



ACADEMICA
INTERNATIONAL
STUDIES

AIS DUAL DIPLOMA PROGRAM

PROGRAM DIRECTOR HANDBOOK 2025-2026

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Introduction

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

Program Director Responsibilities

1. Understand the AIS 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 AIS faculty and staff.
7. When requested by the AIS Team, provide them with the students' home school official transcripts required for AIS Graduation and an official English translation if requested.

Admissions Test Procedures

The purpose of the AIS Dual Diploma Program 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 AIS 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.

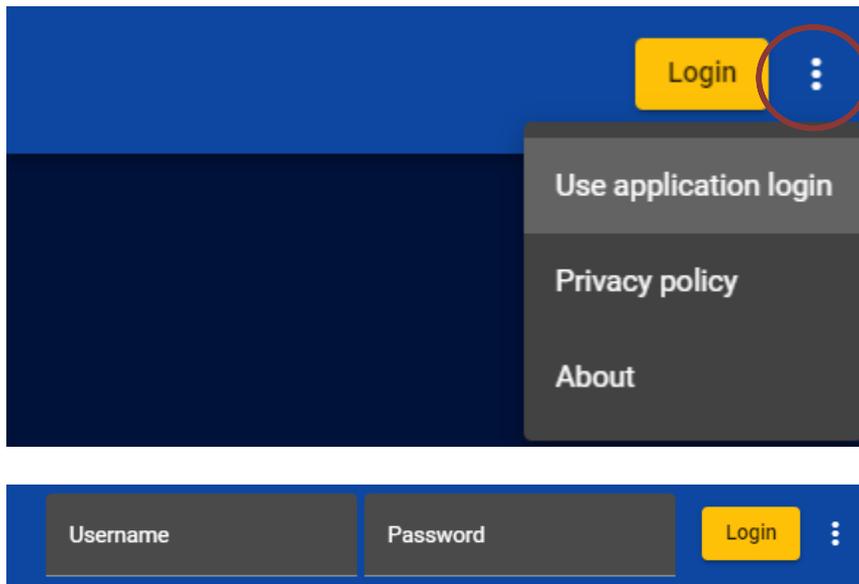
Directions (see pages 4-5 for specific steps and screen shots)

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, 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://ddorientation.agilixbuzz.com/>
4. Students will need to sign in to take the test, 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.

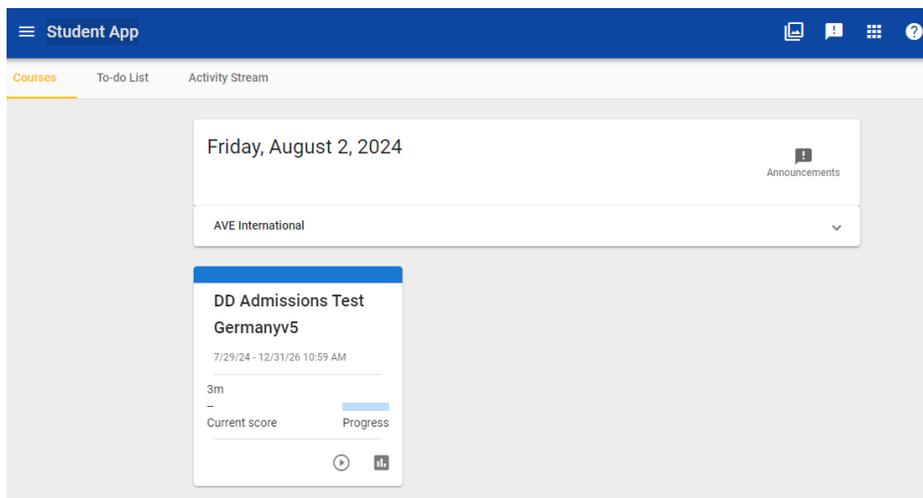
6. Upon completing the test, each student should log-out. If at any time during testing you run into technical difficulties, please contact our technical specialist, via email at support@aveteaching.com.

Taking the Test

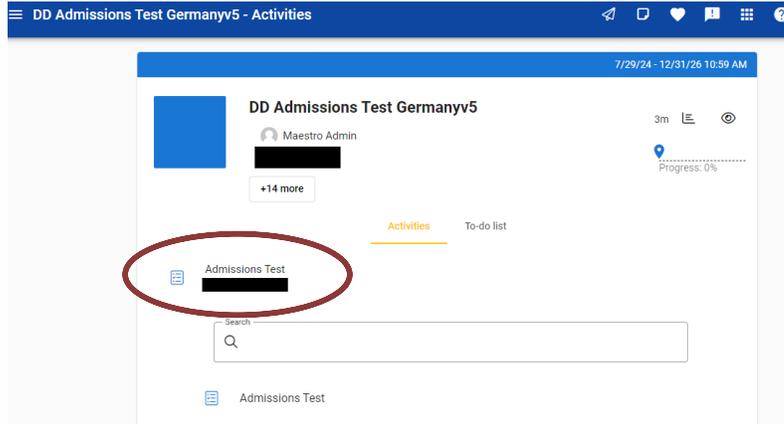
1. Have the students log in to their account at <https://ddorientation.agilixbuzz.com/> with the credentials that you received via email.
 - Click on the “Three Dots” to the right of the Login button and click “Use Application Login”. Then have them enter their login credentials:



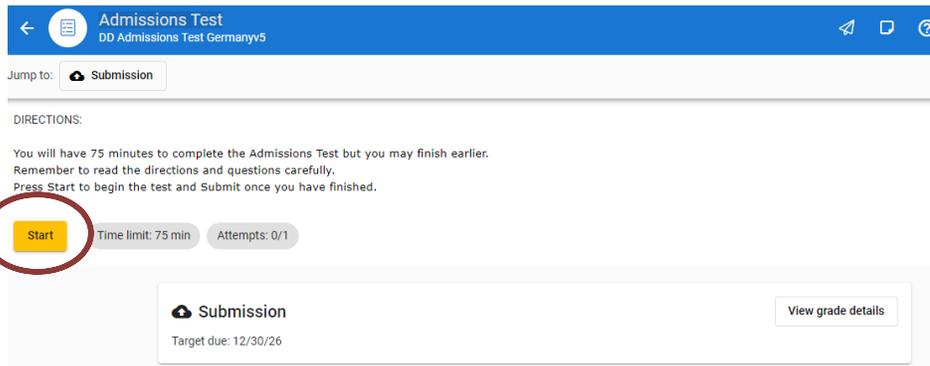
2. Click on the course card named Dual Diploma Admissions Test to access the test.



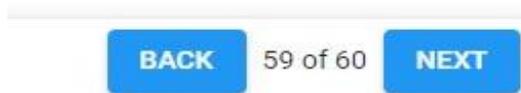
3. Then click on the Admission Test icon.



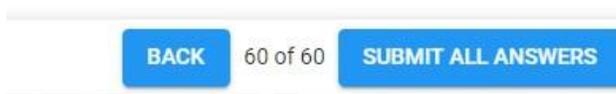
4. Read test directions and click on “Start” in the lower right-hand corner.



5. After selecting an answer for each question, navigate to the next question by clicking **Next**.



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



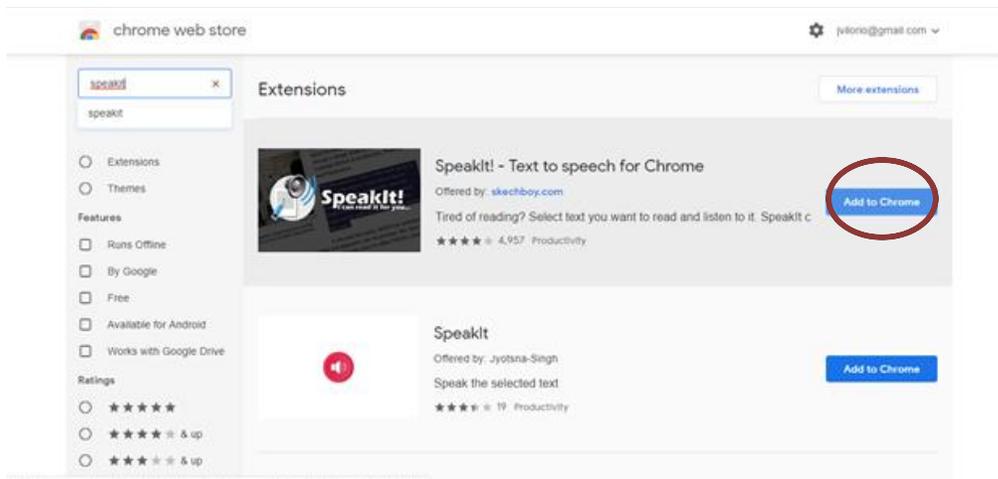
Accommodations for Admissions Test

1. **SpeakIt!:** For students who may have special needs such as dyslexia, they can utilize SpeakIt!, a free text to speech extension that reads selected text using TTS technology with language auto-detection. Students should be sure to use a headset if taking the test in a room with other students also testing.

To Download SpeakIt! **click** on the link below:

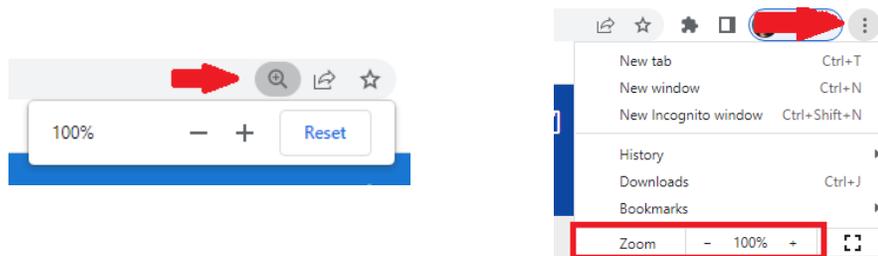
<https://chrome.google.com/webstore/search/speakit>

Select "Add to Chrome" and confirm you want to add it to your computer:



To use it for a certain passage, you should highlight the text and then 'right click' with the mouse. It will give you the option to "Read with Select and Speak".

2. **Visual Impairment:** If using Chrome, students can also make the font bigger by clicking on the magnifying glass or the three dots in the corner of the search bar



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)

Students must earn a Minimum Overall Unweighted Grade Point Average (GPA) of 2.0 as part of the Academica International Studies (AIS) graduation requirements.

Letter Grade	Unweighted Grade Points	Weighted Grade Points	
		Honors	AP/DE/IB
A	4.00	5.00	6.00
B	3.00	4.00	5.00
C	2.00	3.00	3.00
D	1.00	1.00	1.00
F	0.00	0.00	0.00

When calculating Overall Unweighted GPA, we use the following point system:

A=4.00 **B=3.00** **C=2.00** **D=1.00** **F= 0.00**

A student's Overall Unweighted GPA is calculated by multiplying the grade points corresponding to each completed enrollment by the number of credits the course is worth, adding those numbers together, and dividing that total by the number of credits completed to date.

Weighted GPA takes the difficulty of a class into account. More challenging courses, like honors, are worth more than a 4.0 on a weighted scale as in chart above. Weighted GPA is calculated using the steps outlined above using the Weighted Grade Points, if applicable.

Graduation Requirements

Graduation from AIS and progression through the grades will be in accordance with the completion of the minimum credits set forth. In order to earn the AIS Diploma and successfully complete the AIS Dual Diploma Program, the student's official home country secondary school transcripts must be provided to AIS, an official English translation of home country secondary transcripts if requested, the student must graduate with their home country secondary diploma, and

meet the minimum 24 credit graduation requirements and minimum 2.0 Overall Unweighted GPA as outlined in the chart below.

Course of Study

A minimum of 6 of the 24 graduation requirements must be taken at Academica International Studies. All students will take the 4 Required Courses: 2 Credits of English, United States History, and United States Government/Economics. Students will take 2 credits from the Electives.

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 Minimum Overall Unweighted GPA of 2.0 on 4.0 scale

Communication

1. Students, Parents, and Program Directors should check their emails daily as AIS teachers and staff members send out announcements and important information frequently.
2. In the courses themselves and via email, the teachers post/send announcements regularly.
3. AIS Teachers and staff members may also communicate via messaging.

How Program Directors Can Monitor Students' Progress in AVE SIS

1. Login to Colēgia at <https://www.colegia.org/login>
2. You will have access to the SIS by clicking the AVE SIS icon on the top right of the dashboard.



Events



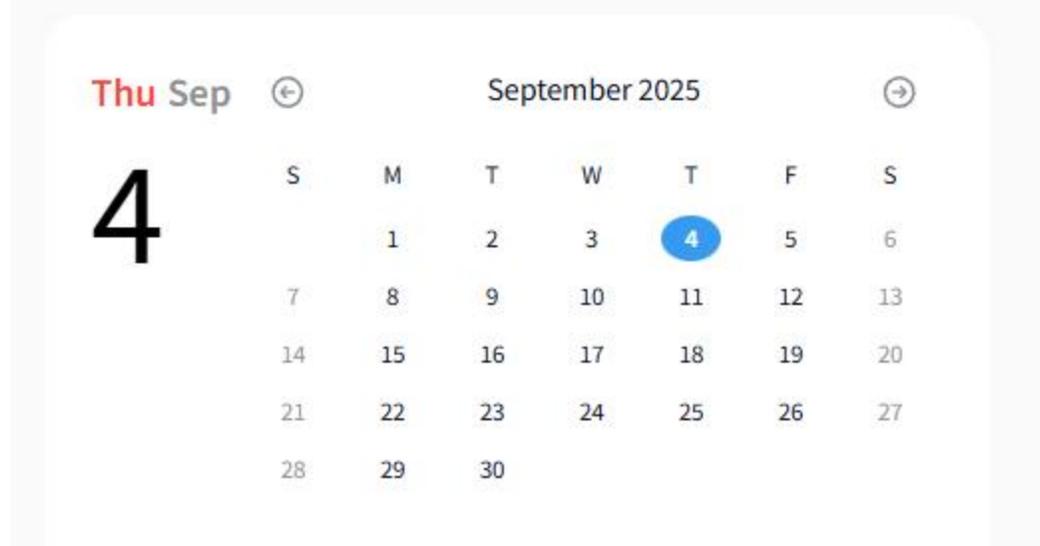
ColègiaTV



AIA

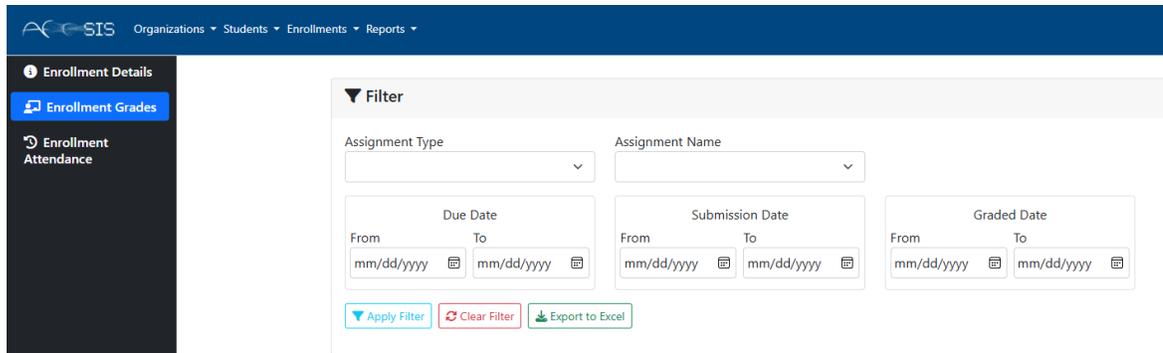


AVE SIS



- Once you are redirected to AVE SIS, click on **Enrollments** on the top tool bar, then **List**.
- There you will see a list of all your students and a snapshot of their progress in each of their courses. You can see their current grade and if you click on **Details**, you can see the student's **Enrollment Grades** and **Enrollment Attendance**.

5. If you want more specific information regarding a particular student, click on **Students** on the top tool bar, and then **List**. Find the student on the list, click on **Details** for the specific student, and then on the left-hand side of the screen, click on **Assignment Grades**.



The screenshot shows the AVE SIS interface. At the top, there is a navigation bar with 'Organizations', 'Students', 'Enrollments', and 'Reports'. On the left, a sidebar contains 'Enrollment Details', 'Enrollment Grades' (highlighted), and 'Enrollment Attendance'. The main area displays a 'Filter' section with the following options:

- Assignment Type: A dropdown menu.
- Assignment Name: A dropdown menu.
- Due Date: Two date pickers labeled 'From' and 'To' with the format 'mm/dd/yyyy'.
- Submission Date: Two date pickers labeled 'From' and 'To' with the format 'mm/dd/yyyy'.
- Graded Date: Two date pickers labeled 'From' and 'To' with the format 'mm/dd/yyyy'.

At the bottom of the filter section, there are three buttons: 'Apply Filter' (with a downward arrow), 'Clear Filter' (with a red 'X' icon), and 'Export to Excel' (with a download icon).

6. You can filter by section, assignment, etc. to find the specific grade for an assignment.

How Parents Can Monitor Child's Progress

The AVE SIS 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 the AVE SIS, 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 at least one business day to log back in. After that, you will be able to view your student's 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 side of the screen.

Tips for Students' Success

1. Students should log in 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 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 make a note of their schedule.
6. It is important for students to participate in the Welcome Meeting, online live sessions with their teacher, and one-on-one chats with their teacher.

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

1. **English I** students will complete Burlington Everyday English 2 first semester and Burlington Everyday English 3 second semester.
2. **English II** students will complete Burlington Advanced English first semester and will not use Burlington for 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:
 - **Spain:** soportetecnico@burlingtonenglish.com
 - **Non-Spanish Speaking Countries:** techsupport@burlingtonenglish.com
 - **Latin America:** soportetecnico.america@burlingtonenglish.com

AIS Transcript Request

Students can request their official AIS Transcript by visiting the AIS school website at [Transcript Request - AIS \(academica.org\)](https://www.academica.org) and clicking on Student Transcript Request and filling out the form.

Minimum Technical Requirements for Online Course Participation

Browsers

- Google Chrome (latest versions) ([Click here to download](#)).
- Firefox (latest versions) ([Click here to download](#)).
- Safari browser (latest versions) ([Click here to download](#)).

Plug-ins and Software

- Microsoft Office, Open Office
- Adobe Acrobat Reader DC ([Click to Download](#)).

PC/Mac Requirements

- Audio: Headset with functioning microphone
- Web camera
- A broadband internet connection
- Free USB ports

AIS Dual Diploma Directory and Contact Information

Name	Role	Contact Information
Calavia, Andres	Director of International Development/Global Student Services	acalavia@aveteaching.com
Chartier, Caroline	Global Academic Coach	ccharter@aveteaching.com
Ciudin, Cristina	Global Academic Coach	cciudin@aveteaching.com
Daniel, Brenda	Global Academic Coach	bdaniel@aveteaching.com
Dorante, Ewa	Global Academic Coach	edorante@aveteaching.com
Escobar, Stephanie	Global Academic Coach	sescobar@aveteaching.com
Garcia, Quintin	Global Academic Coach	qgarcia@aveteaching.com
LaLicata, Gina	Principal	glalicata@aveteaching.com
Lary, Monique	Global Academic Coach	mlary@aveteaching.com
Laurenti, Maurizio	Global Academic Coach	milaurenti@aveteaching.com
Miller, Ruth	Global Academic Coach	rmiller@aveteaching.com
Montenegro, Valentina	Global Academic Coach	vmontenegro@aveteaching.com
Osagie, Nicole	Assistant Principal	nosagie@aveteaching.com
Osorio, Frances	Global Academic Coach	fosorio@aveteaching.com
Pomerantz, Rina	Global Academic Coach	rpomerantz@aveteaching.com
Roberson, Maycey	Global Academic Coach	mroberson@aveteaching.com
Serize, Auralila	Assistant Principal	aserize@aveteaching.com
Smith, Sarah	Global Academic Coach	ssmith@aveteaching.com
Stingone, Serena	Global Academic Coach	sstingone@aveteaching.com
Villagran, Rosa	Global Academic Coach	rvillagran@aveteaching.com
Vilorio, Jessica	Vice Principal	jvilorio@aveteaching.com
Wright, Rossio	Director of Student Services	rwright@aveteaching.com