Parent/Student Handbook
2020-2021 School Year

Florida Online School
Destinations Career Academy
9143 Philips Hwy. Suite 590
Jacksonville, FL 32256
863-271-4300

Florida Online
Head of School
Clark Berry

K-5 Principal
Emily Dewey

6-8 Principal
Adam Marcum

9-11 Principal
Marisa Martinez

Operations Manager
Tanya Sparks

Special Programs
Manager
Amanda Robison

FL Online Phone:
(863) 271-4300

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https://flos.k12.com/
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August 2020
Welcome to Our School

August 2020

Dear Students, Parents and Guardians:

On behalf of the entire Florida Online School team, we welcome you!

As a K12 school, we believe in the mission that we are transforming learning for every student we serve. Our goal at FL Online is to put students first and support our students as they grow academically, socially, and emotionally by setting high expectations coupled with positive productive relationships between home and school.

Students at our school are provided a high-quality education as our teachers and faculty prepare them to be successful today, tomorrow, and always! Our unique learning model and research-based curriculum blends innovative instructional technology with rigorous teaching practices that prepares students to meet their education, college, and career goals.

The Parent-Student Handbook is a comprehensive guide to Florida Online School’s policies and procedures. The handbook will review the expectations and responsibilities of both the student and learning coach to ensure a successful school year. Please review it in its entirety as it will serve as a resource for you throughout the year. Then, please complete the survey link to acknowledge that you have received and read the handbook. There you will also find an opportunity to provide feedback and ask questions.

Have a great school year!

Sincerely,

Clark Berry
Head of School
Who we are: Our Vision and Mission

Florida Online School will offer an online learning community that is student-centered, highly engaging, collaborative, and provides real world learning pathways. Our mission is to offer a quality, unique learning experience that utilizes current technologies to maximize student potential through academic, social-emotional, and career pathways. We accomplish this through our dedicated and passionate community of students, families, teachers, and administration invested in pursuing academic excellence for all.

Destinations Career Academy

The Destinations Career Academy at Florida Online School (FLOS) is an innovative, tuition-free online program that combines traditional academics with industry-relevant, career-focused electives—giving students a jump-start on their college and career goals. While working toward their high school diplomas, students can choose from a variety of courses in these high-demand career fields: Business: General Management; Digital Design; and Computer Systems & Information Technology.

Staff Directory and School Calendar

There will be times when you want and need to reach out to staff to express a concern, suggestion, complaint or request. It is always best to begin communication with the classroom teacher directly in charge of the class or program. Each situation should first be addressed with the teacher, case manager or counselor. If the matter is not resolved, then outreach to the academic administrator/principal is the next best step. Should the situation involve something other than academics, our dedicated support staff should be able to resolve any enrollment and records matters for you. The Head of School would be the last administrative level of resolution.
Academics and Assessment

Teachers
Individual teacher contact information is provided by your child’s teacher on the first day of school.

Counselors and Advisors
Guidance Counselors:
Teresa Brazil, Middle School  tbrasil@flonlineschool.org  ext. 2044
Nico Dealy, High School  ndeal@flonlineschool.org  ext. 2066
Jonelle Carty, High School  jcarty@flonlineschool.org  ext. 2048

Special Programs
Special Programs Manager: Amanda Robison  arobison@flonlineschool.org  ext. 1001
Special Programs Registrar: Christina Cornelius  chcornelius@flonlineschool.org  ext. 1007
Special Education Compliance Coordinator: Brandi Spencer  bspencer@flonlineschool.org  ext. 2003
Lead English Language Learners (ELL) Teacher: Megan White  mewhite@flonlineschool.org  ext. 2051
Section 504 Coordinator: Priscilla Ruiz  pruiz@flonlineschool.org  ext. 2039
Foster Care Coordinator: Amanda Robison  arobison@flonlineschool.org  ext. 1001
Parent/Guardian Interpreter Services: Megan White  mewhite@flonlineschool.org  ext. 2051

Homeless Liaisons
Ivana Grimsley (K-2)  igrmsley@flonlineschool.org  ext. 2011
Marin Mandel (3-5)  mmandel@flonlineschool.org  ext. 2030
Teresa Brazil, Middle School  tbrasil@flonlineschool.org  ext. 2044
Nicole Dealy, High School  ndeal@flonlineschool.org  ext. 2066
Jonelle Carty, High School  jcarty@flonlineschool.org  ext. 2048

Academic Administration

Academic Administrator/Principals
Elementary (K-5)  Emily Dewey  edewey@flonlineschool.org  ext. 2010
Middle School (6-8)  Adam Marcum  amarcum@flonlineschool.org  ext. 2061
High School (9-10)  Marisa Martinez  mmartinez@flonlineschool.org  ext. 2031

Accountability/Assessment Administrator  Bridget White  bwhite@flonlineschool.org  813-501-4922

Head of School  Clark Berry  chberry@K12.com  863-271-4300

Compliance, Operations and Finance including Enrollment and Records

Registrars
Brittany Rollins, A-D  brollins@flonlineschool.org  ext. 1008
Kimberly Kershner, E-L  kkershner@flonlineschool.org  ext. 1009
Tiffanie Holloway, M-R  tholloway@flonlineschool.org  ext. 1002
Brooke McCreary, S-Z  bmcreary@flonlineschool.org  ext. 1005

Operations Specialist  Jill Foster  jfoster@flonlineschool.org  ext. 1003
Operations Manager  Tanya Sparks  tsparks@flonlineschool.org  ext. 1004

Sr. Manager of Compliance and Operations  Traci Hill  thill@flonlineschool.org  904-647-7311
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources and Compliance</td>
<td>Kim Floyd</td>
<td><a href="mailto:kfloyd@flonlineschool.org">kfloyd@flonlineschool.org</a></td>
<td>ext. 1015</td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance/HR Supervisor</td>
<td>Sarah Diamond</td>
<td><a href="mailto:sdiamond@flonlineschool.org">sdiamond@flonlineschool.org</a></td>
<td>904-247-3268</td>
</tr>
<tr>
<td>Student Experience Administrator</td>
<td>Yvonne Cano</td>
<td><a href="mailto:ycano@flonlineschool.org">ycano@flonlineschool.org</a></td>
<td>ext. 2056</td>
</tr>
</tbody>
</table>

**K12 Support**

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Return</td>
<td>help.k12.com</td>
<td>866.K12-HELP</td>
</tr>
<tr>
<td>K12 Support</td>
<td>help.k12.com</td>
<td>866.K12-HELP</td>
</tr>
<tr>
<td>OLS</td>
<td>help.k12.com</td>
<td>866.K12-HELP</td>
</tr>
</tbody>
</table>
Florida Online School Calendar; 2020-2021

2020-2021 Holidays

- Sept. 7 – Labor Day
- Nov. 23-27 – Thanksgiving
- Dec. 21 – Jan. 1 – Winter Break
- Jan. 18 – MLK Birthday
- Feb. 15 – President’s Day
- Mar. 15-19 – Spring Break
Student Admission
To initiate the student admissions/registration process, contact the enrollment center at 1-855-848-5851 or visit our website at https://flos.k12.com/how-enroll.html. After all documentation has been submitted and a student has been approved for enrollment, the school will schedule the student appropriately. For any questions related to school admission, contact the enrollment center.

Student Progression Plan
Florida Online School follows the Hendry County Public School Student Progression Plan. Please click here to view the Student Progression Plan.

Learning Coach/Student Involvement & Responsibilities
The Learning Coach is responsible for being actively involved in all schoolwork and related activities. They will monitor, assist, and motivate the student daily to ensure academic progress and adherence to school policies.

The expectations of a Learning Coach also include ensuring that students log into the OLS/OMHS, are meeting school attendance hours, attending required Class Connect sessions, monitoring gradebook regularly, and monitoring assignment completion.

Refer to the Parent/Student Contract that was completed during enrollment for more details about the requirements and responsibilities of the Learning Coach. (See Appendix 4)

Those students who are not experiencing academic success for a variety of reasons may not be recommended by Florida Online School to continue courses in our online setting.

Florida Online students are expected to take responsibility for their learning and to ensure that nothing detracts from the educational process, impedes progress, or compromises the trust between teacher and student.

Parent Organizations
Research shows that family engagement in schools improves student achievement, reduces absenteeism, and restores parents' confidence in their children's education. For more information, reach out to Regina Adib at radib@flonlineschool.org.

Teacher Responsibilities
- Collaboratively develop an individual learning plan for your student by use of data-driven instructional methods.
- Guide and direct the student through the K12 Online School platforms
- Provide instructional support to meet FL state standards.
- Facilitate academic conferences.
- Review student submitted work throughout each grading term.
- Maintain school workday Monday through Friday from 8:00 am – 4:30 pm.
- Respond within 24 school day hours to all school emails and telephone calls.
- Inform you of school updates/information from FLOS and/or K12.
- Plan and attend regional outings/field trips.
• Administer state required assessments.
• Provide support in all areas of successful student learning and achievement.
• Complete semester progress reports and year-end report cards.
• Be the first point of contact for parents and students.

Grading

Progress Reports/Report Cards

Although progress reports may be distributed at regular intervals throughout the year, Learning Coaches can access student progress and grades at any time by logging in to the OLS platform. Final report cards will be distributed for MS and HS students after Quarter 2 and Quarter 4; K-5 report cards will be distributed after Quarter 4.

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>End dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>October 12, 2020</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>December 18, 2020</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>March 12, 2021</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>May 26, 2021</td>
</tr>
</tbody>
</table>

Grade Appeal Policy

If there is concern regarding a grade, FL Online staff will follow the appeal process outlined below:

If a parent/guardian feels a grade is incorrect, then he or she must submit a request in writing to the child’s teacher (email is acceptable).

The teacher will submit request to the school principal who will convene to determine whether the basis for the change is a mistake at the time of entry, or reconsideration of the assessment materials and evaluative sources. The principal shall provide a written explanation with the rationale, basis, and support for the grade to remain as is or be changed. Only if directed by the written notification of the principal, may the teacher-entered grade be changed. Should a change in grade be directed after the student and parent(s) have been first notified of the grade, then the grade change shall be made on an official notification form to the parents, which shall contain the reasons and methodology for the change.

Late Work

Make-up work is permitted and given full credit when resulting from excused absences. It is the student’s and parent’s responsibility to check with his or her teacher(s) as to work missed during any absence.

Students should be prepared to hand in assignments and take any missed or assigned tests immediately upon returning to school.

Grading for Elementary

Kindergarten through fifth grade will use a traditional reporting system for all core subjects; English Language Arts, Math, Science, and Social Studies. Components of students’ final grades include, but are not limited to, weekly assessments, unit assessments, other class assignments, and lesson completion in the OLS. A variety of assessments will also be used to monitor and track the progress of students’ mastery of standards including formative assessments, diagnostic assessments, and summative assessments.
Grading Scales

Core Subjects
A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59-0%

Electives
S = 100-60%
U = 59-0%

Promotional Requirements for Elementary School Students

The required program of study for elementary students reflects state and local requirements for elementary education. The areas of study required for Kindergarten through Fifth Grade are shown in Table 1.

<table>
<thead>
<tr>
<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*</td>
<td>Language Arts*</td>
<td>Language Arts*</td>
<td>Language Arts*</td>
<td>Language Arts*</td>
<td>Language Arts*</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science**</td>
<td>Science**</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>
</tr>
<tr>
<td>Health</td>
<td>Health</td>
<td>Health</td>
<td>Health***</td>
<td>Health***</td>
<td>Health***</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>
</tr>
<tr>
<td>Art</td>
<td>Art</td>
<td>Art</td>
<td>Art</td>
<td>Art</td>
<td>Art</td>
</tr>
<tr>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Music</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>
</tr>
</tbody>
</table>

* Passing grade is required for promotion
^Passing score (Level 2 or higher) on the Florida State Assessment is required for promotion in grade 3.
** Passing grade is required for promotion in Science or Social Studies in grades 4 and 5.
*** May not be required for students with disabilities on Alternate Assessment.

Please note the following subjects requiring a passing grade for promotion as shown at the bottom of table 1. Students must pass all required subjects (60% or higher) indicated with an asterisk to be successfully promoted to the following grade level. Promotional status is determined through a combination of the child’s classroom grades, internal assessment scores, and Florida Standards Assessment scores (3rd-5th Only). The final determination is at the Principal’s discretion.

Promotion is based primarily on student proficiency in reading, writing, mathematics, social studies, and science. Student promotion is based upon the evaluation of each student’s achievement of grade level learning targets. In determining students’ promotional status, teachers and other necessary school personnel will evaluate the level of performance and ability to perform academically, socially and emotionally at the next grade level. All promotional recommendations are subject to review and approval by the Principal/Head of School.

Grading for Secondary

Students will be provided class grading policies by the teacher of each class during the first week of school approved by the school principal.
Academic subject grades are based on numerical averages and will use the same scale required for the middle grades and high school levels. The grading system and interpretation of letter grades to measure student success.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</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>Lowest Acceptable Progress</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Promotion and Graduation Requirements for Middle and High School Students

Promotion is based upon several factors including teacher recommendation, attendance and course completion. Students must pass all required subjects with a 60% or higher to be successfully promoted to the following grade level. Parents are responsible for ensuring all academic records are submitted to Florida Online to promote, which is inclusive of all grades levels.

Promotion from Grades 6 to 7 and 7 to 8

For a student to be promoted from grades 6 to 7 and 7 to 8, the student must accomplish the following:

* Successfully complete a minimum of four subjects, three of which must be in core courses –ELA, mathematics, science or social studies;

* Achieve a 2.0 grade-point average (GPA) on a 4.0 scale

Promotion from Grade 8 to 9

As specified in s. 1003.4156, F.S., for a student to be promoted to high school from a school that includes middle grades 6, 7 and 8, the student must successfully complete the following courses:

- ELA --
  
  * Three middle grades or higher courses in ELA.

- Mathematics --
  
  * Three middle grades or higher courses in mathematics and–

  * Each school that includes middle grades must offer at least one high-school-level mathematics course for which students may earn high school credit.

  * Successful completion of a high-school-level Algebra I or Geometry course is not contingent upon the student’s performance on the statewide, standardized EOC assessment.

    - To earn high school credit for Algebra I, a middle grade student must take the statewide, standardized Algebra I EOC assessment and pass the course, and in addition, a student’s performance on the Algebra I EOC assessment constitutes 30 percent of the student’s final course grade.
- To earn high school credit for a Geometry course, a middle grade student must take the statewide, standardized Geometry EOC assessment, which constitutes 30 percent of the student’s final course grade, and earn a passing grade in the course.

- Social Studies --
  * Three middle grades or higher courses in social studies and--
  * One of these courses must be at least a one-semester civics education course that includes the roles and responsibilities of federal, state and local governments; the structures and functions of the legislative, executive and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of the Confederation, the Declaration of Independence and the U.S. Constitution.
  * Each student’s performance on the statewide, standardized assessment in civics education required under s. 1008.22, F.S., constitutes 30 percent of the final course grade.

- A middle grades student who transfers into the state’s public school system from out of country, out of state, a private school or a home education program after the beginning of the second term of grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student’s transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education.

- Science --
  * Three middle grades or higher courses in science.
  * Successful completion of a high-school-level Biology I course is not contingent upon the student’s performance on the statewide, standardized EOC assessment required under s. 1008.22, F.S.

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

High School Promotion
Promotion from one grade to the next is determined, in part, upon satisfactory performance in ELA, mathematics, science and social studies, along with all credits required for graduation.

The progression of high school students is based on meeting requirements for diplomas or certificates of completion. A high school standard diploma is awarded for earning the specified number of academic credits, including required and elective course credit; a passing score (as determined by the FDOE on the statewide, standardized assessment and EOC assessments or a concordant or comparative score; and a 2.0 GPA on a 4.0 scale.

The time required to complete high school will depend upon successful completion of the required credits, assessment requirements and GPA for a standard diploma.

Promotion and new student placement requirements are outlined in the following table:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Class Level Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Freshman</td>
<td>Promoted from grade 8</td>
</tr>
</tbody>
</table>
## HS Graduation Requirements
High school graduation for all general education students is dependent upon requirements for an 18 or 24 credit course track, minimum GPA, completion of requisite courses, successful completion with proficiency and or participation of all required Florida State Assessments. Individual learning needs may amend these requirements for students with disabilities. More information on these requirements can be found at http://www.fldoe.org/core/fileparse.php/7764/urlt/StandardDiplomaRequirements.pdf.

## Gifted and Talented
Many FL Online students have participated in Gifted and Talented programs before enrolling in our program. Our curriculum is already very complex, and all students may work above level in their courses (if that is where they are placed) or at a faster pace. If you feel that your student needs enrichment or more challenging work, please speak with your FL Online teacher and he/she will assist you with finding a way to meet the needs of your child.

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities may refer a student. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

## Advanced Placement courses
The College Board’s AP program is a nationwide program consisting of 38 college-level courses and exams in subjects ranging from art to statistics offered at participating high schools. AP exams are administered in May each year at Florida high schools. Each AP course is modeled on a comparable introductory college course in the subject. Students who earn a 3 or higher on the AP examination will receive college credit for the related course according to the Florida Course Code Directory. An AP examination score of 3 or higher may provide a student with an option to earn college credit or advanced college course placement based on the college or university’s policies.
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.”

FL Online 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 more than the mandated requirement.

State Assessment and Testing Requirements

The Florida Standards Assessments (FSA) and the Next Generation Sunshine Standards (NGSSS) assessments are designed to provide information about how well students are mastering the state standards in the core content areas of language arts, mathematics, science, and social studies. Florida Standards Assessments and the Next Generation Sunshine Standards Test are designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or endeavor (college or career).

Informing parents, educators, and the public about how well students are learning important content is an essential aspect of any educational assessment and accountability system. Parents, the public, and policy makers, including local school districts and boards of education, can use the results as a barometer of the quality of educational opportunity provided throughout the state of Florida. As such, all State assessments serve as a key component of the Florida State accountability system.

Test Administration

All paper-based tests and computer-based tests will be administered in strict adherence to the mandates set forth by the Florida Department of Education. For FL Online students, this means testing at a location outside of the student’s home, in-person, and on select dates throughout the school year. FL Online teachers, staff and contracted staff will administer assessments to all students who are required to take part in the state testing program.

Please contact the FLOS Testing Coordinator or your child’s guidance counselor to get information on the College Board SAT Suite of Assessments and the ACT.

Students to Be Tested

All students enrolled in tested grade levels/subjects participate in the Spring 2021 FSA administration with or without accommodations, per Section 1008.22(3)(a), Florida Statutes (F.S.).

Students who have received a GED diploma are not eligible to participate in FSA administrations. Students must take the test(s) appropriate for the grade level/subject in which they are receiving instruction.
Content Area and Grade Levels:

Language Arts

- FSA ELA - Grades 3-10
- Writing Component required for Grades 4-10

Mathematics

- FSA Math - Grades 3-8
- Algebra I EOC
- Geometry EOC

Science

- NGSSS Statewide Science – Grade 5 and 8
- NGSSS Biology EOC

Social Studies

- NGSSS Civics EOC (Grade 7)
- NGSSS United States History EOC

Students with Disabilities

Students with disabilities participate in the statewide assessment program by taking one of the following:

- FSA without accommodations,
- FSA with accommodations, or
- Florida Standards Alternate Assessment.

All determinations regarding participation in the statewide assessment program must be documented in the student’s IEP or Section 504 plan.

Medical Exemptions – Students with Disabilities

Per s. 1008.212, F.S., a student with a disability whom the IEP team determines is prevented by a circumstance or condition from physically demonstrating the mastery of skills that have been acquired and are measured by the statewide standardized assessment, a statewide standardized EOC assessment, or an alternate assessment shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability, or the receipt of services through the homebound or hospitalized program in accordance with Rule 6A-6.03020, Florida Administrative Code (FAC), is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption. A written request for an extraordinary exemption must be submitted to the district school superintendent by the student’s IEP team no later than 60 calendar days before the first day of the administration window of the assessment for which the request is made. An exemption request for FSA ELA applies to both Writing and Reading assessments and should have been submitted no later than 60 calendar days before the first day of the FSA ELA Writing test administration. The Commissioner of Education shall determine whether the extraordinary exemption is granted or denied.
In addition to the extraordinary exemption option, a child with a medical complexity may be exempt from participating in statewide, standardized assessments pursuant to the provisions of s. 1008.22(10), F.S.

In the rare circumstances in which a student cannot take a state assessment during the entire testing window due to significant medical conditions, the Florida Online School Head of School or designee will submit on school letterhead a written request to Florida Department of Education for permission to medically exempt the student. Please contact the FLOS Special Programs Manager or Accountability/Assessment Administrator should you feel your child may be eligible for this extraordinary exemption.

State Assessment Information
For FSA ELA, students must take the same grade-level test for ELA Writing and ELA Reading to receive an ELA score. Students in middle grades take only one FSA Math assessment per school year based on grade level. If student is enrolled in Algebra 1 or Geometry, the student will take the EOC associated with that course and not the grade-level Math assessment.

End of Course State Assessments:
Students enrolled in the following courses are required to participate in an FSA or NGSSS state assessment: Algebra 1, Geometry, Biology 1, Civics and US History.

The following students are eligible to participate in FSA EOC administrations:

- Students who still need to pass an assessment for graduation purposes (Algebra 1 Retake only)
- Students who must earn a passing score on an assessment for a standard diploma with a scholar designation (Geometry only)
- Students who have not yet taken an assessment to be averaged as 30% of their course grades
- Students who are in grade forgiveness programs and wish to retake an assessment to improve their course grades
- Students in a credit acceleration program (CAP) who wish to take an assessment to earn course credit
- NGSSS (Next Generation Sunshine State Standards) State Assessments
- EOC - All students enrolled in and completing one of the following courses aligned to the NGSSS will participate in the appropriate assessment: Biology 1, Civics and US History.
- Statewide Science Assessment
- Students enrolled in grades 5 and 8 will participate in the Statewide Science Assessment.
- Students receiving accelerated instruction in science may participate in the appropriate Statewide Science Assessment.

In accordance with section 1008.22(3)(b)2., Florida Statutes, middle grades students will not be tested on both the Statewide Science Assessment and the Biology EOC Assessment.

Students enrolled in Biology 1 must take the EOC assessment, not the Statewide Science Assessment.

For more information visit these resources:
FSA Achievement Levels
FSA Reports
FSA Resources

Florida State Alternate Assessment (FSAA)
The Florida Standards Alternate Assessment (FSAA) is designed for students whose participation in the general statewide assessment program is not appropriate, even with accommodations. The FSAA measures
student academic performance on the Access Points (FS-AP) in language arts, mathematics, science, and social studies. Access Points are academic expectations written specifically for students with significant cognitive disabilities. They reflect the essence or core intent of the standards that apply to all students in the same grade, but at reduced levels of complexity. The FSAA Performance Task (FSAA-PT) is designed to assess students at three levels of complexity and results are reported through achievement levels.

More information: FSAA Information

ACCESS for ELLs: English Language Learners
ACCESS for ELLs, Assessing Comprehension and Communication in English State to State for English Language Learners, administered annually to all English learners, is a standards-based, criterion referenced English language proficiency test designed to measure English learners’ social and academic proficiency in the language and their progress in learning the language in the domains of speaking, listening, reading, and writing.

Alternate ACCESS is intended only for English learners with significant cognitive disabilities that are severe enough to prevent meaningful participation in the ACCESS for English Learner Learners assessment. Decisions regarding a student’s participation must be made by an Individualized Education Program team.

ACCESS for ELLs Information

FLKRS – Florida Kindergarten Readiness Screener
The Florida Kindergarten Readiness Screener (FLKRS) must be administered to all public-school kindergarten students within the first 30 days of each school year. The FLKRS assessment is administered through Star Early Literacy®. The Star Early Literacy® assessment is an online, adaptive instrument with 27 questions that students complete independently in approximately 15-20 minutes.

There are three domains of learning that are assessed as part of Florida Kindergarten Readiness Screener.

More Information: FLDOE FAQ for FLKRS

- Word Knowledge and Skills
- Comprehension Strategies and Constructing Meaning
- Numbers and Operations

2020-2021 Schedule of State Assessments and Administration Dates

<table>
<thead>
<tr>
<th>Test</th>
<th>Grades</th>
<th>Testing Date(s) Initial and Makeup</th>
<th>Test</th>
<th>Grades</th>
<th>Testing Date(s) Initial and Makeup</th>
<th>Test</th>
<th>Grades</th>
<th>Testing Date(s) Initial and Makeup</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSA ELA Writing</td>
<td>4 &amp; 5</td>
<td>April 5–16, 2021</td>
<td>FSA ELA Writing</td>
<td>6</td>
<td>April 5–16, 2021</td>
<td>FSA ELA Writing</td>
<td>9 &amp; 10</td>
<td>April 5–16, 2021</td>
</tr>
<tr>
<td>FSA ELA Writing</td>
<td>7 &amp; 8</td>
<td>April 5–16, 2021</td>
<td>FSA ELA Writing</td>
<td>9</td>
<td>May 3–14, 2021</td>
<td>FSA ELA Reading</td>
<td>9 &amp; 10</td>
<td>May 3–28, 2021</td>
</tr>
</tbody>
</table>

Additional FSA ELA Writing Component Makeup Windows: - TBD
<table>
<thead>
<tr>
<th>Test</th>
<th>Grades</th>
<th>Testing Date(s)</th>
<th>Test</th>
<th>Grades</th>
<th>Testing Date(s)</th>
<th>Test</th>
<th>Grades</th>
<th>Testing Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS for ELLs</td>
<td>3-5</td>
<td>March 1-April 16, 2021</td>
<td>FSAA</td>
<td>6-8</td>
<td>March 1-April 16, 2021</td>
<td>FSAA</td>
<td>9-12</td>
<td>March 15-April 30, 2021</td>
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</table>

- Highlighted are Paper-Based Test (PBT)

*Spring Retakes are usually reserved for Seniors who need to retake an assessment
In the 2020-2021 school year, the following assessments are Paper-Based Test (PBT) administrations:

- Grades 4–6 FSA ELA Writing
- Grades 3–6 FSA ELA Reading
- Grades 3–6 FSA Mathematics
- Grades 5 and 8 Statewide Science
- FSAA
- ACCESS for ELLs

In the 2020-2021 school year, the following assessments are Computer-Based Test (CBT) administrations:

- Grades 7–10 and Retake FSA ELA Writing
- Grades 7–10 and Retake FSA ELA Reading
- Grades 7–8 FSA Mathematics
- FSA Algebra 1 and Geometry EOC Assessments
- NGSSS Biology 1, Civics, and U.S. History EOC Assessments
- FLKRS

FL Online Internal Assessment Management System: Testing Nirvana

Testing Nirvana is an Assessment Management System used by Florida Online School to plan, schedule, assign, communicate, track and otherwise administer all state testing. This management system is also used for state accountability tracking for internal documentation.

All students will receive testing communication from Testing Nirvana including Test Sites (where testing will take place) and Test Schedules. Each family will be sent more information about Testing Nirvana and receive emails from testing nirvana from this address: donotreply@testingnirvana.com

Test Participation

Participation in testing and test attendance at a test site location outside the student’s home is mandatory at FL Online. Failure to participate may result in the student being retained and/or ineligible to register for the following school year with Florida Online. The Accountability/Assessment Administrator will use Testing Nirvana to communicate test site locations and test dates for state testing. Teachers will communicate attendance expectations through the Class Connects and Course Announcements for internal assessments such as NWEA. Some tests will be taken virtually (NWEA) and some will be in-person. Most in-person testing will be conducted in the spring semester, and the requirements for each individual test will be communicated to students and families in a timely manner.

College Admissions Testing

**College Bound Assessments:** SAT and ACT. Colleges use scores from these tests for admission decisions and merit-based scholarships.

SAT is administered on specific test dates throughout the school year. Dates for SAT. There are 3 sections – Reading, Writing & Language and Math with an optional Essay section.
**ACT** is administered on specific test dates. There are 4 sections – English, Math, Reading and Science plus an optional Essay. A calculator can be used for the entire Math section.

<table>
<thead>
<tr>
<th>SAT Date</th>
<th>Registration Deadline</th>
<th>Late Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29, 2020</td>
<td>July 31, 2020</td>
<td>August 11, 2020 (for mailed registrations)</td>
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<td>August 18, 2020 (for registrations made online or by phone)</td>
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<tr>
<td>September 26, 2020</td>
<td>August 26, 2020</td>
<td>September 15, 2020 (for registrations made online or by phone)</td>
</tr>
<tr>
<td>October 3, 2020</td>
<td>September 4, 2020</td>
<td>September 15, 2020 (for mailed registrations)</td>
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<td>September 22, 2020 (for registrations made online or by phone)</td>
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<tr>
<td>November 7, 2020</td>
<td>October 7, 2020</td>
<td>October 20, 2020 (for mailed registrations)</td>
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<td>October 27, 2020 (for registrations made online or by phone)</td>
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<tr>
<td>December 5, 2020</td>
<td>November 5, 2020</td>
<td>November 17, 2020 (for mailed registrations)</td>
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<tr>
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<td>November 24, 2020 (for registrations made online or by phone)</td>
</tr>
<tr>
<td>March 13, 2021</td>
<td>February 12, 2021</td>
<td>February 23, 2021 (for mailed registrations)</td>
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<tr>
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<td>March 2, 2021 (for registrations made online or by phone)</td>
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<tr>
<td>May 8, 2021</td>
<td>April 8, 2021</td>
<td>April 20, 2021 (for mailed registrations)</td>
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<tr>
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<td>April 27, 2021 (for registrations made online or by phone)</td>
</tr>
<tr>
<td>June 5, 2021</td>
<td>May 6, 2021</td>
<td>May 18, 2021 (for mailed registrations)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 26, 2021 (for registrations made online or by phone)</td>
</tr>
</tbody>
</table>

**To Register:** Please reach out to the guidance counselor for information on how to register your student.

Get more information about **SAT** and Register for the SAT [here](#).

Get more information about the **ACT** and Register for the ACT [here](#).

**Special Circumstances for Students with Disabilities**

If you are a student registering for one of the above tests and are seeking to use allowable Accommodations (documented on an active IEP or 504 plan), you must complete the registration and apply for the accommodations. The Accountability/Assessment Administrator will be notified and will need to submit documentation on your behalf. For this to be approved, you must register by the first deadline for each test, not the Late Registration. Find more information about **ACT Accommodations** and **SAT Accommodations**.
For more information on State Assessments, testing requirements and College Admissions testing, please contact the Accountability/Assessment Administrator, Ms. Bridget White.

**Academic Integrity**

FL Online students are expected to take responsibility for their learning and to ensure that nothing detracts from the educational process, impedes progress, or compromises the trust between teacher and student.

Students assume full responsibility coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and assessments and submit only their own work on assignments including homework, examinations, reports, and projects.
- Students benefit from working in groups. They may collaborate or cooperate with other students on assignments as directed.
- Students must follow all written and/or verbal instructions given by teachers prior to taking examinations, tests, quizzes, and performance evaluations.

**Responding to Academic Dishonesty**

Parents will be notified of any academic concerns. Corrective action will be administered by school personnel in a progressive manner—that is, the action taken correlates in degree with the seriousness of the misconduct and/or the disciplinary history of the student.

**Suspension and Expulsion**

A good faith effort shall be made by the Principal, Head of School, or his/her designated representative to employ parental assistance or other alternative measures prior to placing student in out-of-school suspension, except in the case of emergency or disruptive conditions which require immediate removal of the student from the school environment. Parents will be required to participate in a conference with school personnel before their suspended child returns to school.

FL Online will not use continuous or multiple out-of-school suspensions to exclude a student with a disability from educational services since the major purpose of disciplinary action is to bring about positive student behavior within the school setting, not in exclusion. Students with an Individualized Education Plan (IEP) or a Section 504 Plan shall not be suspended for more than ten cumulative days within a school year without provision of educational services. By the 10th day of suspension, a Manifestation Determination must be conducted by FL Online’s IEP team. After the manifestation determination the IEP team will review the student’s current IEP to initiate behavior interventions, create a Functional Behavior Assessment, a Behavior Intervention Plan, and/or other educational plans as deemed appropriate by the IEP team.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

August 2020
The School Board has zero tolerance for conduct that poses a serious threat to school safety. Zero tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. This zero-tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency. Petty acts of misconduct include, but are not limited to, disorderly conduct, disrupting a school function, simple assault or battery, verbal abuse or use of profanity, cheating, theft of less than $300, trespassing, and vandalism of less than $1,000, possession or use of tobacco, and other school-based offenses delineated in the Student Code of Conduct.

Florida law requires that students found to have committed one of the following offenses:

A. Bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
B. Making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel’s property, school transportation, or a school-sponsored activity; may be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than one (1) full year and shall be referred to mental health services identified by the District and to the criminal justice or juvenile justice system.

The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that the Board modify the requirement by assigning a student to a disciplinary program or second chance school. The Superintendent's request for modification must be in writing and may only be presented to the Board for consideration if the student and/or the student's parent(s) agree in writing to accept the Superintendent's recommendation. The Board may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for the discipline of such students.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a serious threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

Those acts that pose a serious threat to school safety include, but are not limited to:

A. felony assault
B. violations of group IV and V violations in the Board-adopted Student Code of Conduct
C. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate, for a minimum period of one (1) year. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The Code of Student Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation as set forth in F.S. 1006.13(6)(a), the Board shall, pursuant to State law and the adopted cooperative
agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

The principal shall ensure that all school personnel are properly informed as to their responsibilities regarding suspicious activity reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented.

Student conduct shall be governed by the rules and provisions set forth in the Code of Conduct which is reviewed and adopted annually in accordance with F.S. Chapter 120.

The Code of Student Conduct shall contain provisions for the assignment of violent or disruptive students to an alternative educational program and/or referral of such students to mental health services identified by the District.

### Student Offenses and School Action

<table>
<thead>
<tr>
<th>Student Offense</th>
<th>Possible School Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Dishonesty (plagiarism, cheating on coursework and/or standardized testing)</strong></td>
<td>FL Online students are required to attend, complete, and submit all work as their own for all schoolwork and state assessments. Teachers closely monitor academic integrity in all areas. If a student is found to have plagiarized, cheated, or falsely identified themselves, the FL Online teacher will intervene immediately to research the possible infraction. A meeting may be scheduled by faculty or staff with FL Online administration, possibly leading to disciplinary consequences including suspension following repeated infractions as outlined in the Academic Integrity section of our handbook.</td>
</tr>
<tr>
<td><strong>Assault, verbal threats, or intimidation; battery</strong></td>
<td>School suspension or expulsion may occur. Notification of appropriate local law enforcement as needed.</td>
</tr>
<tr>
<td><strong>Bullying (in-person or cyber) based upon race, gender, color, national origin, sexual orientation, disability, etc.</strong></td>
<td>School suspension or expulsion may occur.</td>
</tr>
<tr>
<td><strong>Inappropriate behavior or actions during Class Connect sessions</strong></td>
<td>School suspension or expulsion may occur for repeated infractions or infractions of a severe or profane nature.</td>
</tr>
<tr>
<td><strong>Inappropriate Computer Use</strong></td>
<td>Depending up on the misuse of the school computer, the Academic Administrator or Head of School will determine disciplinary consequences, including loss of privileges up to expulsion. Notification of appropriate law enforcement agency as necessary.</td>
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</tbody>
</table>
## Disrespectful Behavior or Inappropriate Conduct:

Students and parents are expected to comply with reasonable directives of school personnel in a timely and cooperative manner. Any refusal to comply or any use of profane means of expression toward school personnel will be assigned a range of consequences.

<table>
<thead>
<tr>
<th>School suspension or expulsion may occur.</th>
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## Weapons:

Weapons are not permitted in any facility utilized by FL Online during school events or outings, including any standardized testing locations. Weapons may be defined as firearms, knives, cutting tools, or any instrument capable of inflicting serious bodily injury. Small pocket-knives are considered weapons under this definition and should not be brought on any premise utilized by FL Online for any reason.

<table>
<thead>
<tr>
<th>FL Online administration will take any and all necessary action to protect students, teachers, and staff. If a weapon is discovered, local law enforcement will be notified. Possession of a weapon will lead to suspension, and could ultimately lead to expulsion, pending investigation outcome.</th>
</tr>
</thead>
</table>

## Vulgar/Obscene Language, Gestures, or Display:

To establish and maintain a proper atmosphere for education, students are to refrain from inappropriate, vulgar, and obscene, language, or gestures.

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<th>School suspension or expulsion may occur.</th>
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</table>

## Bomb/Terror Threat/False Report

Notification of appropriate law enforcement agencies, disciplinary action including out of school suspension and expulsion may occur pending investigation results.

## Sexual Harassment:

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 an appropriate educational atmosphere.

<table>
<thead>
<tr>
<th>School suspension or expulsion may occur. Notification of appropriate law enforcement agency as necessary.</th>
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</table>

## Controlled Substances, Unauthorized Prescription Medications, Purported Substances, Alcohol, etc.:

Illegal drugs (including prescription medications not in possession of the parent or appropriate school officials), purported drugs, tobacco, and alcohol products will not be permitted on school outings or at any sites utilized by FL Online for any school related activities or events, including testing.

<table>
<thead>
<tr>
<th>Local law enforcement will be contacted, and students will be required to leave the premises once the investigation has concluded. School suspension and/or expulsion may occur pending results of the investigation.</th>
</tr>
</thead>
</table>

### Parent/Student Concern, Complaint, and Grievance Policy

FL Online recognizes that despite best intentions, questions, concerns, or conflicts may arise between the school and/or school staff and FL Online families and/or students. As problems arise, school personnel and parents should collaborate to solve them whenever possible. Please follow these procedures for assistance in resolving a problem:

**Step 1:** All concerns and issues should first be directed to the student’s homeroom teacher via phone or email.
Step 2: If a FL Online teacher cannot resolve the issue, he/she directs the parent to the Academic Administrator or other appropriate School Administrator or staff based on the exact concern.

Step 3: If the concern is not resolved at this level, parents are advised to contact the Head of School at the FLOS office.

Step 4: If the concern is still not resolved, the parent and/or student may file a formal complaint or grievance.

**Formal Grievance Process**

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student’s constitutional rights.
- Denial, not related to the student’s individual capabilities, of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student’s individual capabilities.
- Discrimination based on race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student’s personal safety.

Students may present a complaint or grievance provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of FL Online; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the FL Online Administration is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to the FL Online Head of School.
- The person receiving the complaint will gather information for the complaint form.
- The allegation shall be reported in writing with necessary information as determined by the Hendry County School Board.

The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or as otherwise required by law.

Once received, the FL Online Head of School will have 10 school days to review and respond to the grievance.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Principal.

Complaints by high school students may be made by the students on their own behalf or by the parent or guardian. A parent or guardian may initiate the complaint process on behalf of an elementary or middle school student.
Truancy and Excessive Absenteeism

Student attendance is a very important factor in student success and achievement.

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.

To avoid truancy, the parent/guardian must ensure that the following activities are taking place:

The student must

a. Complete assigned lessons and assessments.

b. Participate in educational activities for an appropriate number of hours, as outlined in the required Instructional Hours section.

c. Maintains monthly telephone contacts with teachers.

d. Attend all required live lessons.

e. Can demonstrate that he/she is doing his/her own schoolwork.

f. Attend all mandatory state testing.

The parent/guardian should communicate with the homeroom teacher in advance if he or she needs to deviate from the regular school calendar (for example, switching a vacation and school day).

“Habitual truant” means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent. The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

Truancy/Excessive Absenteeism Processes

<table>
<thead>
<tr>
<th>Absences</th>
<th>School Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Day Absent</td>
<td>Auto dialer message/email</td>
</tr>
<tr>
<td>3-4 Absences</td>
<td>Two phone calls/emails from homeroom teacher</td>
</tr>
<tr>
<td>5 Absences</td>
<td>Letter sent via mail</td>
</tr>
<tr>
<td></td>
<td>1st Attendance warning letter via email by the team member</td>
</tr>
<tr>
<td></td>
<td>If absences are consecutive, additional phone call will be made</td>
</tr>
<tr>
<td>7 Absences</td>
<td>Team lead phone call, concerned dialogue</td>
</tr>
<tr>
<td></td>
<td>Attendance contract sent</td>
</tr>
</tbody>
</table>
10 Consecutive Absences
Truancy concern letter sent via certified letter and sent copy via email.
Attendance Specialist schedules mandatory attendance meeting with student and LC, and principal via zoom.
Attendance Specialist contacts the local sheriff department for well check

15 Absences
Attendance Specialist should pull report to identify if student is failing 1+ course.
2nd well check sent via local sheriff’s department.
Student will be submitted to school review for possible withdrawal.

20 Absences
This would be the case to no adherence to truancy court.
Principal approves or denies recommendation for withdrawal to the admin team. Notification sent to HOS.

*Some exceptions can be made for absences due to medical or religious reasons. These will be considered on a case-by-case basis and must be documented through communication with the student’s homeroom teacher.

**Reporting Excused Absences**

Due to the flexible nature of the online program, student excused absences should only be reported, if the student will be absent more than 4 days. Excused absences must be submitted to ycano@flonlineschool.org. Absences will be reviewed based on reasonable causes, i.e., serious/prolonged illness, severe/prolonged injury, family emergency, etc. Absences submitted that are not approved will be marked as days truant. Vacations will not be reviewed or considered at an excused absence. We encourage you to review the school calendar to plan accordingly.

Excessively truant students, as defined within the attendance and truancy section of this handbook will be at risk of withdrawal. Excuse or unexcused attendance still affects student participation and it is essential to have your student work on assignments and assessments, as directed by your student’s teachers.

To submit a planned or unplanned absence as excused for administrative review, please send all information to ycano@flonlineschool.org

**Truancy and the Learner's Permit: Driver License Denial**

The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birth dates, gender and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences within a period of 90 calendar days. The legislation further provides that those students who fail to satisfy attendance requirements will be ineligible to obtain or maintain driving privileges.

The DHSMV will post a Notice of Intent to Suspend driving privileges to the driver record of all reported licensed students. These students may lose their driver’s license unless they comply with attendance requirements; or
The DHSMV will post an education noncompliance entry, to the record created for this specific purpose, for all reported unlicensed students, and they may not apply for a driver’s license until relevant attendance requirements are satisfied.

Attendance FAQs

1. How do I enter attendance for my student(s)?
   a. Log into the Learning Coach account.
   b. Select the correct student using the symbol beside your student’s name. **Attendance must be logged daily for EACH of your students.**
   c. Go into the cell beside the name of the course and enter the time spent on that course for the day remembering online lessons, live class connect sessions, any live help attended, any excursions (e.g.: museums, science centers) and any offline work completed. Enter the time spent and continue through all subjects.
   d. When finished logging attendance for the day, be sure to hit “Save” at the bottom of the student’s attendance page.
   e. If days of attendance were not logged, go to the top right of the student’s attendance page, click on “missing days” and you can select the day that you did not log attendance. Note that just above that you can see how many days of attendance will need to be logged. You cannot alter attendance for previous days that were entered, but you can enter attendance for previous days not entered.

2. Is there an app I can download for my student(s)’ attendance?
   a. Absolutely! Please go to: [https://www.k12.com/virtual-school-offerings/online-private-schools-courses/mobile-apps/online-school.html](https://www.k12.com/virtual-school-offerings/online-private-schools-courses/mobile-apps/online-school.html) to download the app.

3. Who do I call to enter an absence due to medical/religious reasons?
   a. Please communicate with the homeroom teacher to enter the absence and provide the reason if you would like the absence to be considered an excused absence. Absences for family vacations are NOT considered an excused absence.
Parent’s Guide to MTSS

MTSS is a multi-tiered system of supports (MTSS) designed to provide high quality academic and behavioral instruction and intervention matched to student needs using data of performance to inform instructional decisions. 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.

What are tiered supports?

All students in FL Online participate in the MTSS process, which is embedded in the school's instructional model; however, some students may require more extensive interventions which requires consent from the child’s parent to have more specific interventions implemented that best meet their needs, with progress being monitored on a more frequent occurrence. If your child is identified for additional tiered interventions, you will be contacted by your child’s teacher along with the grade level MTSS Coordinator. At this time, they will explain in more detail what the Multi-Tiered System of Supports will look like for your child and what you can do to help your child be successful. If you have specific questions about what that means for your child, please contact your student’s grade level principal.

Homeless Liaison and Foster Care Coordinator

The term ‘homeless children and youths’ means individuals who lack a fixed, regular, and adequate nighttime residence ...; and includes:

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings ... 

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
(iv) migratory children ... who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

**Florida Online School (FLOS)** is committed to identify and provide services through The Homeless Education Program, whose primary objective of this program is to prevent homeless children and youth from being stigmatized or separated, segregated, or isolated on the basis of their status as homeless. If there is dispute of homeless status, dispute resolution will proceed as follows:

1. The child or youth “shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute” [42 U.S.C. § 11432(g)(3)(E)(i)]. In disputes involving unaccompanied homeless youth, the local liaison must ensure that unaccompanied homeless youth are immediately enrolled in school [42 U.S.C. § 11432 (g)(3)(E)(iv)]. The U.S. Department of Education (ED) emphasizes the importance of the requirement for enrollment during the dispute process in the 2004 Non-Regulatory Guidance:

   When enrollment disputes arise, students will not be kept out of school. Interruption of education can severely disrupt the student’s academic progress. Permitting students to enroll immediately in the school of choice pending resolution of disputes helps provide needed stability [G-5].

   While disputes are pending, students have the right to participate fully in school and receive all services which they would normally receive. This includes transportation services, as indicated by the Non-Regulatory Guidance: The McKinney-Vento Act’s transportation requirements apply while disputes are being resolved [2004, H-5]

2. The parent, guardian, or unaccompanied youth will be provided with a written explanation of the school’s decision regarding school selection or enrollment, including the right of the parent, guardian, or youth to appeal the decision any time the student is denied enrollment in a requested school [42 U.S.C. § 11432(g)(3)(E)(ii)]. In the case of an unaccompanied homeless youth, the notice explaining the decision and the right to appeal are provided directly to the youth [42 U.S.C. § 11432(g)(3)(B)(iii)].

3. The child, youth, parent, or guardian will be referred to the local liaison, who will carry out the dispute resolution process as quickly as possible [42 U.S.C. § 11432(g)(3)(E)(iii)]. The local liaison will be familiar with the state’s McKinney-Vento dispute resolution process and follow all procedures outlined therein.

Counselors and Elementary Lead Teachers are the Homeless Liaisons for FL Online, reach out to your respective liaison with any questions via e-mail (see staff directory on pages 5 and 6). They can provide information for resources available to families in their individual area of residence and empower families to seek out help. An additional function is to manage a caseload of students who are homeless and/or have special concerns due to family and home life. The Liaison will coordinate with foster families and the Department of Children and Families as needed to assist with special concerns.

**Child Find**

Child Find is a process based on the Individuals with Disabilities Act (IDEA) Part C. The purpose is to identify, locate and evaluate individuals with disabilities who may need special education services. Anyone can initiate the process: a parent, doctor, teacher, relative or friend.
To ensure that all FL Online students are properly identified and served, the parent or guardian will be asked at least twice if their student has ever been evaluated for possible special education services, and if the student has ever received special education services as a student in a public or private school. If so, the parent or guardian will be asked if their student has an active Individual Education Plan (IEP). FL Online has a Child Find responsibility for each student they suspect may have a disability. During the school year, if school staff determines that a student may have a disability, this Child Find process is followed. For any questions related to Child Find, contact the Special Programs Manager, Amanda Robison, at flosspecialprograms@flonlineschool.org.

504 Coordinator

Section 504 Overview

Section 504 of the Rehabilitation Act is a civil rights law to protect disabled workers (1973) and students (1974) from discrimination. The Office for Civil Rights (OCR) enforces Section 504 compliance and Congress bases future receipt of federal funds on the school District meeting all compliance requirements. Students served under Section 504 receive assistance with accessing the classroom environment such that they receive educational benefit. Section 504 protections do not involve modification of the academic curriculum. Under Section 504, students are held responsible for meeting the requirements of Florida’s state standards. In the case where a student qualifies for IDEIA services, the parent may not refuse those services in preference for a Section 504 plan for that impairment. That is, the refusal of IDEIA services is the refusal of Section 504 as well.

Students who have impairments are not automatically eligible for a Section 504 Plan; eligibility is determined on a case by case basis. If a student is functioning at the average or above average level compared to peers, eligibility determination should be carefully considered. In order to qualify, students must demonstrate a documented physical or mental impairment that substantially limits a major life activity in one or more areas, such as caring for self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, reading, concentrating, thinking, sleeping (ex. apnea, narcolepsy), eating, lifting, bending, communicating, and the operation of a major bodily function such as the immune system, normal cell growth (ex. cancer, sickle cell, etc.), digestive, bowel, and bladder functions. In addition, a substantial limitation must be demonstrated in the school setting. For example, students with diabetes have been determined to be significantly impaired due to the daily actions and/or assistance required in the classroom to support their healthy functioning. Mitigating measures no longer negate Section 504 eligibility, except in the area of eyewear.

Section 504 is not a type of program delivery; rather, it affords civil rights protection. Ensuring students achieve at their potential is not the purpose of this federal mandate. Rather, student participation and progress are compared to the average student in the typical/standard class setting. Average academic performance within the competitive or gifted class settings is not considered a disabling condition under Section 504. Under Section 504, “evaluation” does not refer exclusively to a comprehensive psychoeducational assessment. Instead, evaluation can refer to the consideration of multiple sources of information which may include student grades, medical records, behavior rating scale data, observation data, attendance data, teacher records, standardized test scores, and disciplinary records. Eligibility decisions are based on the preponderance of supporting documentation rather than a single source of information.

Who do I contact for more information on Section 504?

Contact 504 Coordinator for more information on Section 504: Priscilla Ruiz, pruiz@flonlineschool.org.
English Language Learners
FL Online ensures that all students who responded with “yes” to the Home Language Survey are provided with equal access to all programs and instruction to be able to meet their language and academic needs. FL Online ensures that English Language Learners (ELLs) have access to academic content that is equal in scope, sequence, extensiveness, and complexity to the curricular offerings available to all FL Online students. FL Online complies with the Florida Consent Decree. The FLOS ELL Coordinator is Megan White, mewhite@flonlineschool.org.

Translation Needs
Professional interpreter services or translated documents may be requested at any time for Legal Guardians of students by contacting the FLOS ELL Coordinator, Megan White, mewhite@flonlineschool.org.

Exceptional Student Education (ESE): Overview
Exceptional Student Education (ESE) provide services to students identified as disabled or gifted. A full continuum of programs and related services is offered to students from kindergarten through high school in accordance with their Individualized Education Plans (IEP). The primary goal of the department is to ensure that students are provided a free, appropriate public education (FAPE) in the least restrictive environment (LRE). The Exceptional Student Education Department is always striving for academic success and we are committed to giving exceptional students the means of achieving success by delivering the highest quality of service and working on the goals as specified on each student's Individualized Education Plan (IEP).

Health and Safety
Parents are required to accompany their elementary students on school-sponsored outings and events. Middle and High School parents are not required to attend but must have the trip's permission slip filled out in its entirety. All families, regardless of student’s grade level, must fill out the permission slip and include the student's allergies (including any allergies to medications), any current medications the student is taking, the student's insurance information, the parent's best phone number to contact, and an emergency contact.

Students with special medical needs and concerns are welcome to attend face-to-face events; however, if a student has a medical condition that may require LC/LG assistance, the LC/LG is required to stay on site during the face-to-face event.

Parent – Teacher Communication
Parent- Teacher communication is vital for student success. Communication will take place through various methods including; emails, phone calls, newsletters, course announcements, and Class Dojo (K-5 Only).
Primary communication will take place via email through the Online School (OLS) or Online Middle High School (OMHS) platforms. Email communication sent by the teacher to students will automatically copy the Learning Coach’s email to the distribution. Students and Learning Coaches are expected to check their emails twice daily (once in the morning and afternoon).

You can access teacher contact information at any time via the Online School using the Quick Links on the right-hand side of your landing page and then clicking on the Contact My Teachers link.

When sending email correspondence, please include your child’s first initial and last name in the subject line. Please note that teachers spend majority of their day conducting live classroom instruction. We ask that you allow 24-48 hours from the time the email was sent for a response.

Student Information Changes
In the event your address, email or phone number changes, please send these updates immediately to your child’s teacher to ensure the teacher and school always has the best way to reach you.

In the event your contact information changes, please always send updated contact information to your student’s teacher to ensure the teacher and school have the best way to reach you. If the physical address changes for your student, please send 1 proof of address with updated information such as a lease, utility bill, or homestead exemption to FL Online School Office at schooloffice@flonlineschool.org

Withdraw from School Process
Parents who decide to withdraw their student from FL Online are required to communicate their intentions to their assigned homeroom teacher prior to the withdrawal from FL Online. When a family withdraws from FL Online 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. FL Online will also notify the district stating that the student has withdrawn from our school and identify the new school.

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.

Objectionable School Materials
If a parent finds certain lessons, books or materials to be objectionable, s/he should contact the student’s 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.

How to request a transcript
High school students will need an official transcript for each college application submitted. Transcript requests should be made by emailing schooloffice@flonlineschool.org. You should allow at least 4 to 6 days
Students should follow up with the institution(s) in order to determine if the school, college or university needs an electronic copy.

**Scholarship and High-School Service Hour requirements**

**Florida Bright Futures Scholarship Program**

**Florida Academic Scholarship (FAS) / Florida Medallion Scholarship (FMS)**

Initial Eligibility Requirements determined by the Florida Department of Education
1. Submit the Florida Financial Aid Application (FFAA) by August 31 of senior year of high school,
2. Complete the 16 college-preparatory courses required for admission to a state university,
3. Achieve the required weighted GPA in the 16 college-preparatory courses per chart below,
4. Complete the required number of service hours per chart below, and
5. Achieve the required combined SAT® or composite ACT® score per chart below

<table>
<thead>
<tr>
<th>Type</th>
<th>16 High School Course Credits</th>
<th>High School Weighted GPA</th>
<th>College Entrance Exams (ACT^2/SAT^2)</th>
<th>Service Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS</td>
<td></td>
<td>3.50</td>
<td>29/1290</td>
<td>100 hours</td>
</tr>
<tr>
<td>FMS</td>
<td></td>
<td>3.00</td>
<td>26/1170</td>
<td>75 hours</td>
</tr>
</tbody>
</table>

Requirements to Receive an Award: (As determined by your postsecondary institution.)
1. Evaluated by Office of Student Financial Assistance (OSFA) as meeting the initial eligibility requirements,
2. Graduated with a standard high school diploma or its equivalent,
3. Be a Florida resident and U.S. citizen or eligible noncitizen, and
4. Enroll as a degree-seeking student at a Florida institution in at least 6 non-remedial semester credit hours.

Note: If not funded the year after graduating from high school, student must apply within 2 years of graduating from high school to have the award reinstated.

Renewal Requirements: (As determined by grade and hours submitted by your postsecondary institution.)
1. Students must earn the number of credit hours based on the student’s enrollment type per term, and
2. The renewal cumulative GPA requirements are outlined in the table below.

<table>
<thead>
<tr>
<th>Minimum Cumulative GPA (unrounded and unweighted)</th>
<th>Florida Academic Scholars (FAS)</th>
<th>Florida Medallion Scholars (FMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3.0</td>
<td>2.75</td>
</tr>
</tbody>
</table>

Service hours should be submitted to your school counselor to be added to the student’s transcript. Please use inserted document to track your student’s service hours.
Students must complete service hours during high school and by high school graduation. Service hours may include but are not limited to: a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office. Except for credit earned through service-learning courses, the student may not receive remuneration or academic credit for the service work performed. The hours must be documented in writing, and signed by the student, the student’s parent or guardian, and representative of the organization.

Anti-Bullying Statement and Program
FL Online has a zero-tolerance policy for bullying in our school. If a student feels that he/she is being bullied, please report this immediately to any teacher.

FL Online references the resources available on https://www.stopbullying.gov/ and encourages parents to utilize the lessons available to students on this website. Homeroom meetings will include anti-bullying lessons as well.

Use of Tobacco and other Drugs
FL Online has a zero-tolerance policy for the use of alcohol, tobacco and other drugs on school-owned property as well as at school-sanctioned events.

FL Online is a safe school. Anything that interferes with the emotional and physical well-being will be immediately addressed. FL Online staff and administration adhere to all state laws regarding safety, order and discipline. In addition to FL Online’s zero-tolerance policy for alcohol, tobacco and drugs, FL Online also has zero tolerance for the possession of weapons, and activities such as hazing, gang activity, or any other dangerous activity. All disciplinary action will follow state regulations and all due process laws, can include suspension, and expulsion. Police referrals will be made as required by law.

FL Online references the Florida Safe and Drug-Free School’s Program, found at this website: http://www.fldoe.org/core/fileparse.php/7771/urlt/0084819-staterep0910.pdf

Student Searches
School officials may make searches of a student and/or the personal belongings of a student if there is reasonable suspicion to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or school policy. If a student is searched, it shall be in private by a school official of the same sex with a certified staff member of the same sex present. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student.
Immunization Requirements

Parents must submit copies of the child’s immunization records prior to being admitted to FL Online during enrollment and re-registration periods. Records will be reviewed upon submission. Parents will be notified of required immunizations that are missing or omitted and should make every effort to ensure their student’s immunizations are current. Exceptions may be granted if there is parental objection on religious grounds documented on Florida Department of Health Form DH681 or written certification for exemption for medical reasons by a licensed provider.

<table>
<thead>
<tr>
<th>IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY</th>
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<tbody>
<tr>
<td><strong>K</strong></td>
</tr>
<tr>
<td>Varicella - 2 doses (chickenpox)</td>
</tr>
<tr>
<td>Varicella - 1 doses (chickenpox)</td>
</tr>
<tr>
<td>DPT - 5 doses</td>
</tr>
<tr>
<td>Polio - *3-5 doses</td>
</tr>
<tr>
<td>Polio - 4 doses</td>
</tr>
<tr>
<td>MMR - 2 doses</td>
</tr>
<tr>
<td>Hepatitis B - 3 doses</td>
</tr>
<tr>
<td>Tdap - 1 dose</td>
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</tbody>
</table>

*KG - if the 4th dose of polio vaccine is administered prior to the 4th birthday, a 5th dose of polio vaccine is required for entry into kindergarten. The final dose of the polio series should be administered on or after the 4th birthday regardless of the number of previous doses.

**Pre-kindergarten**
- Varicella (chickenpox) vaccine or date of disease (year) as verified by parent or physician
- 3 doses Hepatitis B
- 4 doses Hib
- Up to date for age for DTaP, Polio, and MMR

**Kindergarten**
- 5 doses DPT (diphtheria, pertussis, tetanus)
- *3-5 doses Polio
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B
- 2 doses Varicella or have had the disease as verified by parent or physician

**1st - 7th Grade Students**
- 5 doses DPT (diphtheria, pertussis, tetanus)
- 4 doses Polio
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B
- 2 doses Varicella or have had the disease as verified by parent or physician

**8th - 12th Grade Students**
- 5 doses DPT (diphtheria, pertussis, tetanus)
- 4 doses Polio
- 2 doses MMR (measles, mumps, rubella)
- 3 doses Hepatitis B
- 1 dose Tdap 1 doses Varicella or have had the disease as verified by parent or physician

Vision and Hearing Screenings

Each year, during the months of September, January, and April, each family will receive communication to all active, enrolled families regarding the opportunity to participate in local health screenings to include, but not limited to vision, hearing, BMI and scoliosis screenings. This communication will include contact information for your family’s local health department. All families are encouraged to take part in health screenings for your students.
Safe Schools and Crisis Plan

FL Online is a virtual public school. As such, all students enrolled in FL Online attend school from their home residence or other place designated by the student’s parent/guardian. Throughout the year, students can attend school-sponsored in-person events. These include, but are not limited to: test administration, student and family outings, and the FL Online annual graduation ceremony. Providing a safe educational environment both virtually and when students are in the care of the school is the primary concern of the staff at FL Online. To provide this environment, school personnel will utilize various plans of action to help ensure the safety and well-being of all students. In compliance with 1006.1493, F.S., FL Online will use the Florida Safe Schools Assessment Tool to perform a school security risk assessment, monitor incidents occurring throughout the state and to report incidents as necessary.

Natural disasters and man-made disasters are potential hazards for which we must be prepared. We must also prepare for crisis situations—which could include intruders, hostile individuals, weapons, and bomb threats. FL Online’s Safe School’s Plan provides a framework by which decisions can be made during such disasters or crises with the goal of safe-guarding students, families and school personnel. To meet this objective, students, families and staff will be instructed and prepared in the appropriate and safe procedures to follow in the event of a crisis through staff in-service and drills. The occurrence of a crisis will require prompt response from all personnel as they perform their specific assignments from this plan.

Lastly, in addition to FL Online’s Safe Schools and Crisis Management Plan, the behavioral expectations and FL Online’s code of conduct provides for response protocols for the health, safety and emotional well-being for all students. Awareness and prevention, intervention and referral, and policies and procedures are outlined in policy and handbooks are made available to all students, families and staff. As a parent, if you are interested in learning more about the response protocols in the event of a school crisis or in general, please contact Tanya Sparks, Operations Manager, at tsparks@flonlineschool.org.

Mental Health Awareness

Teachers are often the first point of contact for many crisis and counseling issues. If a teacher or staff member is concerned about a student, the staff is prepared to provide students with responsive help.

Should a teacher or FL Online staff member be notified or is aware of a concern surrounding a student regarding abuse/neglect, violence, drug use/abuse, suicidal thoughts, self-injurious behavior, etc., it is necessary for them to assess the situation and raise the question, “Is the student safe?”

All teachers and school staff members are required by law to report suspected abuse, neglect or questionable behaviors taking place in the home(s) of students.

Materials and Computer Equipment

FL Online 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; 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 FL ONLINE program.

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 and all required Class Connects. In certain cases, based on financial need, a family may be eligible for a loaner computer.
Computer Use Policy

Access to the Internet via computer equipment and resource networks provided to qualifying students enrolled in FL Online 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 FL Online Internet-related systems to access, transmit, store, display, or request inappropriate materials.
- Any use that is deemed to adversely affect FL ONLINE 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.

Internet Reimbursement

In certain cases, based on financial need, a family may be eligible for Internet Reimbursement at the completion of the school year. If eligible, families will be reimbursed $9.95 per month of enrollment with FL Online. Reimbursements are issued for eligible students who complete the school year. Payments will be sent to the mailing address on file no later than September.

School Online Account and Set Up Information

Once a student is approved for enrollment, the Learning Coach will receive the Registration Email to complete the Learning Coach and student(s) account setup process. This email is usually received within 24 – 48 hours after a student has been approved.

This email contains all information needed to complete the Account Setup process which will provide access to the Online School!

Please note: If you have not received a Registration email and it has been more than 48 hours since your student’s approval, please check your SPAM folder as it may have been directed automatically.

- The email will be sent from Registration@k12.com to the email address assigned to the person designated as the Learning Coach. This information was provided during the Enrollment Process on the student’s application.
- The subject line format will look like this: [Learning Coach’s Last Name] Family, “Welcome and Important Next Step”

Hardware Requirements for Blackboard Log In

Windows OS

The minimum hardware recommendations to use the program are as follows:

**CPU:** Intel 1.0 GHz or faster processor (or equivalent)
**Browser:** Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 35.0 versions or higher, Chrome 40.0 or higher. **RAM:** 1GB of RAM
K12 presently supports the Windows 7 Operating System. The online school should also function with Windows 8 and Windows 10. Windows Vista and Windows XP OS’s are no longer supported by Microsoft and no longer compatible with doing work on the online school.

**Mac OS**

**CPU:** PowerPC G4 1 GHz or faster processor; Intel Core Duo 1.83 GHz or faster processor  
**RAM:** 1GB of RAM  
**Browser:** Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 35.0 versions or higher, Chrome 40.0 or higher.

**Using Mobile Devices with the Online School**

Unfortunately, many portable devices do not support the software products required to run the Online School. These devices may include (but not limited to): Chromebooks, iPads, iPhones, iPods, Kindles, eReaders, and the newer Android phone. See iPhones, iPods, iPads, Smart Phones and Mobile Apps to learn about K12 Apps for smart phones and other mobile devices.

**Software**

The free software below is for both a Windows or Mac computer unless noted:

- Adobe Flash Player 16 or higher (click here)
- Java Runtime Environment SE7 or higher (click here)  
- Mozilla Firefox 35.0 versions or higher* (click here)  
- Internet Explorer 9.0 or higher (Windows only) (click here)  
- Adobe Reader 8 or later (click here)

**Internet Connections**

It is highly recommended that a broadband connection be used instead of dial up. Please note the following if you are using a dial-up connection:

- ALL web acceleration software must be disabled for the school to work properly.  
- If you are using NetZero, the 3G or Hi-Speed version of the NetZero software is not able to be used consistently with the Online School. The basic version of the NetZero Software should have been installed.  
- If you are using AOL, you must minimize AOL after Connecting and use an approved browser  
- If you are using MSN, you cannot use MSN Explorer consistently  
- You MUST meet the minimum speed of 56kbps -- click here to perform a speedtest

**Gigabyte Usage**

The amount of data transferred over your Internet connection each month depends on the student’s enrolled course(s). We are not able to provide this information. Please contact your ISP provider for support.

**Additional Concerns**

- Pop-up Blockers can affect the ability to access the Online School  
- Internet Security Products, such as Norton, can inhibit the online experience  
- Software firewalls installed on your PC often will cause accessibility problems
- Firewalls must have the following ports open to both TCP and UDP traffic to allow access to the OLS: 80, 8080 and 443

Touchscreens and Wacom tablets can interfere with accessing links in the Online School -- please see the manufacturer's support site for instructions on how to configure these devices to work consistently with Flash Player

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of Personally Identifiable Information (PII) in student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest, including contractors, consultants, or other parties to whom the school has outsourced institutional services or functions;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. **You will find a FERPA Opt-Out Form at the back of this handbook.**

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.
Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h)
Requires that the school district notify parents and obtain consent or allow them to opt the child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parent; or
- Income, other than as required by law to determine program eligibility


Policy of Non-Discrimination
Florida Online School is committed to providing an environment that prohibits discrimination in access to education programs and activities and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district’s non-discrimination policies). FL Online reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

TITLE IX INFORMATION AND ASSISTANCE
Florida Online School is a public online school which complies with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence is defined by the U.S. Department of Education and its Office for Civil Rights (OCR) referring to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Title IX protects students from sexual harassment in a school’s education programs and activities. This means that Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school’s facilities, on a school bus, at a class or training program.
**Definition of Sex Discrimination and Sexual Harassment (for Students):**

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.

Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the School’s policies and reporting procedures from any of the following:

**FL Online Title IX Coordinator**
Tanya Sparks
tsparks@flonlineschool.org

**Title IX Grievance Guidelines**

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment (“grievant”) should promptly report the matter to the school’s Title IX Coordinator, a school counselor, principal or other school administrator. A Title IX grievant is requested to complete a complaint form available on our website. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

**Grievance Procedures**

The grievance procedures will be as follows:

1. It is the express procedures at FLOS to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilities the investigation and resolution of such complaints. A link to the grievance/complaint form is listed in Appendix 1 or can be found by clicking here – [Title IX Complaint Form](#).

   As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student’s behalf.

2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with FLOS’s policy on the Reports of Suspected Child Abuse or Neglect of Children.

3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.

4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was
lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.

5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, FLOS shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with FLOS’s Title IX principles and goals.

6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the Head of School within thirty (30) working days from receipt of the complaint.

7. The Head of School will review the case and make its recommendations to the Title IX Coordinator within fifteen (15) working days after receiving the grievance.

8. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.

9. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and Florida Online School will take actions necessary to prevent such retaliation.

School’s Right to Amend
Policies and procedures listed in this handbook may be changed without prior notice at the discretion of Florida Online School. Any alterations to this document will be communicated to affected parties by mail and/or e-mail.
TITLE IX COMPLAINT FORM

PURPOSE: The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expeditiously and appropriately as possible.

This form only applies to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

INSTRUCTIONS: Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:

Contact our Title IX Coordinator (students and employees): Tanya Sparks, Office: 863.271.4300 ext. 1004, tsparks@flonlineschool.org, 9143 Philips Hwy, Jacksonville, Florida 32256

1. Name of Complainant: ________________________________________________

   Contact information: ___________________________________________________

   Home Address: __________________________________________ City/State/Zip
   Home Phone: _______________________________________________________
   Student Grade: __________
   Employee School Office Location: ________________________________

2. Nature of Grievance: Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

3. When did the actions described above occur?

   ___________________________________________________________________
4. Are there any witnesses to this matter? (Please circle) Yes No
   If yes, please identify the witnesses:

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

5. Did you discuss this matter with any of the witnesses identified in Item 4? (Please circle) Yes No
   If yes, please identify: Person to whom you have spoken: ________________________________
   Date: __________________________
   Method of communication:
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

6. Have you spoken to any administrator(s) or other District employee(s) about this matter? (Please circle) Yes No
   If yes, please identify: Person to whom you have spoken: ________________________________
   Date: __________________________
   Method of communication:
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

7. Please describe the result of the discussion(s) identified in Item 6:
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

Please attach any statements, names of witnesses, reports, or other documents which you feel are relevant to your complaint.

I certify that the foregoing information is true and correct.

______________________________
Print Name

______________________________
Signature

______________________________
Date

Rev 7.2020
Appendix 2
Photography, Testimonial and Interview Release and Opt-Out

FL Online K12 are proud of its students and their accomplishments and may wish to share photos or testimonials from members of our school community. If you do not wish to allow FL Online or K12 to share this information, parents must submit a statement to the school principal in writing to opt out of any promotional program which would allow photos, images or testimonials.

Photography, Testimonial and Interview Release Statement

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant to K12 Inc., its legal representatives, successors and assigns, and those acting with their authority and permission (collectively, “K12”) the right and permission to use, re-use, publish, re-publish, and copyright (in K12’s own name and otherwise) testimonials (written by me or attributed to me), interviews (written by me or attributed to me), and photographic portraits, pictures, images and/or likenesses of me or in which I may be included (in whole or in part, or composite, or distorted in character or form, without restriction as to changes or alterations), in conjunction with my own or a fictitious name, made through any medium, and in any and all media now or hereafter known throughout the world in perpetuity.

All rights, licenses and privileges herein granted to K12 are irrevocable and not subject to rescission, restraint or injunction under any circumstances. I hereby waive any right that I may have to inspect or approve the finished product, or products and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.
I hereby release, discharge and agree to save harmless K12 from and against any claims, damages or liability arising from or related to the use of any of the aforementioned material, including but not limited to any liability by virtue of any editing, blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking, recording, editing, processing, publishing or distribution of said testimonials, interviews, pictures, portraits, images and/or likenesses including, without limitation, any claims for defamation, invasion of privacy, right of publicity or violation of any other right.

I hereby acknowledge that the compensation provided does not include any monetary compensation or tangible goods or services and that none are due to me for granting this release.
I hereby warrant that I am of full age and have the right to contract in my own name. I have read this Release prior to its execution, and I am fully familiar with the contents thereof. This Release shall be binding upon me and my heirs, legal representatives, and assigns.
If signing as parent or guardian, I hereby warrant and represent I am the parent or legal guardian of the named minor and have authority to and do hereby consent to this Release on his/her behalf and will be responsible for any damages incurred by K12 resulting from the minor’s breach or renunciation of this Release.

Student Name (print) ____________________________________________

Name of Legal Guardian (print) ______________________________________

Signature of Legal Guardian _________________________________________

Address ________________________________________________________

August 2020
PURPOSES OF DISCLOSURE

“Directory Information” is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the Family Educational Rights and Privacy Act (FERPA), Florida Online School may disclose, in its discretion, directory information of a student in any grade level, if the parent or student age 18 or over did not “opt out” of the disclosure. SBBC reserves the right to release Directory Information only: (a) to colleges, universities or other institutions of higher education in which the student is enrolled, may seek enrollment or may be recruited; (b) for school publications, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and District websites, social media, and postings and displays throughout the school facility); (c) to County health officials for purposes of communicating with parents to address conditions of public health importance as determined by Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat; and/or (d) to class reunion committees (and the like) for purposes of class reunion activities.

TYPES OF DIRECTORY INFORMATION

Parents/guardians of students in any grade level, or eligible students (those over the age of 18, emancipated, or attending a postsecondary institution), may opt out of having the following types of directory information disclosed.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Telephone Number(s)</th>
<th>Major Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Grade Level</td>
<td>Parent’s Name</td>
<td>School-Sponsored Activities/Sports</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Residential Address</td>
<td>Place of Birth</td>
</tr>
<tr>
<td>Height/Weight of Athletes</td>
<td>Degrees &amp; Awards*</td>
<td>Dates of School Attendance</td>
</tr>
</tbody>
</table>

*Degrees and Awards include exemplary work (including artwork), recognitions of all types, and graduation status (i.e., a list of graduating students), and exclude Grade Point Average (GPA).

Note: This form must be completed and submitted to the school on an annual basis, regardless of whether any of the above items were checked or not, WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL or from the date of enrollment, if a student enrolls after the start of each school year.

Student Name ___________________________________________ School _________________________________

Parent/Guardian/Eligible Student’s Name (Print) __________________________________________

Parent/Guardian/Eligible Student’s Signature __________________________________________

Date ____________________________________________
Appendix 4
Parent/LC/Student Read Acknowledge Statement and/or Signature

School Year 2020-2021 FL ONLINE PARENT / STUDENT CONTRACT

This form should be completed upon review of the document. Either print the form below, sign, scan, and send to schooloffice@flonlineschool.org or complete the form within this link: survey link

Student Name (Last, First) ____________________________________
Student Grade Level ____________________

Please initial each of the following statements to confirm your understanding of the virtual program and your role as the Learning Coach with Florida Online School.

___ I understand that by submission of this form I am requesting to enroll my student in a public school with Florida mandated residency, attendance, and testing requirements that I am expected to meet. Failure to meet these requirements could result in an involuntary withdrawal.

___ I understand that as a public school, there are strict requirements regarding progress and attendance with FL Online. I agree to adhere to these requirements that are set in accordance with Florida Department of Education.

___ I understand that I am responsible for ensuring all academic records are submitted to Florida Online to promote, which is inclusive of all grades levels.

___ I understand there are default courses that are assigned to my student appropriately, and taking performance assessment, could show a need for lower or higher course work.

___ I understand that it is my responsibility to secure an internet service provider and computer access for the entire school year. These are requirements for use of the K12 curriculum and participation in FL Online.

___ I understand and accept the responsibility to personally instruct and supervise my student while using the K12 curriculum.

___ I understand that my student needs to log in to the K12 learning platform each school day using his/her student account to be marked “Present”.

___ I understand that I must read and respond to emails and/or phone calls from the FL ONLINE team within 48 hours.

___ I will inform my student’s FL Online homeroom teacher in a timely manner if any of our contact information changes.

___ If it is determined that my student is eligible for special education services, I understand that regular communication with my child’s case manager and/or related service provider(s), as well as attendance at scheduled IEP/eligibility meetings are a required component of my child’s education and his/her success in this learning environment.

By submission of this signed document, I have read, understood, and acknowledged the expectations for enrollment in the Florida Online School for my student, named above. Failure to comply with these expectations and requirements will result in my student’s involuntary withdrawal from Florida Online School.

_________________________________________________  ________________________
Parent/Guardian’s Signature  Date

August 2020