

Florida Virtual School (FLVS) is an online school serving residents throughout the state of Florida. FLVS provides instruction to students enrolled in public schools, non-public schools and home educated students. This agreement gives the specific guidelines necessary for participation with FLVS. The agreement assures that all parties are aware of their role in assisting students to succeed when taking online courses from FLVS.

**Please complete the District Contact Identification Form by August 15, 2011.** If you are no longer the FLVS District Contact, please forward this document to the new FLVS contact.

We suggest that you share the following additional information with the appropriate people within your school district. **It can be found on the Affiliating with Florida Virtual page at the FLVS website link: [http://www.flvs.net/educators/affiliating\\_with\\_flvs.php](http://www.flvs.net/educators/affiliating_with_flvs.php)**

- Hardware and Software Requirements
- Course List and Descriptions
- Course Tours
- Tracking your Students at FLVS
- e-Learning Center Facilitator Training
- FLVS Policy and Residency Requirements

Florida Virtual School, in partnership with school districts, makes instruction available at any time and in any place to Florida students. In an effort to provide choice and support to Florida students:

### **Florida Virtual School will;**

1. Provide access to curriculum, instruction, and materials for students enrolled in our courses. FLVS teachers, who are Florida certified and working within field, interact continually with students and provide monthly progress reports for your review.
2. Provide online training to your facilitators when FLVS students are taking classes from your school campus. (Contact rl@flvs.net for additional information).
3. Provide training and awareness programs about Florida Virtual School to meet the needs of charter school boards, administration and school communities.
4. Award final course grade for successful completion of each half credit by the student.
5. Enforce the withdrawal policy for students enrolled in FLVS courses as stated in the FLVS Student Progression Plan. (Contact info@flvs.net for additional information).
6. Provide the district with information regarding FLVS accreditation, School Code, and NCAA Eligibility as described in Appendix A of this document.

### **The District will;**

1. Provide FLVS as an educational option as stipulated by the Florida K-20 Education Code (s. 1002.20). (6) EDUCATIONAL CHOICE.—(a) Public school choices.—Parents of public school students may seek whatever public school choice options that are applicable to their students and are available to students in their school districts. These options may include controlled open enrollment, lab schools, charter schools, charter technical career centers, magnet schools, alternative schools, special programs, advanced placement, dual enrollment, International Baccalaureate, early admissions, credit by examination or demonstration of competency, the New World School of Arts, the Florida School for the Deaf and Blind, and the **Florida Virtual School**. Public schools will not deny student access to online courses at FLVS as such is a violation of the law.
2. At the beginning of each school year, notify parents of students in or entering middle and high school of the opportunity and benefits of Florida Virtual School courses as required in s. 1003.02 (1)(i)F.S. Adopt policies to encourage students to take courses from the Florida Virtual School as required in s. 1003.03(3)(b)F.S.
3. Assume responsibility for students taking FLVS Advanced Placement courses with regard to ordering, paying for, and administering Advanced Placement exams in accordance with The College Board guidelines. Florida Virtual School will reimburse the school the cost of ordering the exams for all students who took their AP® course with FLVS. Upon request, the school will provide FLVS with the student's score on the AP® exam. Florida Virtual School requires each of its AP students to take an AP exam to earn credit for the course. Students are required to submit an AP Exam Verification Form signed by an exam proctor indicating they have participated in the AP exam.
4. End of course exams: In accordance with Florida statute 1008, FLVS public school students will take the EOC exam at their district school (home education and private school students will test by choice in their district of record); grades will be adjusted by the district according to plan and credits will be awarded by the district according to plan. Upon request districts will provide EOC exam scores to FLVS.
5. Verify that the selected courses are appropriate based on the academic history, age, and grade level of each student.
6. Accept final course grade as determined by FLVS and record such grade in student's transcript..
7. Support academic integrity of all FLVS courses by assisting instructors who may choose to facilitate oral assessments and/or face-to face exams. If an instructor confirms that a student has plagiarized or has been dishonest with FLVS course work in any manner, the student will be subject to consequences determined by FLVS administration and may be removed from the course with a failing grade.

8. Retain responsibility for ESE and ESOL services required by part-time students enrolled in Florida Virtual School and update and/or revise Individual Educational Plans where required.
9. Support the requirement that schools create and maintain FLVS online accounts for administrators, school counselors, and e-Learning Center Facilitators.
10. Assign a District-level contact person for communication between the District and FLVS.
11. Provide FLVS notice of disciplinary records of any student from the district enrolling in FLVS, and specifically identify and suspended or expelled company.

**The District Contact will:**

- a. Distribute all pertinent FLVS literature to the schools;
- b. Serve as a local point of contact for students and parents involved in or interested in becoming involved in Florida Virtual School;
- c. Provide additional information to FLVS as needed about FLVS students;
- d. Assist in the coordination of training sessions for your on-site facilitators;
- e. Provide FLVS personnel the opportunity to present to parents, students, and school staff;
- f. Provide email addresses of administrators, school counselors, and/or e-Learning facilitators as points of contact;
- g. Provide FLVS contact information for the district Homeschool Director;
- h. Provide FLVS contact information for the district Hospital Homebound Director;
- i. Inform FLVS of new district schools.

1. To the extent permitted by law, indemnify and hold harmless FLVS, its officers and employees against any and all claims, suits, attorney fees and costs arising from this agreement or the delivery of services pursuant thereto.
2. Each party agrees to be fully responsible for its acts of negligence or its agent's acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing contained in this agreement is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.
3. Venue for any course of action arising hereunder shall lie in Orange County, Florida. The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this agreement because of race, age, religion, color, gender, national origin, marital status, or disability.

**Access to FLVS Courses**

As per Florida Statute 1002.20, students may not be denied access to FLVS as an educational option for their academic pursuits. Just cause for denying a student the ability to enroll in an FLVS course does exist if the student's desired course is not an appropriate placement based on course prerequisites, grade level or age appropriateness of the student, or if the student requires academic interventions not provided by FLVS. The school counselor's approval of the Course Request is used by FLVS to verify that the desired course(s) meets the needs of the student's academic plan.

FLVS functions as a school district and as such, FLVS does have its own unique policies, guidelines, and suggestions for student course of study. FLVS has final determination in the placement of students into online courses, taking into consideration the student's desired courses, the verification from their local school that placement is appropriate, and other factors related to our registration priorities and our pupil progression plan.

The student's local school district will be responsible for providing any accommodation legally required to enable student to take a FLVS course. FLVS shall have no legal responsibility to provide any accommodation for disability. Local school districts should include FLVS in decisions as to whether online learning is the appropriate environment given the student's disability.



## Description of Program /Terms of Use Florida Public Schools 2011-2012

### District Contact Identification Form- 2011-2012

In an effort to help us provide you the best service and information throughout the year, please take a moment to fill out this form and submit electronically.

School District: \_\_\_\_\_

**FLVS District Contact:** \_\_\_\_\_

Title and Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Homeschool Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Hospital Homebound:** \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Document completed by: \_\_\_\_\_

**Appendix A**

**Florida Virtual School - Information for Schools**

The following information should be provided to the appropriate school personnel.

**ACCREDITATION**

Florida Virtual School is accredited through the Southern Association of Colleges and Schools (SACS) and the Commission of International and Trans-Regional Accreditation (CITA).

**NCAA ELIGIBILITY**

The NCAA has approved all core courses taken with The Florida Virtual School for use in establishing the initial eligibility certification status of student athletes from Florida Virtual School. To ensure that NCAA eligibility for student athletes is not compromised, the school must enter credit for course completion onto the student's official transcript. Athletic eligibility is the sole responsibility of the student and his/her school of record who must abide by NCAA regulations.

SAMPLE