

DUAL DIPLOMA PROGRAM

PROGRAM DIRECTOR HANDBOOK



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Introduction

The Program Director plays a key role in the success of the Dual Diploma Program. This handbook provides information that will help the Program Director get familiar with the Dual Diploma Program, how it works, and to also understand his/her responsibilities.

Program Director Responsibilities

1. Understand the Dual Diploma Program and how it works.
2. Assist with the Admissions Testing and ensure students take the test in a secure setting.
3. Maintain continuous communication with the students enrolled in the program. Ensure that the students are engaged, motivated, and completing their coursework. Work with students who fall behind and assist them so they can get back on track.
4. Maintain continuous communication with the parents of the students enrolled in the program to ensure they are informed of their child's progress.
5. Maintain continuous communication with the teachers regarding the students' progress.
6. Maintain continuous communication with the Dual Diploma Staff.
7. When requested by the Dual Diploma Team, provide them with the students' home school official transcripts required for Dual Diploma Graduation.

Admissions Test Procedures

The purpose of the Dual Diploma Admissions Test is to determine a student's English proficiency for acceptance into the program. The test will give our admissions department an indication of the students' knowledge and skills in English grammar, vocabulary, reading, and writing and will determine whether the student is admitted into the Dual Diploma Program.

To get reliable results, it is essential that the scores from the selected test items accurately reflect the ability of each student independently. For this reason, we ask that each school's Program Director adhere to the testing guidelines set forth in this test administration guide.

Directions (see pages 4-7 for specific steps and screen shots)

1. To take the test, each individual student should be assigned a computer with Internet access.
2. There should be one student assigned to one computer. Students are to take the test individually without assistance; therefore they cannot sit together or test together, or talk during the test. They cannot use a dictionary, textbook, online website, or any other reference to assist them during the test.
3. Go to this link: <https://ave.maestrosis.com/MyHomePage.aspx>
4. Students will need to login. You will be provided with your students' logins and passwords prior to the day of testing.
5. Students will have 75 minutes to complete the Admissions Test.

6. Upon completing the test, each student should log-out. If at any time during testing you run into technical difficulties, please contact our technical specialist, via email at support@aveteaching.com. or on Skype at somerset.international.4

Taking the Test

1. Have the students login to their Maestro account with the credentials that you received via email: <https://ave.maestrosis.com/MyHomePage.aspx>

SOMERSET ACADEMY

MATER ACADEMY[®]
ALMA MATER STUDIORUM

FLORIDA COLLEGE
MIAMI, FLORIDA

maestroSM

User Name

Password

Log In

[Forgot User Name / Password](#)

Request Information

Create an Account

Course Catalog

If you have any questions, please contact us at info@matervirtualacademy.com

For optimal Maestro performance, please run a [System Checkup](#).

- On the left side of the screen, under My Space, click on Current Courses.

3.4.2
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- Then under current courses, you will see Dual Diploma Admissions Test. Click on the blue rectangle that says Launch Course.

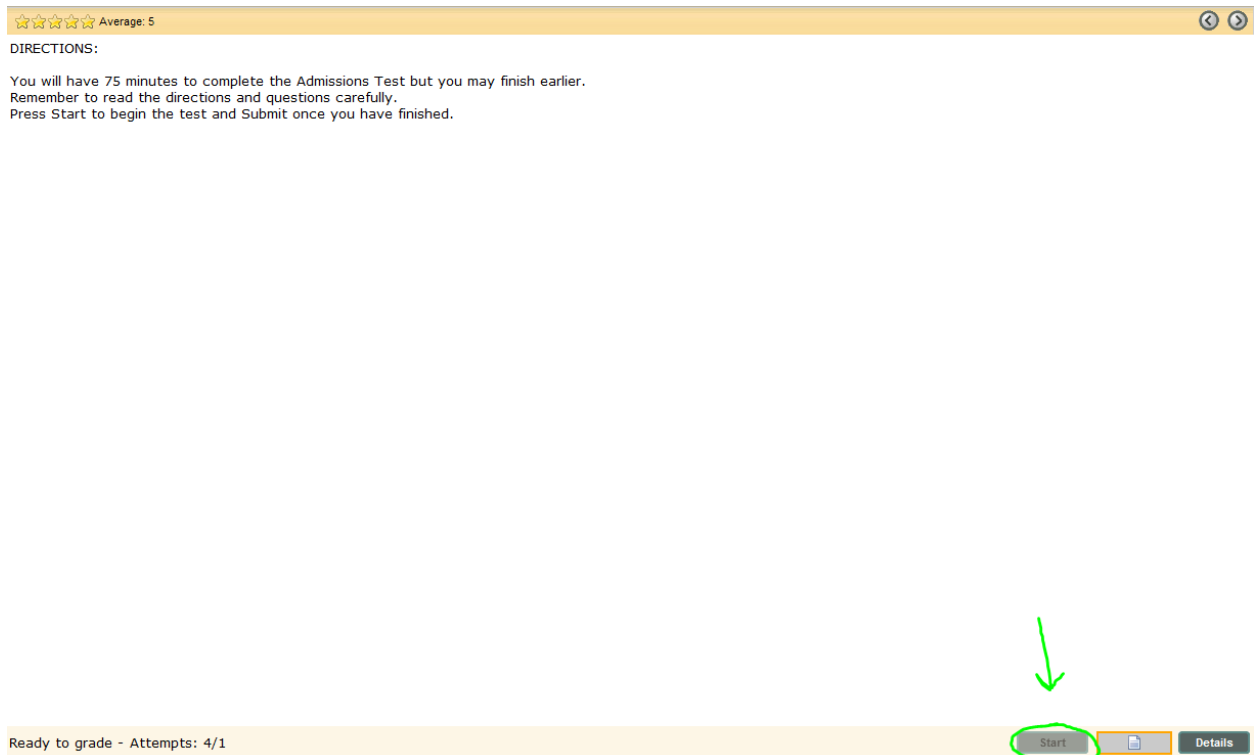
3.4.2
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Vendor	Role	Organization	LMSID	UserName	Login
Academica	Student	Inlingua	5075	dstudent01	↕
Doral College	Student	Inlingua	5075	dstudent01	↕
Mater Virtual Academy	Student	Inlingua	5075	dstudent01	↕
Somerset International	Student	Inlingua	5075	dstudent01	↕
					↕

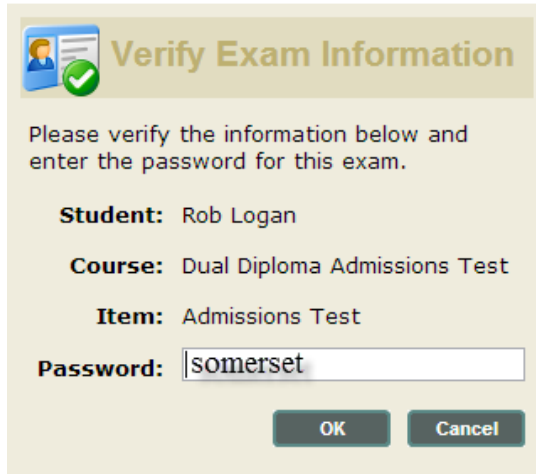
4. Once in BrainHoney, click on Dual Diploma Admissions Test.



5. Read test directions and click on “Start” in the lower right-hand corner



6. Type in **somerset** in the Password field to verify your exam information and then click “OK”.



Verify Exam Information

Please verify the information below and enter the password for this exam.

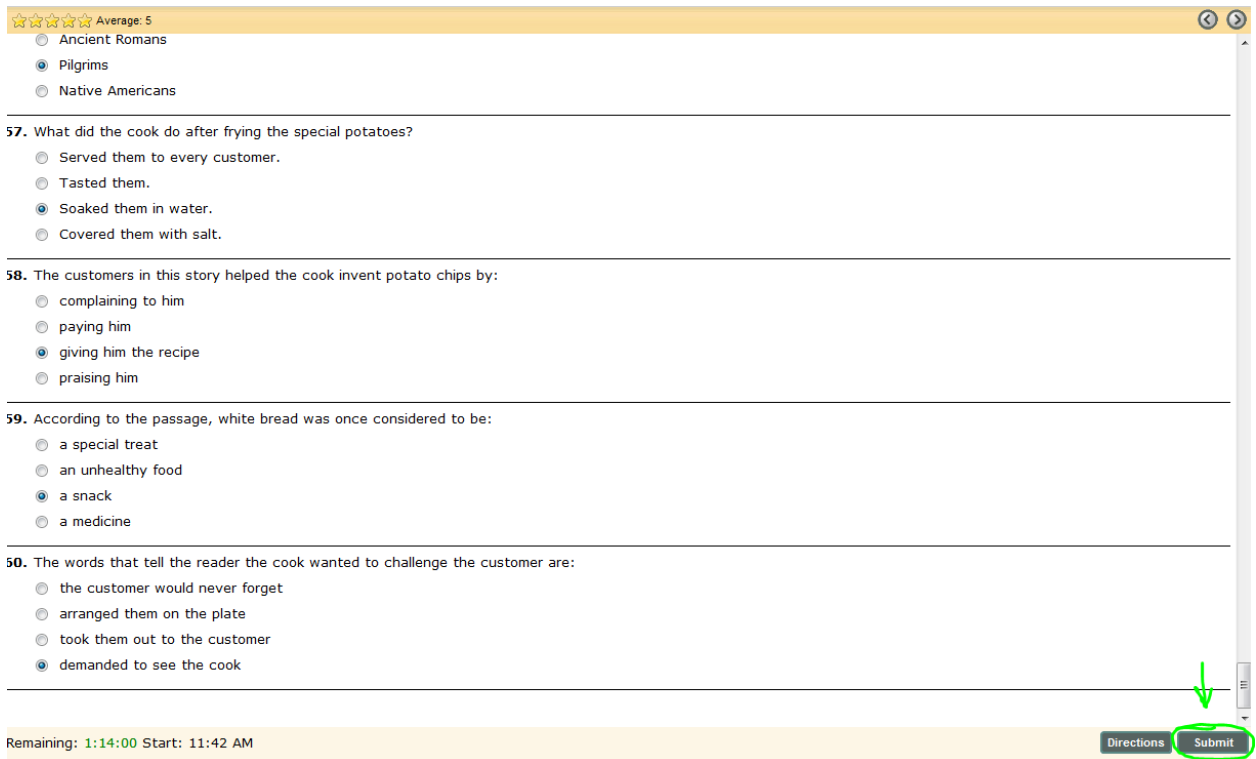
Student: Rob Logan

Course: Dual Diploma Admissions Test

Item: Admissions Test

Password:

7. Click on “Submit” in the lower right-hand corner of the screen when you are finished with the test and all of the questions have been answered.



☆☆☆☆ Average: 5

- Ancient Romans
- Pilgrims
- Native Americans

57. What did the cook do after frying the special potatoes?

- Served them to every customer.
- Tasted them.
- Soaked them in water.
- Covered them with salt.

58. The customers in this story helped the cook invent potato chips by:

- complaining to him
- paying him
- giving him the recipe
- praising him

59. According to the passage, white bread was once considered to be:

- a special treat
- an unhealthy food
- a snack
- a medicine


50. The words that tell the reader the cook wanted to challenge the customer are:

- the customer would never forget
- arranged them on the plate
- took them out to the customer
- demanded to see the cook

Remaining: 1:14:00 Start: 11:42 AM

Editing Student Information on Maestro

If a student or parent's email or other information needs to be updated in Maestro, you can easily change it. Please make sure all of your students' and parents' names and emails are correct in Maestro. This way we can ensure your students are getting the messages from their teachers. In order to edit student information, you can follow these steps:

1. Go to <https://ave.maestrosis.com/MyHomePage.aspx> and log in.
2. Click on **Students** on the top tool bar.
3. Click on the edit icon  for the **specific student** you are looking for to edit.
4. In the new window that shows up, edit the appropriate information, and then click **Save** on the bottom of the screen.

Grading Policies

Students are graded with a letter grade broken down by points and percentages as shown in the chart below.

A	4	90 - 100 %
B	3	80 - 89 %
C	2	70 - 79 %
D	1	60 - 69 %
F	0	Less than 59 %

Grade Point Average (GPA)

In order to graduate with the Dual Diploma, students must meet the minimum 24 credit graduation requirements as outlined below and maintain at least a 2.0 Grade Point Average (GPA) or an average of 70% minimum in ALL courses.

A student's overall GPA is calculated as follows. Every letter grade has a point value. The GPA is found by adding the Grade Point Average of each course completed to date, and divided by the amount of courses taken. When calculating GPA, we use the following point system: **A=4.00 B=3.00 C=2.00 D=1.00 F= 0.00.**

Graduation Requirements

In order to obtain a Florida High School diploma, the following course requirements must be completed.

Subject Area	Course Requirements 24 Credits
Native Language & Literature	4 credits, with major concentration in composition, reading for information, and literature
English	4 credits
Mathematics	4 credits, one of which must be Algebra 1 or equivalent and one of which must be Geometry or its equivalent
Science	3 credits, two of which must have a laboratory component and one of which must be Biology 1 or equivalent course or series of courses
Social Studies	1 credit of World History 1 credit of US History .5 credit of US Government .5 credit of Economics
Fine Arts or Performing Arts	1 credit of fine or performing arts, speech and debate, or practical arts
Physical Education/Health	1 credit in physical education to include integration of health
Electives	4 credits
Grade Point Average	Cumulative GPA of 2.0 on 4.0 scale

Communication

1. Students, Parents, and Program Directors should check their emails daily as teachers and Dual Diploma Program staff members send out announcements and important information frequently.
2. If a Program Director would like an email, we can create one @aveteaching.com. Simply let us know and we would be happy to get that set up for you.
3. In the courses themselves and via email, the teachers post/send announcements regularly.
4. Teachers and Dual Diploma staff members also communicate via Skype.

How Program Directors Can Monitor Students' Progress

1. Login to Maestro at <https://ave.maestrosis.com/MyHomePage.aspx>
2. Click on **Enrollments** on the top tool bar.
3. There you will see a list of all of your students and a snapshot of their progress in each of their courses. You can see their current grade and if you hover your mouse over the last column, you can see detailed information regarding the student's pacing.

The screenshot displays the 'Active Enrollments' page in the Maestro SIS. The top navigation bar includes 'Home', 'Applications', 'Students', 'Teachers', 'Courses', 'Sections', 'Enrollments' (circled in red), 'Communications', 'Reports', 'Organizations', and 'Documents'. On the left, there is a sidebar with 'Enrollments' and 'Enrollment' options. The main area shows a table of active enrollments with columns for 'Sel', 'Student', 'Organization', 'Section', 'Teacher', 'Enrollment Date', 'Start Date', 'End Date', 'Curr. Grd.', 'Final Grade', and 'Pacing'. The 'Pacing' column for the first student, Ruiz, Natalia, is circled in red, showing a current grade of 8 and a pacing percentage of 45%. The table also includes a search bar, a 'Pacing View' dropdown set to 'Graphical', and a footer with 'Records: 314', 'Page 7 Of 7 Pages', and 'Maestro SIS © 2013 BocaVox, LLC. All Rights Reserved'.

Sel	Student	Organization	Section	Teacher	Enrollment Date	Start Date	End Date	Curr. Grd.	Final Grade	Pacing
<input type="checkbox"/>	Ruiz, Natalia	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014		8	274 45
<input type="checkbox"/>	manzanares, daisy	Doral Academy Preparatory High School	Student Orientation	Graded, Auto	8/28/2013	8/28/2013	8/30/2013			2 4
<input type="checkbox"/>	manzanares, daisy	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014	80.00	8	274 45
<input type="checkbox"/>	mirabal, jorge	Doral Academy Preparatory High School	Student Orientation	Graded, Auto	8/28/2013	8/28/2013	8/30/2013			2 4
<input type="checkbox"/>	mirabal, jorge	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014	80.00	8	274 45
<input type="checkbox"/>	Villar, Javier	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014	40.00	8	274 45
<input type="checkbox"/>	Gonzalez, Sophia	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014		8	274 45

4. If you want more specific information regarding a particular student, simply click on that specific student from the list and then on the left hand side of the screen, click on **Grades** under Academic.

Home Applications Students Teachers Courses Sections Enrollments Communications Reports Organizations Documents

manzanares, daisy

Home Page for Student manzanares, daisy

Information Enrollments LMS Documents

Student Personal Information

Student ID : 2193 User Account Id : 5024
 First Name : daisy Middle Name :
 Last Name : manzanares Preferred Name :
 Date Of Birth : 4/26/2013 (Age: 0) Gender : Female
 Program : Expected Graduation :
 Ethnicity : Hispanic / Latino Race : Black or African American
 Student Type : Domestic Language : English

Student Status : ACTIVE GPA : 0.00
 Local ID : IEP: No
 Student Comments:

House Affiliation: Please Select

School Information

Organization : Doral Academy Preparatory High School Grade Level : 11
 Full Time : No

Contact Information

Primary Phone : 786-371-7529 (Mobile) Default Email : daisysmith123@hotmail.com
 Secondary Phone :

Student Home
 Student Info
 Edit Student
 View Application
 Calendar
 Message Center
 Communications
 Messages
 Enrollments
 Current Sections
 Suggested Courses
 Academic
 Student History
 Grades
 Attendance
 Plans of Study
 Transcript
 External Tests
 Student Ledger
 Ledger

5. Then select the course, and you will get detailed information about that particular student's progress.

Home Applications Students Teachers Courses Sections Enrollments Communications Reports Organizations Documents

manzanares, daisy

Student Grades

Gradebook Details

- For online courses, gradebook data is updated daily from the Learning Management System.
- For all other courses, gradebook data is updated when grades are entered in the Maestro system.
- All data on this page is subject to change.

Select Course

Show Active Courses Only Show Chart

Select Course Spanish for Spanish Speakers I (ACTIVE)

Enrollment Information

Section: Spanish for Spanish Speakers Course Start Date: 8/28/2013
 Teacher: Chavarria, Tatiana Course End Date: 6/6/2014
 Current Grade: 80 Final Grade:

Assignment	Type	Due Date	Submit Date	Grade	Exclude	Comments
MI Prueba Preliminar		8/31/2013	8/29/2013	80.00	False	
Examen M??dulo Introductorio		6/8/2014			True	
Module 2 Pretest		6/8/2014			True	
Lecci??n 1		6/8/2014			True	
MI Ejercicio 3.0		9/5/2013			False	
Prueba 4 (Lesson 7 and 8)		6/8/2014			True	
MI Ejercicio 7.0		6/8/2014			True	

How Parents Can Monitor Child's Progress

Maestro requires at least one guardian account associated to a student in order for them to monitor their performance. Therefore, upon creation of the student's account in Maestro, a guardian account is created as well.

If the parent account was not created and they did **not** receive a user account creation email including their credentials, a guardian account can be created by following the steps below.

1. Email support@aveteaching.com with the subject line "Guardian Account Needed" and the body containing the student's full name you will be monitoring.
2. Please wait up to 24 hours to log back in. After that, you will be able to view your students account.
3. Once the parent has their guardian account, they can monitor their child's progress by logging in and clicking on **Grades** on the left on side of the screen. (refer to page 10 of this handbook).

Tips for Students' Success

1. Students should login at a minimum of **three times weekly** and spend approximately **3-5 hours per course, per week, studying**.
2. Students are also required to follow the guidelines provided by their instructor for completing the modules in the **Burlington English software program** if they are in English I or English II.
3. Students should check their email and announcement dashboards daily as teachers send out numerous announcements, updates, and grade reports continuously.
4. Students should stay up-to-date with all coursework.
5. Students are encouraged to reach out to their teachers and ask questions. Teachers have published office hours so students should post their schedule.
6. It is important for students to participate in the Welcome Meeting, Online live sessions with their teacher, and one-on-one interviews with their teacher.

Burlington English (Only students in **English I** or **English II** use Burlington English)

1. **English I** students will complete Everyday English 1 first semester and Everyday English 2 second semester.
2. **English II** students will complete Everyday English 3 first semester and Advanced English second semester.
3. If students are having technical issues with their Burlington Program, they should always contact their teacher first. If still not resolved, students can reach Burlington support at :
 - Spanish Speakers: soportetecnico@burlingtonenglish.com
 - Non-Spanish Speakers: techsupport@burlingtonenglish.com

Dual Diploma Directory and Contact Information

Esteban Ochoa, Director: gugdcp@cquo.qr.qrkcpgf.wcvkqp0eqo

Gina LaLicata, Vice President, Global Academics & Operations: glalicata@aveteaching.com

Jessica Vilorio, Director of Global Academics: jvilorio@aveteaching.com

Andres Calavia, Director of Global Student Services: ACalavia@aveteaching.com

Rocio Rodriguez, Global Academic Coach: RRodriguez@aveteaching.com

Nicole Osagie, Lead Global Teacher: nosagie@aveteaching.com

Technical Support: support@aveteaching.com