- You will complete a cyber-activity and then perform a post activity write up to be turned in and graded.

Science Essay Rubric:

<u>Points</u>	<u>Explanation</u>
20	<ul style="list-style-type: none"> • The student has correct Response with correct units on the answer. • They have listed all the possible givens and equations used. • They used at least 2-3 facts to support their response, or showed all their work. • The essay it as least 5 meaningful sentences long (unless directed otherwise).
15-19	<ul style="list-style-type: none"> • The student has a correct response with correct units but only has 1 piece of support or has not shown the work and listed the givens and equations. • The student did not include the correct units to the problem. • The student has only 4 meaningful sentences.

	<ul style="list-style-type: none"> • The student has an incorrect response but defends it appropriately. • The student has the wrong answers but has shown work to receive partial credit on what was completed accurately.
10-14	<ul style="list-style-type: none"> • The student has correct response but does not have any supporting evidence. • The student has a partially correct response or a correct response to only half of the question. • The student has only 3 meaningful sentences. • The student has the wrong answers but has shown work to receive partial credit on what was completed accurately.
5-9	<ul style="list-style-type: none"> • The student has correct answer but shows no supporting evidence. • The student has partially correct response and weak evidence. • The Student has only 2 meaningful sentences. • The student has the wrong answers but has shown work to receive partial credit on what was completed accurately.
1-4	<ul style="list-style-type: none"> • The student has correct response but only one meaningful sentence written. • The student has a correct mathematical response with units but no work shown.
0	<ul style="list-style-type: none"> • The student has incorrect response.

Grading Expectations for Social Studies

E-Vocab: 5 points (if present)

- Please type or hand-write neatly. Make sure you write the entire definition in context.

E-Assignments: 10-20 points

- All E-Assignments are typed or handwritten neatly.
- Please write each question as it will help with the retention of the materials.
- Make sure you accurately complete any graphic organizers assigned to you.

E-Short Answer: 15 points

- Please answer your E-Short Answer questions on the provided PDF by hand, scan the completed document and submit the artifact.
- Please answer the questions completely—many questions have more than one part.
- Please provide examples when prompted to do so.

E-Quiz: 20 points

- Please complete the quiz after all other assignments in the mod. Since this is an assessment piece, it is to your benefit to work with the material as much as possible before attempting the quiz.

E-Test: 50 points

- Be sure to take the time to study and review materials before you take a test. Since this is cumulative, there may be material that is not fresh in your mind.

E Essay rubric: 20 points

Points	Expectations
18-20	A topic sentence that satisfies the prompt, 3 sentences that include facts and examples that support your topic sentence and a conclusion that restates the topic sentence and shows a connection with the material.
18-19	A topic sentence that satisfies the prompt, 3 sentences that include facts, but missing important details relevant to the topic, and a conclusion that restates the topic sentence and shows a connection to the material
16-17	Topic sentence satisfies prompt, three sentences that support your topic sentence, and a conclusion that restates your topic sentence but does not show a connection or deeper understanding.
14-15	Topic sentence satisfies prompt, one to two sentences of accurate supporting detail and a conclusion that restates your topic sentence.
12-13	Topic sentence is based on inaccurate information, only one sentence of accurate supporting detail, conclusion summarizes prompt.
10-11	Topic sentence based on inaccurate information, provides no support, conclusion is weak.
Below 10	Student fails to provide a clear topic, supporting details, and conclusion.
0	Student writes two or fewer sentences.

Grading Expectations for Foreign Language**E-Vocab: 5 points**

- Please type or hand-write neatly. Make sure you write the entire definition in context.

E-Assignments: 10 points

- All e-Assignments are typed or handwritten neatly.

- For workbook assignments, questions and answers can be typed or handwritten neatly or scanned in as a PDF with the answer handwritten neatly.
- Please write each question as it will help with the retention of the materials.
- Make sure you accurately complete any graphic organizers assigned to you.

E-Short Answer: 15 points

- Please answer your e-Short Answer questions on the provided PDF by hand, scan the completed document, and submit the artifact.
- Please answer in the appropriate target language, unless otherwise specified to do so.
- Please answer the questions completely—many questions have more than one part.
- Please provide examples when prompted to do so.

E-Quiz: 20 points

- Please complete the quiz after all other assignments in the module. Since this is an assessment piece, it is to your benefit to work with the material as much as possible before attempting the quiz.

E-Test: 50 points

- Be sure to take the time to study and review materials before you take a test. Since this is cumulative, there may be material that is not fresh in your mind.

E- Essay 25 points Foreign Language

<u>Points</u>	<u>Explanations</u>
25-22.5	A topic sentence that satisfies the prompt, three sentences that include facts and examples that support your topic sentence and a conclusion that restates your topic sentence and shows a connection with the material. The essay is written in the target language unless otherwise specified; uses grammar concepts/vocabulary that is relevant to the topic; and has few or no grammar errors.
22.25-20	A topic sentence that satisfies the prompt, three sentences that include facts, but missing important details relevant to the topic and a conclusion that restates your topic sentence and shows a connection to the material. The essay is written mostly in the target language unless otherwise specified; the grammar concepts/vocabulary are relevant to the topic; but there are some grammatical or vocabulary errors.
19-17.5	Topic sentence satisfies prompt, three sentences that support your topic sentence and a conclusion that restates your topic sentence but does not show a connection or deeper understanding. The essay is written mostly in English with a few words in the target language unless otherwise specified; the grammar concepts/vocabulary does not relate to the topic/prompt; and/or there are some grammatical or vocabulary errors.
17.25-15	Topic sentence satisfies prompt, one to two sentences of accurate supporting detail and a conclusion that restates your topic sentence. The essay is written mostly in English with a few words in the target language unless otherwise specified; the grammar

	concepts/vocabulary have a vague reference the topic/prompt; and/or there are major grammatical or vocabulary errors.
14-12.5	Topic sentence is based on inaccurate information, only one sentence of accurate supporting detail, conclusion summarizes prompt. The essay is written in English with very little attempt to write in the target language unless otherwise specified; the grammar concepts/vocabulary do not relate to the topic/prompt; and/or there are major grammatical or vocabulary errors.
12.25-10	Topic sentence based on inaccurate information, provides no support, conclusion is weak. The essay is written mostly in English with few words in the target language unless otherwise specified; the grammar concepts/vocabulary does not relate to the topic/prompt; and/or there are major grammatical or vocabulary errors.
Below 10	Student fails to provide a clear topic, supporting details, and conclusion. The essay is written in English with no attempt at the target language unless otherwise specified; the grammar concepts/vocabulary does not relate to the topic/prompt; and/or there are major grammatical or vocabulary errors.
0	Student writes two or fewer sentences. The essay is written in English with a no attempt to write in the target language unless otherwise specified; the grammar concepts/vocabulary do not relate to the topic/prompt; and/or there are major grammatical or vocabulary errors.

Grading Expectations for Electives

E-Vocab: 5 points

- Please type or hand-write neatly. Make sure you write the entire definition in context.

E-Assignments: 10 points

- All E-Assignments are typed or handwritten neatly.
- Please write each question as it will help with the retention of the materials.
- Make sure you accurately complete any graphic organizers assigned to you.

E-Short Answer: 15 points

- Please answer your E-Short Answer questions on the provided PDF by hand, scan the completed document and submit the artifact.
- Please answer the questions completely – many questions have more than one part.
- Please provide examples when prompted to do so.

E-Quiz: 20 points

- Please complete the quiz after all other assignments in the mod. Since this is an assessment piece, it is to your benefit to work with the material as much as possible before attempting the quiz.

E-Test: 50 points

- Be sure to take the time to study and review materials before you take a test. Since this is cumulative, there may be material that is not fresh in your mind.

E- Essay 20 points

Points	Explanation
18-20	A topic sentence that satisfies the prompt, three sentences that include facts and examples that support your topic sentence, and a conclusion that restates your topic sentence and shows a connection with the material.
18-19	A topic sentence that satisfies the prompt, three sentences that include facts, but missing important details relevant to the topic, and a conclusion that restates your topic sentence and shows a connection to the material
16-17	Topic sentence satisfies prompt, three sentences that support your topic sentence, and a conclusion that restates your topic sentence but does not show a connection or deeper understanding.
14-15	Topic sentence satisfies prompt, one to two sentences of accurate supporting detail, and a conclusion that restates your topic sentence.
12-13	Topic sentence is based on inaccurate information, only one sentence of accurate supporting detail, conclusion summarizes prompt.
10-11	Topic sentence based on inaccurate information, provides no support, conclusion is weak.
Below 10	Student fails to provide a clear topic, supporting details, and conclusion.
0	Student writes two or fewer sentences.

Grading Expectations for Physical Education

THIS ONLY MEASURES COMPLIANCE NOT FITNESS STANDARDS

Engage in your selection of activities for 2.5 hours a week. Update your fitness log WEEKLY.

You are graded according to the following rubric.

40 points: Submitting the correctly labeled log

20 points: Documenting an appropriate activity (examples provided in the activity list)

20 points: Meet the minimum requirement of two entries per mod and a total of 2.5 hours

20 points: Exercise log is signed by parent/guardian

APPENDIX A

Scanning Directions

If necessary, work (particularly math assignments) may be completed on a separate sheet of paper and scanned in using the VLN provided scanner/printer/copier machine.

There may be times when you will be asked to print a worksheet, complete it and scan it in to submit it. Follow the directions below to scan:

HP DeskJet F4400 (HP DeskJet 3050 - Page 42)

1. Place the document face down on the glass. The document should be positioned at the bottom right corner with arrows.

2. Double left click on the *HP Solution Center* icon located on the desktop.

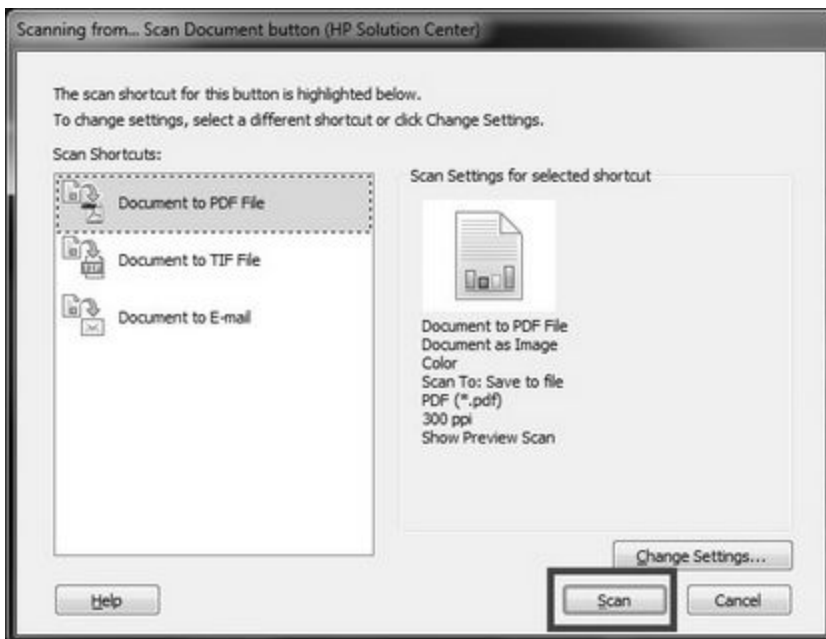
3. Left click on the *Home* icon on the bottom of the window.



4. Left click on the *Scan Document* button.



5. Make sure “Document to PDF File” is highlighted and left-click *Scan*.

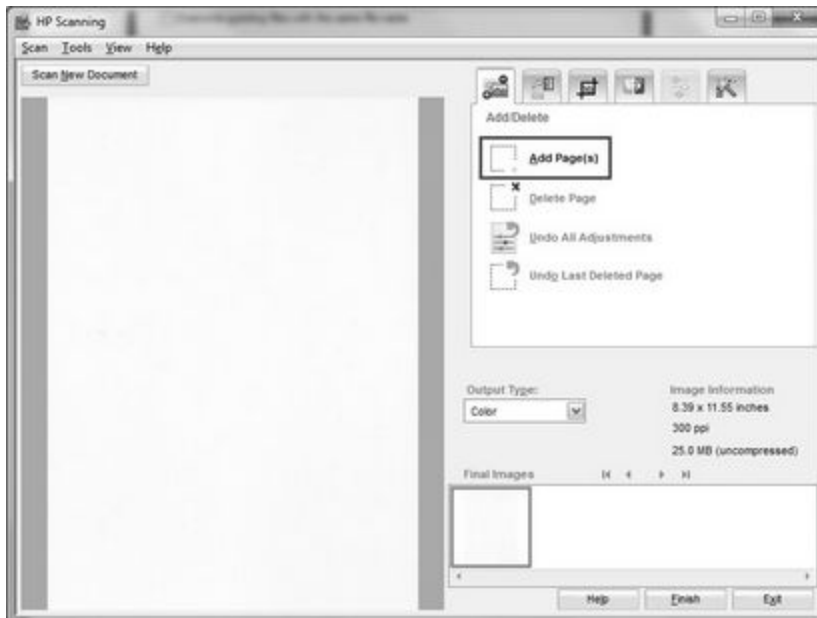


6. Name your file where it says “Base File Name” and left-click *OK*



7. The printer will now automatically scan. If the assignment is more than one page, please continue to step 8. If you are finished scanning, skip to step 9.

8. If you have more pages to scan for the assignment, left-click *Add Page(s)*. This action will automatically start scanning the next page. Make sure that you have a new page in the scanner.



9. Once you have finished scanning all of the pages for the assignment, left-click *Finish* and the .pdf will now be saved to the path indicated in Step 4's Save Location.

10. Upload this file to ShareFile before the module deadline.

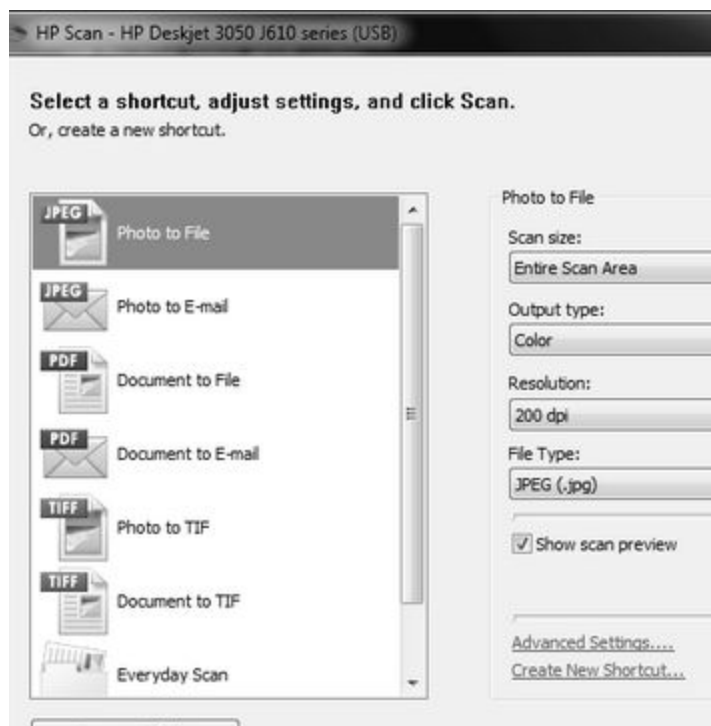
11. Please contact the Help Desk for information about your printer. 412-381-0184 or 1-877-856-3111, option 2 or email the Help Desk – support@vlnpartners.com.

How to Scan a Document on the HP DeskJet 3050

1. Place document on scanner bed upside down and facing to the right
2. Double click the *HP DeskJet 3050 J610 Series* icon on your desktop. You will see this:



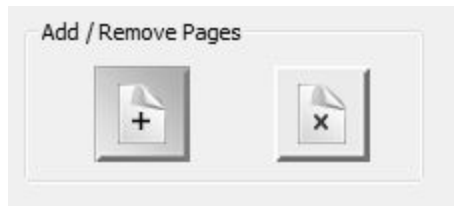
3. Click Scan a Document or Photo under Scanning Actions. You will see:



4. Choose Document to File and click *Scan*. Leave options on the right set to the Defaults.
5. Scanning will begin.

Scanning Multiple Pages

1. Follow directions above
2. Once scanning is complete, open your scanner and place the next page on the scanner bed.
3. Click the *Plus* button. Scanning will start again.



4. Repeat steps 2 and 3 until all pages have been scanned.

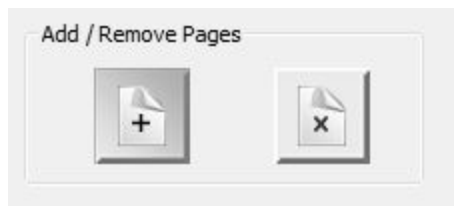
Deleting a Page from a Scan

Sometimes it may be necessary to delete a page from a scan. You can do so by:

1. Select the page you wish to delete:



2. Click the X button:



3. The program will prompt you to confirm you wish to delete the page.
4. Choose Yes or No
5. The page will be deleted

Saving Your Scan

1. Follow desired directions above.
2. Click Save.
3. You will see a Save dialog box.
4. Enter a name for your PDF.
5. Choose the save location.
6. Click Save.

APPENDIX B

Packing Checklist

Hello Students and Parents, Welcome to your virtual academy!

Please use the following checklist to ensure that you save the listed materials for packing and returning this equipment at the end of the school year. You are responsible for damaged or lost items issued to you and will be charged accordingly. Please remember to save all packing materials in order to securely return equipment in the original boxes.



Equipment Return Checklist

Computer Laptop



Laptop AC Adaptor and Power Cord



Headphones or Ear Buds



Printer, AC Adaptor and Power Cord (model may vary)



USB Printer Cable - 10 ft.

