WELCOME AND INTRODUCTION

Welcome to Florida Virtual Academies (FLVA)! FLVA blends innovative instructional technology with a traditional curriculum for students across the county. There are many benefits to our unique learning model, including a rigorous and comprehensive research-based curriculum, the support of Florida certified teachers, and an individualized learning program that prepares students to meet their educational, college, and career goals. This challenging and engaging curriculum was developed by renowned learning experts, teachers, and instructional designers.

The Parent-Student Handbook is a comprehensive guide to FLVA policies and procedures. Please read it carefully, sign the last page and return it to your child’s homeroom teacher. You will be able to refer to it throughout the school year as needed.

Our dedicated staff looks forward to working with your family during the upcoming school year. Please feel free to contact the FLVA administration at any time if you have questions or concerns.
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MISSION STATEMENT

It is the mission of Florida Virtual Academies to provide a high-quality, online, public charter school, that will build a community of students, families, educators and a governing board dedicated to providing a high-quality learning environment that will be accountable for developing each student’s full potential by utilizing research-based technology applications, meaningful teacher/student/parent involvement, and engaging, individualized learning. We will produce exemplary levels of student achievement, equipping all students with the academic and nonacademic foundations needed for any post-secondary opportunity they wish to pursue.

We believe...

- In individualized learning through mass customization instead of mass production of education.
- In decades of scientific research regarding how brains really work and how learning happens.
- That Big Ideas + Consecutive Down Payments + Practice = Mastery.
- That mastery of concepts and skills should be for all kinds of children—not just the “best and brightest.”
- In giving parents meaningful ways to be involved in their children's education if they choose.
- In being directly accountable and responsive to all of our students and their families.
- In outstanding teacher engagement.
- In rich, engaging content that gets kids into learning so learning gets into them.
- In using 21st-century tools to prepare 21st-century students.
- In books and digital media—because a mix of teaching tools maximizes learning.
- That children should be introduced to humankind's legacies which create our common culture as humans.
- That raw, unyielding passion is our most important quality.
### WHO TO CONTACT

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<tr>
<th>Inquiry</th>
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<tr>
<td>Administration Office</td>
<td>Kelvin Pruitt</td>
<td>(904) 247-3268</td>
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<tr>
<td>Guidance Counselor</td>
<td><a href="mailto:kpruitt@k12.com">kpruitt@k12.com</a></td>
<td>(904) 247-3268, ext. 1003</td>
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<tr>
<td>Special Programs Manager</td>
<td>Farica King</td>
<td>(904) 247-3268, ext. 1006</td>
</tr>
<tr>
<td>Academic Administrator, K-5</td>
<td>Bridget White</td>
<td><a href="mailto:bwhite@k12.com">bwhite@k12.com</a></td>
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<td>Academic Administrator, 6-12</td>
<td>Des Floyd</td>
<td><a href="mailto:dfloyd@k12.com">dfloyd@k12.com</a></td>
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# STAFF EXTENSION LIST

Please dial (904) 247-3268 plus extension

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# 2015-2016 Calendar

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**Colors:**
- **Orange** – First and Last Day of school
- **Green** – School Holidays
- **Blue** – Quarter End Dates
- **Yellow** – Professional Development/Teacher Work Days
- **Bold** – Assessment Dates
INSTRUCTIONAL MODEL

FLVA’s instructional model will rely on:

- Rigorous academic standards and expectations
- Highly qualified educators providing synchronous and asynchronous instructional support
- Student-to-student and student-to-teacher interaction using a variety of learning technology.
- Traditional grading scale and grade reporting, along with class ranking and cumulative GPA
- Opportunities for student leadership and participation in school-sponsored activities, both virtually and face-to-face
- Post-secondary preparation, career planning, exploration, and support

In this instructional model, teaching and learning includes the accessibility of teachers during normal school hours, 8 a.m. – 5 p.m. Teachers may be contacted via Kmail (through the Online School – OLS), telephone, and Class Connect sessions via the Blackboard Collaborate web conferencing tool.

Students participate in school an average of 6 hours per school day. Students will attend several Class Connect sessions weekly as assigned in their Individualized Learning Plan. Students will be assessed weekly to determine achievement in their scheduled courses. Satisfactory performance is based on student participation in online discussions, Class Connect sessions, online threaded discussions, submitted writings, projects, quizzes, unit tests, semester exams, and final/EOC exams. Students and parents can view grades, student progress, and the amount of time the student spends in each class at any time through OLS/LMS.

As an approved provider by the Florida Department of Education, FLVA is committed to offer daily Class Connect sessions in the core subjects. Language Arts and Math will offer direct instruction daily. Class Connect sessions engage students in direct instruction, live tutorials, and opportunities to receive teacher assistance in completing lessons within the OLS/LMS. All students will be required to attend assigned weekly sessions. We strongly believe in differentiating instruction in order to meet our students’ needs. Throughout the school year, teachers will assess students using multiple data sources and determine the best use of academic time for our students. Those students demonstrating proficiency of Florida Standards may have an adjusted schedule of sessions.

Attendance at Class Connect sessions is mandatory. Students who are able to demonstrate mastery of content may be exempt from this requirement.
INDIVIDUALIZED LEARNING PLANS
Teachers will work with parents and students to develop Individualized Learning Plans (ILPs) within the first four weeks of enrollment. The ILP will include current educational data regarding any previous assessment results, current course placement, and relevant academic history as well as outline the student’s progress goals for the current school year and beyond. The ILP will be reviewed and updated on a regular basis by teachers and parents to ensure that students are meeting expectations and if not, appropriate supports and interventions are put in place to assist the student in meeting Florida Standards and personal academic goals.

SPECIAL EDUCATION SERVICES
FLVA is responsible for identifying children who have special needs. FLVA teachers have the responsibility to make a referral if they suspect a student may have special learning needs. If it is suspected that a student has special needs, a conference will be held with special education staff, the general education teacher, district representative, and the student’s parent to determine if services are appropriate.

Florida Virtual Academies and the district are responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). FLVA’s Special Programs Manager will assure compliancy with state and federal guidelines.

TEACHER RESPONSIBILITIES
- Collaboratively develop Individualized Learning Plans for your student
- Help you to use the Online School Guide and direct you through the K12 curriculum
- Provide instruction and remediation as needed using the K12 curriculum and other educational resources to meet Florida Standards
- Develop and explain accommodations or modifications to the curriculum
- Conduct conferences with parents to discuss individual student’s academic progress
- Collect and review work assignments and provide constructive feedback
- Maintain work day from 8:00 am – 5:00 pm
- Respond within 24 school hours to all Kmails and telephone calls
- Inform parents of school updates/information from FLVA and/or K12
- Prepare students for state and other standardized tests
- Provide encouragement and support in all areas of student learning and achievement
- Complete report cards
- Be the first point of contact for parents and students

PARENT-TEACHER COMMUNICATION
FLVA teachers are responsible for monitoring and validating student attendance, curricular progress, and educational growth. The teacher is the first point of contact for all issues regarding the school.
Kmail and telephone are the primary sources of contact between the FLVA teacher and parents; therefore, it is essential that parents check their Kmail and voicemail at least twice a day. Parents should promptly reply to Kmails or voicemails received from FLVA or K¹². Please keep in mind that teachers spend a significant amount of their time providing instruction in Class Connect sessions and, as a result, FLVA teachers may not be available to receive all incoming calls. In the event that a message needs to be left, please provide as much detail as possible and teachers will respond to all calls within one business day.

All communications between FLVA administration, FLVA teachers, the parents, students, and other parties directly related to FLVA must be conducted with appropriate professionalism. Demeaning or profane language and derogatory remarks/innuendos are not acceptable. This includes communications during conferences, communications in Kmail, and communications posted to any school sponsored community board.

All FLVA phone numbers, Class Connect links, email, and Kmail addresses are registered with the school administration and fall under state regulations concerning communication of official school business. These and ONLY these contacts are permitted for communication between FLVA staff and parents and students of FLVA.

**PARENT/TEACHER CONFERENCES**

Parents are required to participate in scheduled conferences. The date and time of the conference will be arranged at a mutually agreeable time. FLVA teachers will conference with the parents and students quarterly. The teacher will determine with the family whether conferences will be held via phone, Class Connect, or both. There are times that the teacher may deem face to face conferences appropriate. Face to face conferences will be conducted at a public place, such as public libraries, local community centers, etc. Parents are required to keep all scheduled conferences or provide a 24-hour notice, if a cancellation is necessary, and reschedule a new appointment (at the time of cancellation). Failure to participate in the conference may result in implementation of the non-compliance procedure.

**ATTENDANCE POLICY**

The faculty and staff of FLVA firmly believe that a good attendance record is essential to academic and work place success. The correlation between attendance and grades is so strong that every effort must be given to maintaining good attendance. State attendance requirements also affect grade level promotion opportunities and truancy issues. Students are expected to comply with the FLVA attendance policy beginning with their first day of enrollment. Attendance and progress are prorated for students who enroll with FLVA after the official first day of school.

Compliance with state attendance statutes and regulations is a parental responsibility for students ages 6-16 as provided in Section 1003.21, Florida Statutes. The Florida Department of Education requires all public schools to record a minimum of 180 days of attendance or a minimum of 720 hours for students in K-3 and 900 hours for students above third grade. The school is obligated to keep an accurate record of school attendance.
Attendance applies to FLVA students in the form of regular logging in and participation in the educational activities of FLVA’s courses. Students must attend Class Connect sessions addressed in their Individualized Learning Plan. Attendance time can occur at any time during the day and on any day of the week within the school calendar. Upon teacher approval, students may school on non-instructional days or substitute vacation days during a marking period as long as they are schooling adequate hours and completing coursework. Parents are to log attendance hours on the FLVA OLS daily.

Kmails or telephone calls from the parent are required before or after an absence and the work shall be made up within a reasonable time period during the marking period.

Administration reserves the right to request a doctor’s note for 3 or more days out of school.

In addition, teachers will take action on the compliancy issues below:
- 5 or more unexcused absences in a 30 day period, not necessarily consecutive
- 10 absences within a 90 day calendar period
- Failure to log or complete daily assigned lessons for three consecutive days more than once a semester
- Failure to show course progress for 5 consecutive days
- Failing two or more courses with a course average of 50% or below and/or has a course average of 50% or below

Any student who is non-compliant with any of the criteria above may be required to follow the schooling plan below and a meeting with the parents will be scheduled:
- Must attend live check in sessions for 10 consecutive days
- Must complete all required coursework for 10 consecutive days

The days the student does not attend required live sessions will be marked as unexcused absences and the student will be subject to truancy violations. The Administration shall be diligent in facilitating additional intervention services.

If the parent/guardian refuses to participate in the remedial strategies because s/he believes that those strategies are unnecessary or inappropriate, the parent/guardian may appeal to the Charter School Board. If the Charter School Board’s final determination is that the strategies of the attendance committee are appropriate and parent/guardian still refuses to cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

TRUANCY

Responsibility for compliance with Florida Department of Education attendance statutes and regulations requires FLVA to keep an accurate record of daily attendance and progress. To be considered in good standing with regards to attendance, a student must show attendance and progress in the OLS. If a student shows progress with no attendance, or vice versa, this could lead to truancy issues. In order to avoid potential truancy situations, communicate with your child’s
teacher regarding any scheduled vacations or illness issues that could be misinterpreted as truancy.

Truancy could lead to dismissal from FLVA.

**Re-enrollment Policy for Students withdrawn due to Excessive Absenteeism**

Any student withdrawn for non-compliance with attendance, progress, or being unavailable for conferencing, will not be able to re-enroll within the school year. However, a student may be enrolled the following year, with an Action Plan adapted for their success. Teachers will monitor the Action Plan and provide updates to the administrative team during that re-enrollment year. Non-compliance with the Action Plan may result in a final withdrawal from FLVA.

**FLORIDA ATTENDANCE STATUTES**

1003.21 School attendance.—

(1)(a)1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

2. Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergartens during that school year under rules adopted by the district school board.

(b) Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for kindergarten in a private school from which the district school board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the district’s student progression plan. However, nothing in this section shall authorize the state or any school district to oversee or exercise control over the curricula or academic programs of private schools or home education programs.

(c) A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student’s earning potential and must be signed by the student and the student’s parent. The school district shall notify the
student’s parent of receipt of the student’s declaration of intent to terminate school enrollment. The student’s certified school counselor or other school personnel shall conduct an exit interview with the student to determine the reasons for the student’s decision to terminate school enrollment and actions that could be taken to keep the student in school. The student’s certified school counselor or other school personnel shall inform the student of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and high school equivalency examination preparation. Additionally, the student shall complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

(d) Students who become or have become married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to their special needs. Consistent with s. 1003.54, pregnant or parenting teens may participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

(e) Consistent with rules adopted by the State Board of Education, children with disabilities who have attained the age of 3 years shall be eligible for admission to public special education programs and for related services. Children with disabilities younger than 3 years of age who are deaf or hard of hearing; visually impaired; dual sensory impaired; orthopedically impaired; other health impaired; who have experienced traumatic brain injury; who have autism spectrum disorder; established conditions, or who exhibit developmental delays or intellectual disabilities may be eligible for special programs and may receive services in accordance with rules of the State Board of Education. Rules for the identification of established conditions for children birth through 2 years of age and developmental delays for children birth through 5 years of age must be adopted by the State Board of Education.

(f) Children and youths who are experiencing homelessness and children who are known to the department, as defined in s. 39.0016, must have access to a free public education and must be admitted to school in the school district in which they or their families live. School districts shall assist such children in meeting the requirements of subsection (4) and s. 1003.22, as well as local requirements for documentation.

(2)(a) The State Board of Education may adopt rules under which students not meeting the entrance age may be transferred from another state if their parents have been legal residents of that state.

(b) Each district school board, in accordance with rules of the State Board of Education,
shall adopt a policy that authorizes a parent to request and be granted permission for absence of a student from school for religious instruction or religious holidays.

(3) The district school superintendent may authorize certificates of exemptions from school attendance requirements in certain situations. Students within the compulsory attendance age limits who hold valid certificates of exemption that have been issued by the superintendent shall be exempt from attending school. A certificate of exemption shall cease to be valid at the end of the school year in which it is issued.

(4) Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of subparagraph (1)(a)2. The district school superintendent may require evidence of the age of any child whom he or she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

(a) A duly attested transcript of the child’s birth record filed according to law with a public officer charged with the duty of recording births;
(b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;
(c) An insurance policy on the child’s life that has been in force for at least 2 years;
(d) A bona fide contemporary religious record of the child’s birth accompanied by an affidavit sworn to by the parent;
(e) A passport or certificate of arrival in the United States showing the age of the child;
(f) A transcript of record of age shown in the child’s school record of at least 4 years prior to application, stating date of birth; or
(g) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if these are not available in the county, by a licensed practicing physician designated by the district school board, which states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct. Children and youths who are experiencing homelessness and children who are known to the department, as defined in s. 39.0016, shall be given temporary exemption from this section for 30 school days.

History.—s. 116, ch. 2002-387; s. 18, ch. 2006-74; s. 4, ch. 2006-301; s. 4, ch. 2008-204; s. 5, ch. 2009-35; s. 7, ch. 2009-164; s. 4, ch. 2013-89; s. 16, ch. 2014-20
ATTENDANCE POLICY FAQ’s

1. When can I log attendance?
You are able to log attendance daily from the first day of school until the last day of school.

2. What constitutes earned attendance hours?
Attendance hours are hours that are spent in student preparation for the daily lesson and student’s learning time. Attendance outside of the curriculum must be approved by the teacher and administration.

3. Where do I need to log my child’s attendance and how often?
Student attendance hours need to be logged in the attendance screen on the OLS and must be entered daily.

4. How much attendance may I log each day?
You should log the actual number of K¹² and supplemental work hours completed by the child. This should not exceed 180 minutes in one subject area, 8 hours daily, or 40 hours weekly.

5. What should I do if I forgot to log my child’s attendance?
If you have already entered hours for that day and you clicked the “Submit” button, your teacher may need to add the hours for you. Contact your teacher and s/he will assist you in entering hours.

HOMELESS STUDENTS

A homeless student is a child or youth in transition who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:

- Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Are living in motels, hotels, or campgrounds due to the lack of alternative adequate accommodations
- Are living in emergency shelters
- Are abandoned in hospitals, or are awaiting foster care placement
- Having a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Runaway children or children who are abandoned.

Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definitions. Homeless status is determined in cooperation with the parents in the case of unaccompanied youth the local educational agency liaison and the district liaison.
FLVA will accept application for enrollment of the student, even if the child or youth lacks records normally required for enrollment. Records will immediately be requested from the previous school.

Each homeless child or youth shall be provided services comparable to services offered to other students in FLVA such as:

- Educational services for which the child or youth meets eligibility criteria such as ESL or special education services
- Programs for “at risk” students
- Additional enrichment programs

Examples of Comparable Services in a virtual school:
- Student materials and equipment
- Computer system and internet access
- Computer ink
- Increased flexibility in teacher availability for support

STUDENT INFORMATION CHANGES

Parents are required to notify their homeroom teacher immediately of any change in pertinent information (ex. name, mailing and/or shipping address, phone number, emergency contact, responsible adult, or court order designating a change in guardianship, etc.) This information is part of your child’s educational record and must be kept current.

CHANGE OF ADDRESS

The parent/guardian will send the new address in a Kmail to the homeroom teacher attaching a “proof of residency” document (i.e. electricity bill, lease/rental agreement, or utility bill). Once the homeroom teacher receives all necessary documentation, the information will be sent to the registrar for approval. The Registrar will update new address in the OLS.

Important Note:
It is the parent’s responsibility to ensure that the physical address is correct. The address in the system will be used to assign testing sites. If a student moves into a district that FLVA does not serve, the student will have to withdraw from the FLVA program.

SUPPLEMENTAL ACTIVITIES

A supplemental activity is work the student completes in addition to the K¹² curriculum assigned to the student. It does not replace the K¹² curriculum. Supplemental activities should represent new learning for the student or should provide practice for work that is appropriate for his/her grade level. Class Connect sessions with teachers and Study Island activities are required and should be entered in the appropriate subject area.
Supplemental activities can be logged in the Online School as instructional hours. These activities can be logged into the student’s daily schedule and counted toward their mandatory hours of instruction. To ensure that supplemental activities are appropriate and recorded properly, please discuss these with your FLVA teacher.

**STUDENT WORK SAMPLES/SEMESTER TESTS**

Work samples are evidence that teachers review to ensure adequate educational progress. Each family will be supplied a list of the required work samples that are to be submitted to the child’s teacher on a regular basis. *Students failing to submit work samples will be considered non-compliant.* Work samples and semester tests will not be returned to families. Teachers will provide families with submission guidelines. Submitting work samples as requested will count towards a percentage of each student’s final grades. Any work assigned to students that is not collected should also be kept until the end of the school year in case a class portfolio is needed for grade recovery.

**OPTIONAL LESSONS**

FLVA curriculum identifies lessons as “optional lessons” or “core.” The optional lessons are intended to provide enrichment or extra practice. There may be some “optional” lessons that are required due to Florida standards. Such standards will be taught in Class Connect sessions.

**GRADING**

FS 1008.25 specifies that the school must annually report to the parent of each student the progress of the student towards achieving proficiency in reading, writing, science and mathematics, including the student’s results on each statewide assessment test. The evaluation of each student’s progress must be based upon the student’s classroom work, observations, tests, district and state assessments, and other relevant information.

Notification will be sent at any time during a grading period when it is apparent the student may not pass a course.

Teachers will determine report card grades that provide the student and the student’s parent(s)/guardian(s) with an objective evaluation of the student’s scholastic achievement and effort.

- Marks are based on the quality of student performance relative to expected levels of achievement of the standards that the teacher observes and evaluates.
- The student’s academic grades are to reflect academic achievement. The quality of the work will be assessed by multiple measures that include, but are not limited to:
  - teacher observations (oral presentations or reports, speeches, recitations, student participation, and demonstrations);
  - classroom assignments (reports, term or research papers, models, projects, computer programs);
examinations (essay, multiple-choice, and completion tests; oral tests; and skill
tests requiring demonstrations);
- core curriculum benchmark assessments.

Report cards will be issued at the close of each grading period. To receive a report card, a student
shall be enrolled at least one-half of the 45 day grading period. Students enrolled for less than
one-half of the grading period will receive a report card, but a grade is not required. If a student
withdraws, a grade will be indicated.

All students, including English Language Learners, will use the same evaluation plan.

**Grades K-1**

**Grade and Definition**
- M  Outstanding progress with mastery
- P  Progressing adequately with mastery
- N  Progress below expectation

**Grades 2-12**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>outstanding progress</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>above average progress</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>average progress</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>below average progress</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>not passing</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>incomplete</td>
</tr>
</tbody>
</table>

If an “I” (incomplete) is recorded on a report card, the requirements for which the incomplete was
assigned must be satisfied within two weeks of the issuance of the report cards, or the “I”
becomes an “F.” At administration or teacher discretion, a longer period of time may be allowed
for assignment completion.

**ACADEMIC ADVANCEMENT**

Promotion to the next grade level is determined by subject mastery, attendance, and teacher
approval. If the course has a final exam or EOC (End of Course Assessment), the student will be
required to complete the required test. As a school, it is our goal to see 100% completion of all
coursework. FLVA will encourage each student to achieve 100% completion to reach full potential
and capability for the next grade level assignment. All progress will be prorated according to each
student’s start date. For more information on academic goals, please visit the Student Progression
Plan which details promotion guidelines by grade level.

If a student reaches 100% completion in math and language arts package by the third marking
period, then the next course level can be ordered. All other subject areas must meet the
student’s ILP goals.
PROGRESSION PLAN

1. PLACEMENT INTO KINDERGARTEN

Children are eligible for admission to public kindergarten if they have attained age 5 on or before September 1 of the current school year. Children who have attained the age of six years by February 1 of any school year are required to attend school regularly during the entire school year.

2. REQUIRED PROGRAM OF STUDY K-5

The required program of study for elementary students in K12 Schools reflects state and local requirements for elementary education. The areas of study required for each grade, Kindergarten through 5, are shown in Table below.

<table>
<thead>
<tr>
<th>REQUIRED PROGRAM OF STUDY</th>
<th>Grade K</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts* (reading, writing, speaking, listening, and language)</td>
<td>Language Arts* (reading, writing, speaking, listening, and language)</td>
<td>Language Arts* (reading, writing, speaking, listening, and language)</td>
<td>Language Arts* (reading, writing, speaking, listening, and language)</td>
<td>Language Arts* (reading, writing, speaking, listening, and language)</td>
<td>Language Arts* (reading, writing, speaking, listening, and language)</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>Social Studies</td>
<td>Social Studies</td>
<td>Social Studies</td>
<td>Social Studies</td>
<td>Social Studies</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>Health</td>
<td>Health</td>
<td>Health***</td>
<td>Health***</td>
<td>Health***</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>Art</td>
<td>Art</td>
<td>Art</td>
<td>Art</td>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Character Education</td>
<td>Character Education</td>
<td>Character Education</td>
<td>Character Education</td>
<td>Character Education</td>
<td>Character Education</td>
<td></td>
</tr>
</tbody>
</table>

*Passing grade is required for promotion

** Passing grade is required for promotion in Science or Social Studies in 4th and 5th grade.

***Not required for students with disabilities on Alternate Assessment.

3. PROMOTIONAL REQUIREMENTS FOR BASIC EDUCATION GRADES K-5

No student shall be assigned to a grade level based solely on age or other factors that amount to social promotion or administrative placement. This does not prevent students from being promoted based upon exemption according to state law and district policy. Grades K-5 students who are retained due to not meeting promotion criteria in Language Arts or Math may be eligible for remediation and potential promotion through a summer school assessment. A decision to retain a student may be appealed by a parent or legal guardian to the Superintendent or Designee...
and a final decision will be made after a review of the student’s performance. This appeal process does not apply to Grade 3 students who fail due to not meeting the state Reading assessment requirements.

**KINDERGARTEN THROUGH SECOND GRADE**

Promotion of students in Grades K-2 will be determined through a collective analysis between the parent, teacher, and school site administrator of the following indicators:

*Language Arts*: Teacher judgment that the student has met the Language Arts Florida Standards (LAFS)

*Math*: Teacher judgment that the student has met the Mathematics Florida Standards (MAFS)

**THIRD GRADE**

Promotion of students in Grade 3 will be determined through a collective analysis between the parent, teacher, and school site administrator of the following indicators:

*Language Arts*: Teacher judgment that the student has met the Language Arts Florida Standards (LAFS)

*Math*: Teacher judgment that the student has met the Mathematics Florida Standards (MAFS)

*Reading*: Promotion of students is based on attaining the minimum required score on the statewide standardized assessment as specified in 1008.25 F.S. The School Board may only exempt students from mandatory retention for good cause.

A. **Third-Grade Retention**

If a student’s reading deficiency is not remedied by the end of third grade, as demonstrated by scoring at Level 2 or higher on the FSA in reading for grade three, the student must be retained.

B. **Good Causes Exemptions to Third Grade Retention**

A student can only be exempted from third grade retention for the following good causes:

- Limited English Proficient (LEP) students with less than two years of English for Speakers of other Languages (ESOL) instruction
- Students with disabilities whose Individual Education Plan (IEP) indicates participation in FSA is not appropriate
- Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education *(DOE Note: SAT)*
- Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the Florida Standards in reading equal to at least a Level 2 performance on the FSA
- Students with disabilities who participate in the FSA and who have an IEP or a 504 plan that reflects that the student has received intensive remediation in reading for more than two years but still demonstrates a deficiency in reading and was previously retained in K-3
• Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten through grade 3 for a total of two years.

FOURTH GRADE
Promotion of students in Grade 4 will be determined through a collective analysis between the parent, teacher, and school site administrator of the following indicators:

Language Arts: Teacher judgment that the student has met the Language Arts Florida Standards (LAFS) as indicated by a final grade of D or above in Language

Math: Teacher judgment that the student has met the Mathematics Florida Standards (MAFS) as indicated by a final grade of D or above

Social Studies/Science: Teacher judgment that the student has met applicable Florida Standards as indicated by a final grade of D or above in Social Studies or Science.

FIFTH GRADE
Promotion of students in Grade 5 will be determined through a collective analysis between the parent, teacher, and school site administrator of the following indicators:

Language Arts: Teacher judgment that the student has met the Language Arts Florida Standards (LAFS) as indicated by a final grade of D or above in Language

Math: Teacher judgment that the student has met the Mathematics Florida Standards (MAFS) as indicated by a final grade of D or above

Social Studies/Science: Teacher judgment that the student has met the Florida Standards as indicated by a final grade of D or above in Social Studies or Science.

PROMOTIONAL REQUIREMENTS FOR MIDDLE SCHOOL
No student shall be assigned to a grade level based solely on age or other factors that constitutes social promotion or administrative placement. The student progression from one grade to another is partially based on proficiency in reading, writing, science, and mathematics. This does not preclude students from being promoted based upon state law and district policy. In order to be promoted to the next grade level, the student must meet the current teacher judgment, credit, and GPA requirements as outlined in this document. Each school must hold a parent meeting either in the evening or on a weekend to inform parents about the course curriculum and activities.

To be promoted within middle school at the end of a given year, a student must pass a minimum number of core courses as indicated below:

<table>
<thead>
<tr>
<th>To Grade</th>
<th>Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Successfully complete three or more 6th grade core courses</td>
</tr>
<tr>
<td>8</td>
<td>Successfully complete three or more 7th grade core courses and recover the core course not passed in 6th grade, if applicable</td>
</tr>
<tr>
<td>Required Courses Grades 6 - 8</td>
<td>Middle School Credits</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Language Arts</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics *</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies **</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.50</td>
</tr>
<tr>
<td>Health</td>
<td>1.50</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 18

*These courses may include M/J Mathematics 1 and 2, Pre-Algebra, Algebra I, Algebra I Hon., Geometry, and Geometry Hon. in the indicated sequence.

**These courses must include World History, Civics, and US history – one semester of which must include the study of state and federal government and civics education.

PROMOTION TO HIGH SCHOOL

Promotion of students from middle school to high school will be based on:

a) a minimum final grade of “D” in all 12 required core courses in the middle school required curriculum,

and

b) for students entering grade 6 during the 2006 -2007 school year and thereafter, successfully passing a social studies courses which integrates career and education planning including the creation of an Academic Plan.

*Unless otherwise noted, a student’s graduation requirements are the requirements in effect the first year that the student entered ninth grade.

NUMBER OF CREDITS REQUIRED

Students in grades 9-11 or in their first three years of high school shall be scheduled full-time into required academic courses each year to earn sufficient credits toward graduation. Seniors and students in their 4th and 5th year of high school may enroll full-or part-time. To be promoted within high school at the end of a given year, a student electing a 24-credit option must earn the minimum number of credits as indicated below.

PROMOTION REQUIREMENTS

<table>
<thead>
<tr>
<th>To Grade</th>
<th>24 Credit Diploma Option</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5 credits, including 1 English or 1 mathematics</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12 credits, including 2 English and any combination of 2 mathematics and/or science</td>
<td></td>
</tr>
</tbody>
</table>
GRADE POINT AVERAGE REQUIREMENTS

1) For promotion to Grade 12 a student must have a cumulative, unweighted GPA of at least 1.5.

2) For graduation, students in both the 24-credit and 18 credit programs must have a cumulative, unweighted GPA of at least 2.0.

3) Students shall maintain a minimum, cumulative grade point average on a 4.0 scale, or its equivalent, in courses required by the state for graduation. This average shall be referred to as the Graduation GPA and should not be confused with the ranking GPA. (See High School - Appendix B.) Schools shall identify students in grades 9 through 12 who are earning grade point averages less than that required for graduation and shall provide assistance to these students. Parents and guardians of students who have cumulative grade point averages less than 0.5 above the required graduation level shall be notified mid-year that the student is at risk of not meeting the GPA graduation requirement.

Standard Diploma Requirements for Ninth grade Entry Years 2013-2014 and After

<table>
<thead>
<tr>
<th>Subject</th>
<th>High School Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>4</td>
</tr>
<tr>
<td>Science**</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies***</td>
<td>3</td>
</tr>
<tr>
<td>Performing Art</td>
<td>1</td>
</tr>
<tr>
<td>Health Opportunities through Physical Education (HOPE)****</td>
<td>1</td>
</tr>
<tr>
<td>Electives (one online course)</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

*All students must earn one credit in Algebra I, one credit in Geometry, and one credit in Algebra II (or their equivalent as specified in the State Course Code Directory) prior to graduation. A student must earn a passing grade in BOTH Algebra IA and Algebra IB or Algebra I in order to meet the state/district Algebra I graduation requirement.

** Science credits shall include one credit in biology, one credit in physical sciences and one additional equally rigorous science course

*** The credits shall include 1 credit in American history; 1 credit in world history; ½ credit in economics; and ½ credit in American government including a study of the Constitution of the United States.

**** HOPE-Core is a one credit physical education course which includes the integration of Health Education and Physical Education Standards, Benchmarks, and topics.

State End of Course Assessments:
Standard High School Diploma
### ASSESSMENTS

Students will be administered assessment tests in each subject area during the first weeks of enrollment. Access to tests will be provided by the FLVA staff and completed in the home independently or in Class Connect sessions. Benchmark tests will be given throughout the school year.

FLVA students are required to participate in all school, district, or state-mandated academic assessments (FSA, etc.) at locations set up throughout the county. Failure to participate in these assessments can result in your child’s removal from FLVA and could negatively impact the future of the Florida Virtual Academies.

*If a student misses any mandated test without an approved excuse, the student could be eligible for dismissal and may not be reinstated into FLVA for up to two years.*

### ACADEMIC INTEGRITY

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

Unless otherwise instructed by your teacher or by a specific assessment, you are expected to honor the following principles while taking assessments:

- The student will complete assessments independently.
- Students will not copy or redistribute any part of an assessment in any way: electronically, verbally, or on paper.
- Students will treat the assessment as “closed book”: meaning that you may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless your teacher or the specific assessment otherwise instructs (for example, you are specifically told to refer to certain pages in a book as part of the assessment).
- Students will treat the assessment as “single browser”: meaning that during the assessment you may not log in a second time to your course, or open your course or related materials on another browser on another computer.
• Answers will represent only the student’s independent work, free of any outside assistance. The student will not plagiarize in any way.
• Students will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

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

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

**PLAGIARISM**

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work, either intentionally or unintentionally. Specific examples of plagiarism that will not be tolerated include, but are not limited to:

• Copying, paraphrasing, rephrasing, or summarizing another person’s work without citing that source.
• Using material, including photographs, from the internet or any other source and representing as your own, even if you have changed some of the words.
• Having someone else write the assignment or rephrase any portion of that assignment.
• Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.
• Indirect reproduction of student aids, such as Cliff’s Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

**CONSEQUENCES OF PLAGIARISM**

**First offense** – The student and parent will attend a conference with the school administration and teacher. The student will be allowed to complete the assignment for a possible 50% of the original points.

**Second offense** – The student and parent will attend a conference with the school administrator. The student will not be allowed to rewrite the assignment. A score of “0” will be entered as a grade.

**Third offense** – The student and parent will attend a conference with the school administrator which may result in suspension and district notification.

**Source Citation**

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page...
Each family will be required to have a computer system that meets the minimum specifications necessary to access the K¹² Online School (OLS). Families must also have Internet access in order to participate in the school. In certain cases based on financial need, a family may be eligible for a computer loan.

The parent or mentor needs to have at least basic computer skills. Use of the computer is an important part of the program, but in the early grades it is mostly the parent (or other responsible adult) who interacts with the computer. The program is user-friendly.


Each family will be required to have a computer system that meets the minimum specifications necessary to access the K¹² Online School (OLS). Families must also have Internet access in order to participate in the school. In certain cases based on financial need, a family may be eligible for a loaned computer and reimbursement for Internet Service Providers (ISP). If eligible, families are reimbursed $9.95 per full month of enrollment with FLVA. This amount is paid at the end of the school year.

Procedure for requesting Computers and ISP Reimbursement

- All requests for loaned computers or ISP reimbursement should be made through FLVA teachers. Teachers then submit a request through the Operations Manager.
- If student meets eligibility requirements Operations Manager will request a computer to be shipped to the family.

Access to the Internet via computer equipment and resource networks provided to qualifying students as a result of enrollment in FLVA are intended to serve and pursue educational goals and purposes. Communications and Internet access should be conducted in a responsible and professional manner reflecting the school’s commitment to honest, ethical, and non-discriminatory practice. Therefore, the following is prohibited:

- Any computer use that violates federal, state, or local law or regulation.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks.
• The use of FLVA Internet-related systems to access, transmit, store, display, or request inappropriate materials.
• Any use that is deemed to adversely affect FLVA or its students.
• If a student or family abuses or destroys any part of the computer or peripherals they may be held responsible for payment to fix or replace the unit.

USE OF SOCIAL MEDIA
Since the term social media is used a number of different ways, we want to make sure you understand what we mean when we say social media. Social media is any tool or service that facilitates back and forth communications over the Internet. Social media applies not only to current “big names” such as Facebook® and Twitter™, but also applies to other platforms you may use that include user interactions, which you may not think of as social media. Platforms such as Pinterest™, YouTube™, Flickr™, blogs, and wikis are all part of social media. As technology advances, the list of platforms will change and grow.

Student use of social media to threaten other students, faculty, or staff could result in law enforcement involvement and criminal prosecution.

We also want to share the school’s policy for staff use of social media with students and parents.

• Teachers and staff will not be allowed to accept students or parents as friends on personal social networking sites.
• Teachers and staff will not post images that include students or school events on personal pages.

We have determined inappropriate content to include the following: provocative photographs or images, sexually explicit messages, posts about use of drugs or alcohol, or anything a student is prohibited from doing.

CYBERBULLYING / BULLYING POLICY
Every FLVA student has the right to an educational environment that is reasonably free from intimidation, harassment, harm, or threat by another student.

Bullying and/or cyber-bullying is prohibited during school, via school equipment, at school-sponsored events, or by any electronic act that results in the disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment.

“Bullying” is considered to be the intentional harassment, intimidation, humiliation, ridicule, defamation, threat, or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:
a) Physical harm to a school employee or student or damage to the school employee’s or student’s property
b) Substantial interference with a student’s education or with a school employee’s role in education
c) A hostile educational environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act
d) Substantial disruption of the orderly operation of the school or educational environment.

“Electronic act” means, without limitation, a communication or image transmitted by means of an electronic device, including, without limitation, a telephone, wireless phone, or other wireless communications device, computer, or pager.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily substantial interference with the other’s performance in the school environment.

“Substantial Disruption” means, without limitations, that any one or more of the following occur as a result of bullying:

a) Necessary cessation of instruction or educational activities
b) Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment
c) Severe or repetitive disciplinary measures are needed in the classroom or during educational activities
d) Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy, shall report the incident to the Administrator immediately. Students who engage in bullying during school, on school property, during and/or while in route to or from any school function in connection to or with any school sponsored activity or event, or by an electronic act that results in the disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or withdrawal by the district.

The person or persons who file a complaint will not be subject to retaliation or reprisal in any form. A school employee who has reported violations under the school district’s policy shall be immune from any tort liability that may arise from the failure to remedy the reported incident.

CONFIDENTIALITY

Every effort is used in maintaining the confidentiality of students attending Florida Virtual Academies. Before confidential student information is transferred over the Internet, it is password protected or encrypted, and can only be decrypted by another party employed or assigned by FLVA. Florida Virtual Academies is committed to protecting the confidentiality of personally identifiable data regarding students with disabilities. Student files are accessible only to school or district officials. Parents and students should be careful not to share their K¹² Online
School (OLS) username and password with any unauthorized individuals. In any case, where a parent or teacher believes the security of the OLS has been compromised, the parent should use the tools provided in the OLS to change their username and password.

CONSTITUTIONALLY PROTECTED PRAYER

The FLVA administration is committed to ensuring that no policies are in place which prevent or otherwise deny participation in constitutionally protected prayer in public schools as set forth in the guidance for Section 9524 of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind (NCLB).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) grants parents and students over 18 years of age ("eligible students") certain rights regarding the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

   To request an inspection and review, the parent or eligible student should submit a written request to the Head of School that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s FLVA education records that the parent or eligible student believes is inaccurate.

   Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School administration, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA allows disclosure without consent.

   One exception, which permits FLVA to disclose information without consent, is when the school discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to FLVA as an administrator, supervisor, instructor, or...
support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, D.C. 20202-4605

(5) FERPA requires that the School, with certain exceptions, obtain a parent’s or eligible student’s written consent prior to the disclosure of personally identifiable information from a child’s education records. However, the School may disclose “directory information” without written consent, unless you, the parent or eligible student, have advised the School in writing that you do not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the School to include the following information from education records in certain school publications or disclose it to certain parties. Examples include:

- Shipment of school materials to and from student’s home
- Entry of student enrollment information into a computer database for use by school officials
- Honor roll or other recognition lists
- School yearbook

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent’s prior written consent. In addition, federal laws require the school to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised the School during the enrollment process or in writing that they do not want their student’s information disclosed without prior written consent.
The school has designated that information self-reported to the K12 online directory may be provided without prior written consent. Changes to the K12 online directory can be updated regularly.

If there are certain items the school has chosen to designate as directory information that you do not want disclosed from your child’s education records, without your prior written consent, please send a Kmail identifying the information you do not want disclosed, your student’s name, and any edits to the FLVA administration.

IMMUNIZATIONS
Parents must submit copies of the child’s immunization records prior to being admitted to FLVA. Records will be reviewed upon submission. Parents will be notified of required immunizations that are missing or omitted. Exceptions may be granted if there is parental objection on religious grounds documented on Florida Department of Health Form 681 or written certification for exemption for medical reasons by a licensed provider.

OBJECTIONABLE MATERIALS POLICY
If a parent finds certain lessons, books or materials to be objectionable, s/he should contact the student’s FLVA teacher and utilize the feedback option within the OLS. The teacher will work with the parent to find alternative lessons to meet the lesson objectives. The assessment for the lesson in the OLS must be completed to show that the objectives have been met. This policy covers individual lessons. If a pattern exists, the parent will be asked to speak with administration. The strength of the program will not be compromised.

PARENT INVOLVEMENT
FLVA encourages all parents to become involved in school activities sponsored in their geographical area in order to help develop a stronger school community. Many opportunities for involvement are provided through FLVA sponsored events such as parent trainings, student outings, meet and greet sessions, and Graduation/End-of-the-Year events.

PHYSICAL EDUCATION
Physical education may be defined as “the development and maintenance of skills related to strength, agility, flexibility, movement, and stamina, including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle; and the development of positive attitudes regarding sound nutrition and physical activity as a component of personal well-being.”

FLVA students must be enrolled in a physical education course or participate in physical activities for 150 minutes each week for grades k-5. The requirement may be waived for those students
enrolled in a remedial course. The equivalent of one period per day of physical activity for one semester of each school year is required for grades 6- 8.

Students in k-8 may “opt out” of Physical Education if the parent indicates in writing that the student participates in physical activities outside of the school day that are equal or in excess of the mandated requirement.

PROBLEM RESOLUTION
While our goal is 100% satisfaction we recognize that at times issues may arise that require administrative attention. In attempting to resolve any situation or problem, parents should use the following steps. All concerns and issues should first be directed to your child’s teacher. If the concern is not resolved at this level, please contact the Academic Administrator and then the Head of School or other members of administration.

PROGRESS REPORTS & REPORT CARDS
The Online School (OLS) offers an on-going report of a student’s academic progress and attendance information. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, s/he may print a copy of the progress and attendance screens in the OLS account for the student. Report cards are issued by teachers via Kmail on a quarterly basis.

SCHOOL PROPERTY
FLVA provides materials, books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted, and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student while enrolled in the FLVA program.

MISSING MATERIALS
Florida Virtual Academy provides students with complete sets of materials for each subject. Families are provided with a packing list for each subject, and it is the responsibility of the parent/responsible adult to check the packing list against the items shipped. If items are missing, the parent/responsible adult is responsible for notifying K12 Inc. within two weeks of receiving the materials so that a missing materials report can be submitted to have the item provided. Missing materials that are reported mid-year may be considered lost materials and could result in charges to the family for replacement.

Lost or Damaged Materials - Materials that are lost or damaged should be reported to K12 Inc. as soon as possible. The parent/responsible adult may be responsible for the cost of replacing lost or damaged materials. Please treat all K12 provided materials with the utmost care.
CONSUMABLE MATERIALS VS. RETURNABLE MATERIALS
At the beginning of the school year, parents/responsible adults will be provided with a list of returnable items. All items on the returnable list cannot be written in and must be returned. We suggest families keep the boxes they receive. Boxes will not be supplied for reclamation of any materials. K12 Inc. will arrange for pick-up of these materials at the end of the school year. The parent/responsible adult will be responsible for the replacement cost of items on the list that are not returned. Consumable materials are not required to be returned.

PLEASE NOTE: When a student withdraws prior to the end of the school year, all items, regardless of condition, must be returned. This includes student and teacher printed pages. Exceptions for liquids and certain consumable items may be specified in the reclamation process.

INTER-AGENCY COOPERATION
Florida Virtual Academy shall seek to improve communication, coordination, and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data about children, youth, and families with involved agencies serving children; and shall work in cooperation with other schools/districtscommunities/ regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings in order to encourage the continuation of education and access to other needed services in order to prevent recidivism.

STUDENT RECORDS
Florida Virtual Academy shall provide for the transfer of electronic student education records upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state approved facility, whether within or outside the state of Florida, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur no later than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the withdrawal and the reason(s) for which the student was expelled by the district.

No education record of any student may be withheld as the result of lack of payment of any fine, debt, or other outstanding obligation.

A student or his/her parent(s) may inspect the education record of that student in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Florida Virtual Academies who has been suspended or expelled from any public or nonpublic school shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled. The school district will be notified before enrollment approval.
STUDENT ACTIVITIES
Florida Virtual Academies will provide student participation opportunities that are designed to meet the students’ academic, recreational, and social interests. Activities may include, but will not be limited to, virtual clubs, service projects, and scholastic activities such as spelling bees or science fairs. An adult sponsor, approved by the school administrator, will supervise each school-related club/organization.

Students are encouraged to participate in organizations endorsed by the school, which are formed to share common interests or are an integral part of the educational program of the Florida Virtual Academies. All student organizations will operate according to approved guidelines and procedures and will not discriminate based on race, sex, religion, disability, or national origin.

Students wishing to participate in extra-curricular activities in the district should contact the district office and identify themselves as enrolled in Florida Virtual Academies.

OPTIONAL OUTINGS
FLVA will sponsor optional outings for students and families on a regular basis. These outings are designed to enhance the K¹² curriculum/learning activities. While attendance is not mandatory, it is an opportunity to meet other school participants, have conversations, share practices that work, and participate in academic enrichment. While credit for student outings is not offered in lieu of the regular curriculum, time can be counted as supplemental activities hours in the OLS.

Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

FLVA parents and students are expected to conduct themselves appropriately at all optional student outings. Parents /guardians are responsible for the supervision of their children at all times and must attend outings with their students.

Any person who is a registered sex offender shall not attend FLVA outings.

CODE OF CONDUCT

DRESS CODE
FLVA expects students will dress neatly and appropriately at all times on school sponsored outings, events, and on district property. The two criteria for determining appropriateness are safety and decency. Student dress that distracts others from the learning process is unacceptable.

Examples, of inappropriate dress include, but are not limited to:
- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demeanes, degrades, or intimidates another because of race, sex, religious persuasions, national origin, disability, or gang membership.
• Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments.
• Any clothing that is excessively tight, is of transparent or see-through material, is ripped or torn, or has suggestive signs or symbols.
• Any clothing through which underwear or any type of undergarment may be seen.
• Clothing which does not cover backs or clothing which permits viewing of cleavage, tank tops with open sides and muscle/tank shirts.
• Spikes, dog chains/chokers, ball bearing chains, wallet chains or other jewelry that increases the risk for accidents.

Students who neglect to adhere to the dress code of FLVA are subject to disciplinary action. Further information on dress code can be found in the District Code of Conduct.

DRUG AND/OR ALCOHOL USE
FLVA maintains a zero tolerance of drug and alcohol abuse. Students found possessing, distributing, selling, or abusing drugs and/or alcohol while on school grounds including the instructional area, school sponsored outings, and activities will be subject to disciplinary action up to and including expulsion by the district. Law enforcement officials will be notified.

TOBACCO/SMOKING POLICY
FLVA prohibits the use or possession of tobacco products by students on school grounds, school sponsored outings, and activities. Students possessing or using tobacco products will be suspended from school and law enforcement officials will be notified.

FIREARMS AND WEAPONS
Carrying, bringing, using, or possessing any firearm or weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited. A student who is found to have carried, brought, used, or possessed a firearm in violation of this policy shall subject to the District Code of Conduct Policy. Any student who brings a firearm to a school event shall be referred to the criminal justice and juvenile justice systems.

For the purposes of this policy, a “firearm” is defined as: any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas to include but not limited to bomb, grenade, rocket having a propellant charge of more than one quarter ounces, missile having an explosive or incendiary charge more than one quarter ounce, mine, or device similar to any of the devices described in this section: any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile at the action of any explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter; any combination of parts that either designed or intended for use in converting any device into any destructive device may readily be assembled; stun weapon or taser; pistol, revolver, or other weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, razor, slingshot, spring stick, metal knocks, blackjack; any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, nun chucka, nunchaka, shurikan, or fighting chain; any disc, of whatever
configuration having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or any weapon of like kind as those enumerated in this definition.

OTHER WEAPONS VIOLATIONS
A student who is found to have carried, brought, used, or possessed a weapon in violation of this policy shall be subject to appropriate disciplinary action according to the District Code of Conduct. The term “weapons,” as utilized in this policy, shall include, but not be limited to rifles, pocket knives, household knives, toy guns, look-alike guns, facsimiles of destructive devices, or other dangerous articles, firecrackers, sparklers, ice picks, or any other object which may be used to intimidate, threaten, or harm others.

SPECIAL EDUCATION DISCIPLINE PROCEDURES
This section refers to students with disabilities as determined under the provisions of the federal Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and associated Florida laws and regulations. All procedural safeguards afforded students without disabilities by law must be extended to students with disabilities and their parents.

If there is a pattern of discipline issues, the student’s Special Education teacher must notify the parent of a Discipline Individual Education Plan (IEP) Team meeting. A Discipline IEP Team meeting must be held to determine if the behavior is a manifestation of the student’s disability. The IEP Team meeting must be appropriately constituted with, at a minimum, the following individuals: an administrator of the Florida Virtual Academy; the student’s Special Education teacher; at least one of the student’s Regular Education teachers; one or both parents of the student; the student (if appropriate). A district representative may also attend.

Note: If the parent chooses not to attend or participate by phone in the rescheduled IEP Team meeting, the school personnel shall meet without the parent. Parents must be provided prior written notice of all IEP Team meetings.

If the IEP Team determines that the behavior is a manifestation of the student’s disability, the student will not be suspended nor recommended for withdrawal. If the behavior is not a manifestation of the student’s disability, the student is subject to the disciplinary consequences of a student without disabilities; however, the student shall continue to receive a free appropriate public education (FAPE).

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)
FLVA supports the academic achievement of all students, particularly those most at risk. It is a priority to build strong parent/teacher/student relationships and address the specific needs of individual students. The Multi-Tiered System of Supports Team at FLVA uses a mixed problem-solving model to identify and serve students having academic, behavioral, or emotional difficulties. This process involves the student, parents, teachers, and other specially trained professionals and administrators.
The MTSS Team uses a tiered model to incorporate problem-solving methods and research-based interventions into an Individualized Learning Plan for each student. The goal of the MTSS process is for the teacher and parent to work together so each student may achieve a satisfactory rate of progress in the regular educational setting, preventing the need for more intensive services at a later period. All students in FLVA participate in the MTSS process, which is embedded in the school’s instructional model. This model includes a standards based curriculum, direct instruction from highly-qualified teachers via Class Connects, Study Island, other supplemental programs, as required, and all state-mandated tests. A student who receives supplemental help from the homeroom teacher, such as through small group or individual Class Connect sessions and/or other research-based interventions outlined in the student’s ILP, may move up the tiered-process for more support. The homeroom teacher and the parent form a partnership to determine which additional interventions are required to further support the student’s learning needs.

In addition, older students (grades 4 and up) are encouraged to participate in this decision-making process. The homeroom teacher and parent carefully follow and document the student’s response to those interventions, which must be monitored consistently for a period of six to twelve weeks. It takes time for data collection and review of this data to determine if the recommended interventions are effective. Once this data collection has occurred, the Student Support Team (SST) (made up of the homeroom teacher, parent, and other intervention specialists) reviews the student’s OLS progress and attendance, the ILP, state testing scores, educational and family learning history, medical history, and results of intervention strategies previously tried with the student. If the interventions have shown little or no effect on student progress, SST may recommend a referral for further academic screenings, a comprehensive diagnostic evaluation, and/or referral to participate in other supplemental programs designed for more intensive student support. Since MTSS is a process and not a program, students may move up and down through the tiers throughout their academic career. The goal of MTSS is a pro-active one, to provide each student with the tools needed to achieve academic success.

**ADVANCED LEARNERS PROGRAM**

The Advanced Learner Program (ALP) is a supplemental academic enrichment program for K-8 students. Students in ALP are supported with enriched and/or accelerated course planning. Students in grades 4-8 who participate in the Advanced Learners Program may also be eligible to receive an additional elective course. Participants in the ALP are expected to maintain exemplary progress and achievement. If you feel that your student qualifies for the program, contact your homeroom teacher for more information. Students must qualify each year to participate in the ALP program.

**EXCEPTIONAL STUDENT SERVICES**

A student is considered exceptional if he/she has been identified as having exceptionality and has a current IEP. Exceptionalities include disabilities and Gifted and Talented. Any student about whom the school system has a basis of knowledge, that the student is a student with a disability before the behavior that precipitated the disciplinary action occurred, may assert the protections
under IDEA. Such protections do \textit{not} apply to students who are exceptional only as Gifted and/or Talented.

\section*{WITHDRAWAL FROM FLVA}

Parents who decide to withdraw their student from FLVA are required to communicate their intentions to their assigned teacher prior to the withdrawal from FLVA. When a family withdraws from Florida Virtual Academy for whatever reason, it is the parent’s responsibility to report to the local school district to enroll and/or declare their intentions to participate in traditional home school, enroll in private, or another public school. FLVA will also notify the district stating that the student has withdrawn from our school and identify the new school.

The supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments.

If a parent wants to withdraw from FLVA, they should be directed to their homeroom teacher to start the withdrawal process.
APPENDIX A — GLOSSARY OF TERMS

Asynchronous: Instruction that does not require students and teachers to be in a common place at the same time. Discussion boards are an example of an asynchronous type of instruction.

Blackboard Collaborate: The online synchronous meeting platform where live class instruction and reviews take place for each course.

ELL: English Language Learner

FLVA: Acronym for Florida Virtual Academies.

IEP: Individual Education Plan

ILP: Individualized Learning Plan

K12: FLVA’S primary curriculum provider.

LMS: Learning Management System. The platform used for FLVA courses and instruction.

Learning Coach: A responsible adult who assists students and monitors their progress.

Office hours: A regular time set by teachers each week during which they are available to answer questions or assist students.

Synchronous: Instruction that requires students and teachers to be in a common location at the same time. Blackboard Collaborate/Class Connect sessions are examples of synchronous interaction.
APPENDIX B - i-READY

i-Ready® Diagnostic will provide our students with an innovative diagnostic assessment. i-Ready Diagnostic helps teachers to effectively assess their students and then provide individualized instruction based on each student’s unique needs. i-Ready Diagnostic assesses the following skill areas:

**Reading**
- Phonological Awareness
- Phonics
- High-Frequency Words
- Vocabulary
- Comprehension

**Math**
- Number and Operations
- Algebra and Algebraic Thinking
- Measurement and Data
- Geometry

*i-Ready Diagnostic* begins by giving students an adaptive assessment in reading or math. An adaptive assessment is a test that automatically adjusts the difficulty of the questions according to each student’s performance in order to determine his or her abilities in reading or math. Before your child begins the assessment, it’s important to set appropriate expectations. *i-Ready* is a very different kind of test that presents students with questions that can be both too easy and too hard. It is designed to do this until the assessment finds exactly the level at which the student is performing. Therefore, your child will certainly see some items above his or her level. Encourage your child to independently complete the test to the best of his or her ability, and know that it is okay to get questions wrong.

Each time a student gets an item incorrect, he or she will be presented with a simpler question until the diagnostic finds the grade level at which the student is performing. The assessment efficiently assesses students across multiple grade levels, allowing for identification of root causes of students’ struggles or for identification of areas where a student is ready for further challenge. This information will then provide the teacher with a “road map” to instructional remediation.

Once your child completes the test, he or she will be assigned online instruction to support his or her progress in mastering each skill. *i-Ready Diagnostic* supports the teachers and administrators at your child’s school. The program provides a series of comprehensive reports designed to make classroom instruction more effective. These reports include data about student performance as well as detailed teaching suggestions. They help educators make informed decisions about the instruction that is right for your child.


**What should I not do?**
The following types of interactions will not help your child and should be avoided during the assessment:
- Reminding them of the time
- Asking your child about the test
• Helping them with words or problems that are too difficult for them
• Reading any part of reading passages to the student
• Helping your child narrow their answer choices
• Providing any help with reading passages or question content or meaning
• Hovering over the students as they are tested.

If you have any further questions please contact your teacher.
APPENDIX C – BLACKBOARD COLLABORATE

Blackboard Collaborate is a rich collaborative environment for online meetings. Teachers will use this tool throughout the year with students and parents. This will provide real-time, remote, one-on-one, small group, or large group teaching or training.

*While students are engaged in live web conferencing sessions, such as with BBC, the Florida Virtual Academies Student Code of Conduct is in effect. Abusive language, profanity, harassment, racial, religious or ethnic slurs, cheating, disruptive behavior, unauthorized access, false information, or threats constitute a violation of the student code and are subject to disciplinary action including suspension and withdrawal.

To get the maximum benefit from BBC, all users should have speakers attached and turned on. A microphone should be used by all participants. Blackboard Collaborate can be accessed with dial-up or high-speed Internet access.

Tips for Participating in a Blackboard Collaborate Session

Preparation

• Find a comfortable place with no distractions.
• Prior to joining a session, you must configure your computer for use with BBC. You can do this at any time prior to the session, even days in advance, but do not wait until the last minute. The pre-configuration process can take up to 30 minutes with an older computer on a dial-up connection. This information and more is available from the Blackboard Support Web Page.

In Session

• Students should log in using first name, last initial_homeroom teacher (example: John S_Miller). Parents should log in using first and last name.
• Use the Audio Setup Wizard to test out your microphone and speakers. This can be found on the BBC Support Web Page and clicking on Configuration Room.
• Participate in the session by responding to polls and providing feedback to the moderator.
• Remember to raise your hand when you have a question or comment when using your microphone.
• Use Direct Messaging to send messages to other participants and the moderator during the session.
• Remember that running other applications on your computer (such as Internet browser) can slow your connection to Blackboard Collaborate.
APPENDIX D: ACCEPTABLE USE GUIDELINES

This document describes the policies and guidelines for the use of the Florida Virtual Academies and exists to ensure that all FLVA students are aware of and understand their responsibilities when accessing and using FLVA resources.

FLVA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to FLVA instructional computing resources. FLVA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by FLVA.

As a parent of a student enrolled in FLVA, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in:

- Removal of your access to FLVA instructional computing resources, which could result in your inability to complete learning activities
- Suspension or withdrawal from FLVA
- Involvement with law enforcement agencies and possible legal action

Accountability
Posting anonymous messages is not permitted unless authorized by the teacher. Impersonating another person is also strictly prohibited.

- Use only your own user name and password, and do not share these with anyone.
- Do not interfere with other users’ ability to access FLVA’s Online School or disclose anyone’s password to others or allow them to use another user’s account. You are responsible for all activity that is associated with your username and password.
- Change your password(s) frequently, at least once per semester.
- Do not publicly post your personal contact information (address and phone number) or anyone else’s.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit, or post material that is intended for personal gain or profit, non-FLVA commercial activities, non-FLVA product advertising, or political lobbying on a FLVA-owned instructional computing resource.
- Do not use FLVA instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on FLVA instructional computing resources that are not specifically required and approved for your assignments.
- Do not post any MP3 files, compressed video, or other non-instructional files to any FLVA server.

Inappropriate Behavior
Inappropriate behavior includes:

- Insults or attacks of any kind against another person.
• Use of obscene, degrading, or profane language.
• Harassment (continually posting unwelcome messages to another person) or use of threats.
• Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.
• Creating a Vroom and posting link during teacher class connect inviting other students
• Any disruptions during class connect time including inappropriate language, posting pictures/ images to whiteboard, disrespect for teachers or other students.

Student Internet Safety
• Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others outside of FLVA.
• Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with FLVA.

Network Etiquette
At FLVA, parents and students are expected to follow the rules of network etiquette, or “netiquette.” The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards:
• Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
• Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
• Focus your responses on the questions or issues being discussed, not on the individuals involved.
• Be constructive with your criticism, not hurtful.
• Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
• Respect other people’s privacy. Don’t broadcast online discussions, and never reveal other people’s e-mail addresses.

Use of Copyrighted Materials
All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets, or other protections using FLVA computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

Monitoring
FLVA reserves the right to review any material transmitted using FLVA instructional computing resources or posted to a FLVA instructional computing resource to determine the appropriateness of such material. FLVA may review this material at any time, with or without notice. E-mail transmitted via FLVA instructional computing resources is not private and may be monitored.

**FLVA Indemnification Provision**
FLVA assumes no responsibility for information obtained via the Internet which may be illegal, defamatory, inaccurate, or offensive. FLVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. FLVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on the computer network or the Internet is understood to be the author’s individual point of view and not that of FLVA, its affiliates, or its employees. FLVA assumes no responsibility for damages to the user’s computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement (“Agreement”) the parent or guardian signed as part of the student’s enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

**Attending Blackboard Collaborate (Class Connect)**
Blackboard Class Connect offers technical support at the following web address: Blackboard Support. Using the Help Desk and the Technical Support features will provide answers to the more common computer setup issues. If you have searched the site and did not find the answer to your computer issue, please call Blackboard Collaborate Support tech support at 866-388-8674 and choose option #2.

**Class Connect Conduct for Parents and Students**
Please always sign in using your first name and last initial.

Students:
- Class Connect Sessions are mandatory.
- Arrive promptly at the scheduled time for the Class Connect session.
- Whiteboard and microphone privileges will be assigned at the discretion of the teacher.
- Direct messaging conversions should be limited to the content of the lesson.
- Respectful and courteous behavior towards others is expected at all times.
- Non-participation or stepping away without the teacher’s approval will be seen as an absence from the session.
- If there are multiple students in your home, each student needs to log in to a session individually.
- Students and parents are expected to follow the netiquette previously described.
- Students will not be allowed to cause disruptions to learning during class connect sessions including use of inappropriate language, posting pictures or images to whiteboard, disrespect of teachers or other students. (If a student is causing disruption to learning s/he will be removed from the Class Connect session and parents will be contacted).
Please keep in mind that individual teachers may have expectations that are specific to their classrooms.

**Mandated Reporting**

Certain individuals, including teachers, school counselors, school psychologists and administrators, are mandated by law to report suspicions of child abuse or neglect. Failure to do so can result in legal liability for school staff. Teachers at FLVA are trained to report such suspicions through the state department of Family and Children Services. More information can be found at [http://dfcs.dhs.Florida.gov/general-information](http://dfcs.dhs.Florida.gov/general-information).
APPENDIX E: STUDENT CODE OF CONDUCT

The goal of Florida Virtual Academies (FLVA) is to provide the best possible educational experience for each student. The instructional program, partnership of parents and teachers, clubs, outings, and competitions help to increase student success. Coupled with the advantages of these educational opportunities is the need for students to assume personal responsibility for their behavior. Students share with the school community responsibility for developing FLVA into a school that exemplifies high standards and excellence. FLVA’s Code of Student Conduct is based upon this responsibility. Understanding the information that follows is an essential responsibility of each student. The policies outlined in the school handbook coincide with the code of conduct. Every student at FLVA is required to understand these policies in order to understand the consequences outlined in the code of conduct. These policies include non-discrimination, attendance, work assignment turn-ins, communication, and progress guidelines and standardized testing attendance.

STUDENT RIGHTS AND RESPONSIBILITIES:

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<thead>
<tr>
<th>FLVA Students have the right to.....</th>
<th>FLVA Students have the responsibility to .....</th>
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</thead>
<tbody>
<tr>
<td>The right to function and work in a positive learning environment free from disturbances created by self or others.</td>
<td>The responsibility to understand and accept that student learning is the primary purpose of our school and during instructional time to behave in a manner that promotes opportunities for optimal teaching and learning.</td>
</tr>
<tr>
<td>The right to participate in safe school outings.</td>
<td>The responsibility to respect the right of others to have a safe school environment in the presence of other students or people.</td>
</tr>
<tr>
<td>The right to have individual beliefs, ideas, cultural, religious practices and differences respected.</td>
<td>The responsibility to accept the uniqueness of others.</td>
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<td>The right to be treated with courtesy, fairness, and respect.</td>
<td>The responsibility to treat others with courtesy, fairness, and respect.</td>
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<tr>
<td>The right to have personal or school property respected.</td>
<td>The responsibility to respect and secure private and public property.</td>
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<tr>
<td>The right to participate fully in school life when all the established requirements have been fulfilled.</td>
<td>The responsibility to assure that participation in all aspects of school life is open to everyone.</td>
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<tr>
<td>The right to a clear understanding of what is expected of them.</td>
<td>The responsibility to know their role in the school community and to help others to understand their role.</td>
</tr>
<tr>
<td>The right to a fair hearing in cases involving the application of academic or disciplinary regulations.</td>
<td>The responsibility to understand and utilize the school’s procedures for resolving concerns, conflicts and disagreements.</td>
</tr>
<tr>
<td><strong>Student Offense</strong></td>
<td><strong>School Action</strong></td>
</tr>
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<td>---------------------</td>
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<tr>
<td><strong>Truancy:</strong> A student will be considered truant after 5 unexcused absences have accumulated and with no contact between the parent/guardian and the school.</td>
<td>Failure to attend 5 days without excuse will result in charges of truancy reported to the home school district. A referral to the Department of Children’s Services and the school district attorney will be made.</td>
</tr>
<tr>
<td><strong>Academic Honesty (Plagiarism, Cheating on Coursework and/or Standardized Testing)</strong></td>
<td>FLVA students are required to attend, complete, and submit all work as their own for all school course assignments and state standardized testing. FLVA teachers closely monitor academic integrity in all areas of student work and attendance. If a student is found to have plagiarized, cheated, or falsely identify themselves, the FLVA teacher or test examiner will intervene immediately to further research the possible infraction. A meeting may be scheduled by FLVA faculty or staff with FLVA Administration and disciplinary consequences may result.</td>
</tr>
<tr>
<td><strong>Assault, Verbal/Threats/Intimidation</strong></td>
<td>School suspension or expulsion by district may occur.</td>
</tr>
<tr>
<td><strong>Inappropriate behavior or actions during online (Class Connect) Sessions</strong></td>
<td>The FLVA teacher has full control over privileges within the online sessions. A misbehaving student may be removed from the session without warning. The student will have a follow-up conference regarding this matter and disciplinary consequences may follow. The school has the right to trace the IP address and retrieve contact information from any person signing into the online classrooms.</td>
</tr>
</tbody>
</table>
| **Inappropriate Use of the Computer**  
A specific set of procedures, conditions and legal restrictions guide the use of school-owned computers. Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer. Parents should maintain your *user password* confidential and not tell others. | Dependent upon the misuse of the school computer, the Head of School will determine the disciplinary consequences, including loss of privileges or recommend expulsion by the district. |
| **Disrespectful Behavior, Inappropriate conduct and/or Insubordination**  
Students and parents must comply with the reasonable directives of school personnel in a timely and cooperative manner. | School suspension or expulsion by district may occur. |
manner. Students or parents who refuse to comply with a reasonable directive, or who use a profane means of expression toward school personnel, will be assigned a range of consequences.

<table>
<thead>
<tr>
<th>Dress, Hats and Backpacks/handbags</th>
<th>Students may be asked to change clothing, turn inside-out, or leave the premises.</th>
</tr>
</thead>
</table>
| FLVA students are to dress tastefully and appropriately for weather conditions during outings or other school events. Parent support is important in the effort to maintain a productive academic atmosphere.  
- Shirts and blouses must cover the midriff, chest and back, and substantially cover the shoulders.  
- Pants, skirts and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed.  
- Footwear is required at all times during school events.  
- Clothing or bags bearing imprinted messages or images must not promote a lifestyle that is inconsistent with good taste, educational values, and wellness. | Backpacks, bags, or handbags may be subject to search at school events, outings or testing. An administrative meeting may follow. |

<table>
<thead>
<tr>
<th>Weapons</th>
<th>Florida law calls for student expulsion from school at the discretion of the Head of School and in collaboration with the school district for any student who possesses a weapon on school property.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons are not permitted in any facility used by FLVA, during school events or outings. This includes during any standardized testing times. Florida law includes as weapons firearms, knives, cutting tools or any instrument capable of inflicting bodily injury. This means a small pocket knife in a school setting is considered a weapon and can result in a serious disciplinary action.</td>
<td>Depending on the severity and/or degree of exposure to others, vulgar/obscene language, gestures, or displays will result, at a minimum, in a conference with school administration. School suspension or expulsion by the district may occur.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vulgar/Obscene Language, Gestures, Displays</th>
<th>School suspension or expulsion by the district may occur.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To establish and maintain an atmosphere of propriety and decorum, students are to refrain from inappropriate, vulgar and obscene language use, gestures, and displays.</td>
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</table>

<table>
<thead>
<tr>
<th>Sexual Harassment</th>
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</thead>
<tbody>
<tr>
<td>Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with the atmosphere intended for the classroom or the work place.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Harassment/Non-Discrimination</th>
<th>School suspension or expulsion by the district may occur.</th>
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</thead>
<tbody>
<tr>
<td>FLVA maintains that a</td>
<td></td>
</tr>
</tbody>
</table>
positive learning and working environment is free from any form of harassment. Everyone should be free from interference, intimidation or disparagement. Respect for the rights, dignity and integrity of others is essential for the well-being of our school. Any action that does not reflect such respect for others is damaging to each member of the school community. Harassment, besides being intrinsically harmful and illegal, also corrupts the integrity of the educational process.

**Forgery/Misrepresentation/Counterfeit**
The forgery, alteration, or counterfeit of an excuse note, school form, or other document and/or record is prohibited. Forgery includes, but is not limited to, the alteration of time, date, or other information bearing the signature or initials of a parent or faculty member, or attempting to use a forged note. Signing or typing a parent's/guardian's name on a note or email upon their oral consent constitutes forgery. Impersonating a parent or any other person is impermissible and cause for discipline.

**Damaged School Property and Graffiti**
The FLVA community provides excellent equipment and materials for learning. Everyone is responsible for using the equipment and instructional materials in ways that will preserve their appearance and function. Actions that diminish the quality of school district property detract from teaching and learning.

Students will be required to pay full restitution for acts of deliberate damage or graffiti. Costs for damage to school district property will include labor, materials, consulting fees, and other costs associated with replacing or restoring the damaged property. Acts of destructive damage and graffiti will be reported to police authorities. Disciplinary consequences, including loss of privileges or expulsion by the district, will be considered in addition to the satisfaction of financial obligations.

**Tobacco Possession is prohibited by school policy and state law for students during school related activities.**

According to district policy and state law, students may not possess or use tobacco products (including cigarettes, chewing tobacco, dip, snuff, or cigars) while on school grounds or during school related activities or functions. Disciplinary consequences, including loss of privileges, will be determined by administration.
Illegal Drug and Alcohol usage is prohibited by school policy and state law.

Acts of suspected possession or intoxication will be reported to police authorities. Disciplinary consequences, including loss of privileges or expulsion by the district, will be considered by administration.

**Disciplinary Action**

Discipline referrals to the administration are reviewed individually, consistent with the Code of Student Conduct. Discipline problems are best resolved expediently and closest to their source by the parties most directly involved. Most discipline issues are resolved with minimal administrative intervention. In the best interests of the student and the school, several disciplinary options are available:

External/Out of School Suspension (OSS): this will result in shut-off of the online school and inability to count progress and attendance. This could affect student promotion.

“Expulsion” (Removal from FLVA): Expulsion procedures will be implemented by the district with students whose behavior constitutes a serious and/or chronic disruption to maintaining “a school climate that encourages learning.” In the case of expulsion the student will be withdrawn from FLVA and remanded back to the home school district with explanation of the expulsion.

Specific consequence: This may vary depending upon the offense and administrative review. An example may be detention from an online club in which the student was participating or detention from an upcoming school outing.
ACKNOWLEDGEMENTS

By signing the Signature Page found at the end of this handbook, parents confirm that they understand and agree to the contents of this page:

I Understand and Agree
The purpose of this section is to set expectations for FLVA parents. Students’ success is a primary goal of FLVA, and that can only be achieved if you, the parent, are successful. To that end, it is important that parents of FLVA children understand and agree with the following curricular and attendance requirements:

I understand that my student is enrolled in a public school with attendance requirements that I am expected to meet. The state requirement is 180 days per year, between 4 ½ -5 ½ hours per day depending on my child’s grade level (Please see the Instructional Time section of the Parent/Student Handbook for more information). I understand that those days must be completed by the last day of school. Students who have poor attendance (insufficient hours recorded over time in the system) are considered excessively absent and may be withdrawn from FLVA.

I accept the responsibility to supervise my student in using the K12 curriculum and Florida Standards. Any other work accomplished by the student is supplemental to, and not in place of, the K12/FLVA curriculum lessons. FLVA does not consider it acceptable to leave a student home alone or unsupervised all day to complete coursework. I am expected to follow the guidance and support of FLVA faculty and staff in implementing the K12/FLVA program with my student.

I understand and agree that student progress is an expected part of the FLVA program, in addition to the attendance hours logged. Teachers will review progress and consider other factors, including parental input, when making student advancement decisions. Promotion is based on progress achievement and verification of work completed, not simply attendance.

I understand that daily attendance must be confirmed and entered by an adult.

I understand that public school enrollment includes participation in the required state testing program, and I agree to provide transportation to/from testing when it occurs. My child will fully participate in all testing at his/her grade level.

I understand that I am required to participate in regularly scheduled conferences with my student’s teacher(s) and that I will be asked to submit work assignments regularly.

I understand that it is my responsibility to secure an Internet Service Provider. I will be reimbursed (if applicable) according to the school policy as described in this handbook.

I understand that FLVA is a full-time public school program and that my student may not be enrolled in any other full-time or part-time public, private, religious, or charter school.
I understand and agree that my child will review the contents of the Acceptable Use Guidelines and Student Code of Conduct. I have reviewed the FLVA school handbook and understand the procedures and policies of FLVA.

LIABILITY RELEASE AGREEMENT

(Print Minor’s Legal Name)

(Please indicate if there is more than one child per family participating and if so provide their legal name(s)):

_______________________________________________________________

The Sponsors and the undersigned parent or legal guardian of Minor agree that the Activity may pose risks, including possible illness, injury, as well as similar and dissimilar risks (“Risks”). The undersigned is fully aware of the Risks and other hazards inherent in the Activity and is participating in the Activity voluntarily and assumes the Risks and all other risks of loss, damage, or injury that may be sustained while participating in the activity. FLVA and K12© make no representations or claims as to the condition or safety of the land, structures, transportation, or surroundings that may be involved in the Activity, whether or not owned, leased, operated or maintained by the Sponsors. It is understood that the Sponsors do NOT provide any insurance coverage for the Minor’s person or property, and Minor’s parent(s) or guardian(s) acknowledge that they are responsible for the Minor’s safety and the Minor’s own health care needs, and for the protection of the Minor’s property.

In exchange for allowing the Minor to participate in these Activities offered by the Sponsors, the Minor, by and through the undersigned, the undersigned, and their respective heirs, personal representatives and estates agree(s) to release from liability and hold harmless the Sponsors and any agent, officer, or employee of the Sponsors acting within the scope of their duties for any injury to the Minor’s person or damage to the Minor’s property. I authorize the Sponsors to take any action, including seeking medical care, necessary in its judgment if I am not present or reachable in the event of an emergency. The undersigned acknowledges that as a part of this Release he or she shall be 100% liable to pay for all medical expenses resulting or to result from any injury incurred during, or as a result of, participation in the Activity. If any term of this agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder shall not be affected thereby, and each and every remaining term of this agreement shall be valid and enforced to the fullest extent permitted by law. In the event of any need to enforce this agreement, the Sponsors shall be entitled to its attorney fees and costs. This agreement will be governed by Florida law.

I, the undersigned, state that I am the parent or legal guardian of the Minor. I have fully read and understand the above terms and conditions and that they apply to said Minor and to myself, and that no oral representations, statements, or inducements apart from the foregoing written
agreement have been made to the undersigned. This document is binding on myself, the said Minor, and any person suing on behalf of said Minor.

Please print, sign, scan, and return this completed form to your student’s homeroom teacher via Kmail.

Minor’s Address:  

_______________________________  

Date:  

_______________________________  

_______________________________  

Parent/guardian name (print)  

_______________________________  

Parent/guardian name (sign)
REQUIRED SIGNATURE PAGE

Dear Parents and Students:
You have just reviewed the FLVA School Handbook. We have attempted to cover all the important rules, regulations, and procedures for which you are responsible during this school year. Your success at the school is equal to your effort and desire. Please sign below as acknowledgement of your understanding of the FLVA handbook within 14 days of your enrollment in the school.

Please note: By signing below you are also agreeing to the terms in the School-Parent Compact (located in this handbook).

Please return this completed form to your student’s homeroom teacher via Kmail.

Minor’s Address: Date:

_______________________________  _______________________________

_______________________________                  Parent/guardian name (print)

_______________________________                  Parent/guardian name (sign)