

FLVS Student and Parent Handbook

2017-18 School Year

Revised August 2017



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Welcome, Students, Parents, and Guardians,

We are so happy you have chosen to attend Florida Virtual School (FLVS). FLVS prides itself on transforming education worldwide—one student at a time. As you will discover, FLVS puts the student at the center of every decision we make. We hope that you feel and experience our student focus through every click of the mouse and every interaction with our instructors and staff during your time with FLVS. Whether you are taking just one course or several, we want each and every one of you to have a phenomenal experience at FLVS.

This handbook has been created to provide students and their families with the tools and information they need to be successful at FLVS. Please peruse the information prior to starting your course, and feel free to come back and refer to the information at any time! We want this to be a one-stop resource for all your FLVS questions and needs.

Again, we want to personally welcome you to the FLVS family. We look forward to serving your educational needs!

Sincerely,

Jodi Marshall, PhD
President & CEO

Introduction

For 20 years, FLVS has served students around the state, the country, and the world. FLVS has grown to be one of the largest public Kindergarten through 12th grade virtual providers in the country. Without the support of students and parents like you, reaching this milestone would not have been possible, and for that we thank you!

As online education evolves, FLVS continues to lead the way with creativity and innovation. These innovations and our successes throughout the years have not gone unnoticed. FLVS has been honored with numerous state, national, and international awards. These honors truly validate how Florida Virtual School lives its mission and vision every single day.

FLVS Mission, Vision, Values, Commitment

Our Mission

To deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

Our Vision

To transform education worldwide – one student at a time.

Our Values

- Student Focus
- Innovation
- Quality
- Integrity

Our Commitment

The student is at the center of every decision we make.

Contact Information

FLVS Main Number

Toll Free: 800.374.1430

Phone: 407.513.3587

Fax: 407.513.3480

Email

Florida residents: info@flvs.net

Non-Florida residents: globalinfo@flvs.net

Please note that under Florida law email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. (s. 1, ch. 2006-232.)

Social Media

Facebook: facebook.com/flvs

Twitter: twitter.com/flvs

YouTube: youtube.com/flvs

If you need to contact your teacher or administrator directly, you can find their contact information on the course announcement page.

Help Desk Info

If you are having technical problems of any sort, FLVS provides a great resource to help solve many IT issues for our students.

Are you having trouble logging in to your Student Information System? Visit Recover Information to request/reset your username or password.

Our Technical Support Help Center is available to help 24 hours a day, 7 days a week:

1. ONLINE: Visit help.flvs.net to access our Technical Support site.
2. After creating an account on this site you will be able to submit a help ticket or start a live chat.
3. PHONE: Call Toll FREE 800.374.1430 and select #2 for technical support.

Do you have questions about FLVS?

1. Look at our Frequently Asked Questions (FAQs) pages, located on FLVS.net:
 - a. [Login/Sign-in FAQs](#)
 - b. [Course FAQs](#)
 - c. [Signing Up FAQs](#)
2. If you have questions about FLVS courses or programs please send an email to info@FLVS.net.

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. (s. 1, ch. 2006-232.)

District Organization

Florida Virtual School is a public school district in the state of Florida, and has several different types of school options to serve Kindergarten through 12th grade students.

Which Option is Right for Me?

At FLVS, we know that no two students are exactly alike. Florida Virtual School provides many options for students to be able to learn in the way that works best for them.

FLVS Global School

Do you live outside of the state of Florida? Great news: you can take our courses through FLVS Global School. FLVS courses are available for students across the globe on a tuition basis. Visit flvsglobal.net to register today.

FLVS Flex Elementary

Please see the [Supplemental Handbook for FLVS Flex Elementary](#).

FLVS Flex 6-12

Whether you are looking to take one course or six, FLVS Flex offers the flexibility many students need.

Why choose FLVS Flex?

With FLVS Flex, you can:

- Take courses for FREE, as long as you are a Florida resident in any school district.
- Take a course when you want to—enrollment is open 365 days a year.
- Take a single course or multiple courses to supplement your schedule.
- Keep your traditional school as the school of record. The traditional school keeps your transcript and determines when graduation requirements are met.
- Meet the Digital Learning Act Requirement.

Homeschool

What does "homeschool" really mean? At Florida Virtual School, homeschool students are registered with their local school district. That means the records are maintained by the school district and the parent/guardian is responsible for curriculum. As a homeschool student, we know that you have choices in how and when you learn. So, whether you are looking for a single course or a full-time solution, you and your family can enjoy ultimate flexibility with Florida Virtual School. Visit flvs.net/homeschool for more information.

FLVS Full Time

Being enrolled as a student in Florida Virtual School Full Time (FLVS Full Time) means that FLVS is the school of record. Students take courses with FLVS, receive grades through FLVS, and graduate with an FLVS diploma.

Why choose FLVS Full Time?

With FLVS Full Time, you can:

- Take courses for FREE, as long as you are a Florida resident in any school district.
- Take a full-time, online, course load at home.
- Do course work online, but maintain a traditional, 180-day school calendar and schedule.
- Take up to six courses per semester as a high school student.
- Be a full-time online student and graduate with an FLVS diploma.

Stakeholder Roles and Responsibilities

Parent or Legal Guardian

Parents/guardians play a key role in their student's success in any learning environment, but even more so at FLVS. Florida Virtual School has the expectation that parents/guardians will be involved in their child's learning by participating in the welcome call with each course teacher. During this call, the parents/guardians are introduced to the requirements of the course and begin building strong teacher-student-parent relationships. In order to be kept informed of the student's progress, parents/guardians will also need to be available for a monthly contact with each of their student's teachers, and will have the ability to choose a preferred method of contact (phone, email, text). Additionally, parents/guardians should contact the student's teachers to keep them informed of vacations or extended absences. Parents/guardians need to ensure that their student is making continuous learning gains weekly, which can be monitored through a parent/guardian account in your Student Information System. Directions for creating an account are provided here: flvs.net/ParentGuardianAccount. Lastly, parents/guardians are also responsible for monitoring student work to ensure compliance with the flvs.net/academic-integrity.

Under certain circumstances, a student who is 18 years of age or older or an emancipated minor may request to be his/ her own guardian. To discuss this option, contact the Florida Virtual School Counseling Team by emailing teamcounselor@flvs.net.

Student

The student's role at Florida Virtual School is to learn to the best of his/her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times completing their own work and upholding the principles of the FLVS Academic Integrity Policy.

Instructional Leader (School Principal)

This individual is responsible for the administration of the school and for ensuring that students are provided with the support and assistance they need, in accordance with FLVS standards of excellence. For any concerns or comments, your Instructional Leader's contact information can be found on the announcement page of your course website.

School Counselor

FLVS School Counselors focus their primary support on our home education population. Each home-schooled student has an FLVS School Counselor based on the student's location in the state of Florida. The School Counselor can assist students and parents/guardians with course selection, college and career planning, interpersonal counseling, and general academic guidance. A School Counselor or other qualified staff member is available to assist with high school credit or college/career questions, and also to help with other post-high-school plans including the military or the workforce. Since FLVS School Counselors don't have access to traditional school student records, FLVS Flex program public and private school students are recommended to utilize their school-based counselor for most of their counseling needs.

Teacher

The subject-specific teacher is the primary contact for students and parents/guardians with regard to subject-specific questions. These teachers are qualified to provide instructional interventional strategies as needed and to handle the following instructional questions:

- the curriculum or materials
- the course scope and sequence
- modification of assessments for students with documented special needs
- testing
- grading and progress reports
- help with a particular assessment or concept

Teachers proactively monitor each student's progress using our Student Information System, Learning Management System, and through regular contact via phone, texting, email, and synchronous Live Lessons. Teachers score assessments and provide feedback on the student's performance through formal means, such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls and online communication. Depending on a student's needs and grade level, teachers provide instruction in different ways. Generally, students will have a different subject-specific teacher for each course.

Letters of Recommendation

Students may request letters of recommendation as needed from teachers. However, the decision to write a letter of recommendation is at the teacher's discretion.

Student Support Teams

FLVS also has several support teams that are responsible for helping your student succeed. If your student needs additional support, please contact FLVS at 800.374.1430.

School Holidays

Although we do close our main office and FLVS personnel are off on certain holidays during the year, students can access their courses and maintain momentum in their learning, even when other schools are closed. Your FLVS course(s) will always be open and available, even on holidays.

NCAA

FLVS core course curriculum has been approved by [NCAA](#). Elective courses are not approved by NCAA as they are not part of their college entrance requirements.

To see NCAA-approved courses, visit the [NCAA website](#) and enter your school information.

Accreditation

FLVS (the district) is accredited as a system by Advance Education, Inc. (AdvancED), and the various FLVS schools are accredited by SACS CASI (Southern Association of College and Schools Council on Accreditation and School Improvement). Our courses meet curriculum standards developed by the State of Florida, and all public institutions within Florida must provide Florida families the option to choose FLVS for courses.

Parent/ Guardian Account

FLVS values parents and guardians as partners. From approving course requests to monitoring progress, the Parent/Guardian Account allows parents to have a hands-on approach with their student's academic life at FLVS.

With your Parent/Guardian Account you will have:

- 24/7 online access to submitted and/or graded assignments and your child's grade book
- Monthly phone calls from teachers
- Monthly progress reports emailed to parent emails
- Regular email updates from teachers
- Extensive access to teachers (8 a.m. to 8 p.m. Monday through Friday)

How to create your Parent/Guardian Account

1. **Student Completes Application:** First, the student must complete the sign up process at [flvs.net/Step1](#). Once the student has completed the online application, he/she will receive a Student Username/Password. You will need this Student Username/Password to create your Parent/Guardian Account.
2. **Follow the instructions to set up your Parent/Guardian Account:** We have created a video to demonstrate how to create your Parent/Guardian Account. To view the video visit [flvs.net/guardianaccount](#).

Getting Ready for School

Getting Ready for Florida Virtual School: Quick Tips

Get to Know the FLVS Policies

Take some time before the school year or class starts to become familiar with the policies in this handbook and the district Student Progression Plan (SPP). You are bound by the policies in this document and the SPP, so please refer to both documents throughout the year to ensure you are in compliance with FLVS policies and procedures. For your reference, the district SPP can be found at [flvs.net/student-progression](#)

Obtain Course Supplies

Each FLVS course contains an online Materials List that specifies what is needed for the course the student is taking. Use the Materials List to see which materials you need to supply yourself, such as pens and pencils, highlighters, note cards, file folders, notebooks, a ruler/protractor, novels for English courses, free software, additional items for some physical education courses, etc. You may also need to have printer paper, a printer, and printer ink cartridges.

Students wishing to take an FLVS course must have access to their own computer via school library, home, friend's house, or local library. Review the computer requirements listed on the next page. FLVS-provided materials are sent to the students, but the parent/guardian is responsible for returning it to back to the school once the course has been completed.

****Please Note: All *outstanding non-disposable materials must either be returned or paid for* prior to being placed in additional courses with FLVS. Students or parents may submit at Help ticket at help.flvs.net if they have concerns related to outstanding materials. Also note that any materials provided to students by FLVS are the student's responsibility and must be returned in good condition.**

Set Up Your Learning Space and Computer Equipment

Once the necessary materials have been obtained, go ahead and set up your “learning area.”

Dedicate a space for school materials and supplies.

- Place your “learning area” in a quiet area that is free of distractions.
- Create a filing system for portfolio assessments, work, and important papers.
- Work with your parent/guardian to create a realistic weekly schedule for working on FLVS courses, being sure to account for weekly learning expectations.
- Be sure to review the minimum system requirements to ensure you are set up properly.

Meet Your Teacher and Explore Your Virtual School

Your teacher will contact you by phone when you are placed in a course to make introductions and discuss course expectations for the school year. If you want to get to know your teacher before that call, check out the course announcement page by clicking on the course name on the Student's Information System Dashboard. The course announcement page will include some information about your teacher, how to contact the teacher and his/her Instructional Leader (Principal), as well as some resources to help you succeed in the course. Now is also a good time to check out the Student Resource Center which includes many helpful links and resources for FLVS students and parents/guardians. These are great resources to review as you are getting ready to start your course at FLVS.

Computer Requirements, Specifications

Technology

A virtual school requires the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use the Florida Virtual School Student Information System and Learning Management System as well as the Internet to communicate and share information.

Hardware and software requirements for accessing your Student Information System and your Learning Management System can be met by using your family's personal computer, a computer in a public library, or any other computer as long as the equipment used meets the Florida Virtual School minimum specifications (see below).

Hardware Requirements:

Internet Access and Speed

As long as you have Internet access, you can take courses with FLVS. (While it is possible to take courses with dial-up connectivity, it will take a little longer for pages to load. You might want to print a few lessons and work offline. You can then save and upload work

when you are finished.)

Browser Plug-ins

- Java 1.6 JRE or higher
- Sun Java 3D 1.3 or higher - Required in some courses
- Flash 10.0 or higher
- Shockwave (Operating System Dependent)
- Acrobat Reader 8.0 or higher
- Apple Quick Time
- Microsoft Media Player
- Real Networks RealPlayer

PC Requirements

- Minimum of 10 gigabytes free HDD space
- High Speed such as Cable or DSL *Note using dial-up is possible but you may experience performance issues with certain course features
- Windows XP, Vista, or 7
- Microsoft Office, Open Office, or Google Docs (Some Business courses require Microsoft Office which will be notated within course registration)
- 512 MB Ram
- 12x CD-ROM (CD/DVD Recommended – Some courses require CD/DVD which will be notated within course registration)
- Display setting 1024x768 resolution
- Printer required
- Internet Explorer version 8.0 or higher (visit microsoft.com/ie to download) or Firefox version 3.6 or higher (visit mozilla.com/firefox to download) or Safari 4.0 or higher (visit <http://www.apple.com/safari/download> to download)
- Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)
- Audio: Sound card with speakers and microphone or headset
- America Online is not recommended

Macintosh Requirements

- Mac OSX 10.5 or higher
- High Speed such as Cable or DSL *Note using dial-up is possible but you may experience performance issues with certain course features
- Microsoft Office, Open Office, or Google Docs (Some Business courses require Microsoft Office which will be notated within course registration)
- Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)
- 256 MB Ram
- Minimum of 10 gigabytes free HDD space
- 12x CD ROM (CD/DVD Recommended)
- Display setting 1024x768 resolution
- Printer required
- Firefox version 3.6 or higher (visit mozilla.com/firefox to download) or Safari 4.0 or higher (visit <http://www.apple.com/safari/download> to download)
- Audio: Speakers and microphone or headset
- America Online and KOL are not recommended

If you have questions or need assistance, please visit help.flvs.net.

Communication Requirements

Information on FLVS Teacher/Parent/Student Communication Policies can be found in our district Student Progression Plan, published on our website: flvs.net/student-progression

Emergency Plans

In the event of an emergency (such as hazardous weather conditions), FLVS will send to all families a “must read” Student Information System message explaining the details of the emergency, especially if it will result in the closure of our main office. FLVS will also record a voicemail message announcing the details of the office closure and the availability, or lack of availability, of teachers and other school services.

Please note that the Florida Virtual School Virtual Learning Center (VLC) and our teachers may be located in places where conditions are different from those in the student’s location. Such services may be occasionally interrupted when school operations are running as usual or vice versa. Even if the VLC closes due to hazardous weather or other emergencies, students should still continue working in their courses.

Enrollment

Florida Virtual School will abide by all federal, state, and local policies and guidelines for student admission and will not impose admission requirements that are inconsistent with these policies and guidelines.

At various times during the school year, to comply with mandated enrollment caps, state regulations and reporting, and/or testing processes and requirements, FLVS may temporarily or permanently close courses to new enrollments. Students and families will be notified of these changes when applicable.

FLDOE Policy Regarding FLVS

Digital Learning Act

Important New High School Graduation Requirement

On June 2, 2011, Governor Rick Scott signed the Digital Learning Act into law, as part of House Bill 7197. All incoming 9th grade students in Florida are now required to complete at least one online course as part of the 24 credits required for graduation. An online high school course taken in grades 6–8 also fulfills this requirement. For more information and a summary of the bill, visit flsenate.gov/Session/Bill.

Exemption for IEP – This requirement does not apply to students who have an IEP indicating that an online course is inappropriate. Students with an IEP who have less than one academic year remaining in high school are also exempt.

Eligibility, Residency, and Age

Residency Requirement (Florida Students):

For information regarding eligibility, residency, and age requirements for enrolling in FLVS, please refer to the FLVS district Student Progression Plan, published on our website: flvs.net/student-progression.

Right to Access FLVS Courses

Florida Virtual School as a School Choice Option

The Florida School Code establishes Florida Virtual School as an educational choice and an acceleration option for parents and students. Approximately two-thirds of FLVS students are

public school students. Articulation agreements are in place between FLVS and all school districts to develop a seamless partnership for students.

All Florida parents and students have the right to choose the best education method for them. If you feel that anyone has tried to limit or block your ability to sign up for an FLVS course, and would like further information on denied choice concerns, please visit flvs.net/right-to-access for more information or call 1.866.644.8475.

Placement Priority

For information regarding FLVS placement priorities (legislative mandates), please refer to the FLVS district Student Progression Plan, published on our website: flvs.net/student-progression.

Non-Discrimination Policy

Nondiscrimination Statement

Florida Virtual School (hereafter, “FLVS”) is committed to a policy of educational and workplace equality.

Florida Virtual School shall admit students to district schoolhouses and programs without regard to race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law (F.S. 1003.21, sections 760.01, 1000.05, 1001.41, 1001.43, and 1003.21).

1. All activities, curricular and extracurricular, which are sponsored by FLVS shall evidence respect for the individual student. Every reasonable attempt shall be made to ensure that activities do not disparage or offend any student because of race, color, religion, age, sex, national origin, marital status, disability, language spoken, homelessness, or any other reason prohibited by law. It is the responsibility of the school principal to monitor all school activities for compliance with this policy.
2. It is recognized that opinions differ concerning appropriateness of school activities. Occasionally, an individual or group may find an activity in conflict with the views of such individual or group, as the case may be. The following procedures have been established to provide a means for receiving, considering, and responding to written complaints regarding activities sponsored by the FLVS school district
 - a. All complaints must be immediately presented to the Instructional Leader/Principal and will include the precise nature of the objection. In the event the complaint is against the Instructional Leader/Principal or other employee, the complaint shall be presented to the designated FLVS Equal Opportunity Officer, 407.513.3692. All complaints will be handled promptly and an efficient and timely investigation will take place, in accordance with applicable Board policies and FLVS rules and regulations.
 - b. When a complaint is received by an Instructional Leader/Principal, the Instructional Leader/Principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The Instructional Leader/Principal will then notify the administrators and/or teachers involved and collect information related to the complaint. After reviewing this information in comparison with all applicable nondiscrimination laws, the Instructional Leader/Principal will forward all information and recommendation to the Vice President of Instruction for student on student related incidents. If the allegation involves an employee, the Instructional Leader/Principal will forward all information to Employee Relations. The complainant may request that an additional review be conducted by the FLVS

Equal Opportunity Officer, 407.513.3692.

- c. During the investigation, the FLVS equal opportunity section shall consider the educational philosophy of the school district, the professional opinions of competent authority, and the individual school's stated objectives in using the activity, and the objectives of the complainant and applicable laws and regulations.

This statement is in accordance with the provisions of Title VII of the *Civil Rights Act of 1964*, Title IX of the *Educational Amendment of 1972*, Section 504 of the *Rehabilitation Act of 1973*, the *Age Discrimination Act of 1975*, and the *Individuals with Disabilities Education Improvement Act of 2004*.

Schools are required to adopt and publish grievance procedures providing for prompt and equitable resolution of any complaints alleging any action that would be prohibited by Title IX and Section 504.

Expulsion

Pre-Expulsion (External)

If a district has found probable cause for an expulsion but has offered the student an alternative program, Florida Virtual School may be utilized as a solution for providing instruction for said students. Requests to utilize Florida Virtual School in this manner shall be made by the district Superintendent or his/her designee. Requests shall be made to the FLVS Regional Counselor and approved by the Director of Instruction.

FLVS reserves the right to deny enrollment depending on the nature of the misconduct that resulted in the student being considered for expulsion. All placements will be made on a space available basis.

FLVS reserves the right to, at its sole discretion, place the student in an alternative placement online classroom to complete his/her courses.

Expulsion (External)

If a student has been expelled from a public school, the superintendent of the district may request that said student be enrolled in FLVS. Only requests from the Superintendent or his/her designee will be considered.

Students who have been expelled from a Florida public school and who subsequently attempt to enroll in FLVS as either a homeschool student or through enrollment in a private school program may be denied access to FLVS.

FLVS reserves the right to deny enrollment depending on the nature of the misconduct that resulted in the student being expelled. All placements will be made on a space available basis. All requests shall be made to the FLVS Regional Counselor, and approved by the Director of Instruction.

FLVS reserves the right to, at its sole discretion, place the student in an alternative placement online classroom to complete his/her courses.

FLVS Pre-Expulsion (Internal)

If a student enrolled in FLVS violates any provision and/or expressed rule in the Student Parent Handbook or Student Progression Plan, FLVS reserves the right to initiate pre-expulsion hearings to determine probable cause.

FLVS Expulsion (Internal)

If FLVS determines the student may be expelled, the legal guardian may request an appeal by contacting FLVS Professional Standards 407.513.3692.

Privacy/FLVS FERPA Policy

Florida Virtual School will abide by the **student privacy guidelines** set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons have access to student records:

- FLVS Board of Trustee members
- President and CEO, administrative team, and professional staff of the school (teachers, school counselors, the General Counsel)
- Appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records as designated by the President and CEO.

Florida Virtual School **provides an academic transcript to the student's primary school of record upon completion** of the online course(s), or upon any request of the primary school and/or student's legal guardian.

In accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records. To learn more about this please contact your school counselor.

Some schools assign a lab facilitator to help students who use school labs to access FLVS courses. Facilitators will have access to students' online work. Facilitators will not have access to students' demographic data.

No member of the FLVS staff is authorized to release student information without the written permission of the student's legal guardian or without approval of the FLVS President and CEO.

FERPA maintains some exceptions that allow the release of Personally Identifying Information (PII) to partner researcher organizations, for the purpose of improving instruction, without express consent. In some instances, FLVS will partner with research institutions and enter into agreements under FERPA's Studies Exception [see 20 U.S.C. §1232g(b)(1)(F) and §99.31(a)(6)] and/or ed.gov/policy/reasonablemt_d_agreement for more information]. Any researchers with access to PII via the Studies Exception enter into a written agreement with FLVS and are also required to clear Level 2 background screening (fingerprinting/criminal history) in accordance with state legislation [see FS 1012.465, FS 1012.467, FS 1012.468].

Names, images, and/or course work of FLVS students will not be published in print, video/film, or on our website without written student and guardian consent.

All FLVS students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.

Statistical Information

FLVS uses Web statistic software to track visitors to our site, but this data does not include any personally identifying information such as name or email address. Individual identifying information is not provided to any other party without your consent, or as otherwise required by law. However, aggregated and anonymous data about groups of members may be collected and shared with participating agencies and/or companies. An example of such information might include, "X percent of visitors view our site between the hours of 7 and 9 p.m."

Security Information

All the data you provide to us is protected to ensure both the privacy and security of your data. We use state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept or access your data. Remember to keep your account information private and secure; do not share your password with anyone!

Cookies

FLVS may, from time to time, use cookies when you log in to your account. These cookies allow us to remember your visit to our site. Although one cookie would reside on your computer so that we can recognize you each time you visit our site, any session-specific cookies will expire once you shut down your browser.

Student Records

Improper Use of School Records

Student directories, teacher's registers, class record books, registration cards, permanent records, and similar school records shall not be used to provide information to any person outside the school staff, except as provided in file JRA. The Permanent Cumulative Pupil Record, and file JRA, Directory Information, shall not be able to be obtained without the permission of the Vice President of Instruction or designee. Under no conditions shall the names and addresses of students be given or sold to a private or commercial agency by the school or any school-related group without School Board approval or for the purpose of providing District services with a contract outlining provisions to protect the data from releasing student information outside the guidelines of the contract.

Legal Name of Student

A parent or any person who seeks to enroll a student under a name other than the legal name or seeks to change the name of a student already enrolled shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence as prescribed in Section 1003.21, Florida Statutes, shall be used until a final court order verifies a legal name change.

The Permanent Cumulative Pupil Record

A permanent cumulative record shall be maintained for each student who is enrolled in the district. State Board of Education Rule 6A-1.0955 and Florida Statutes shall be followed when entering student information in the record, including use of the prescribed forms.

1. Personally identifiable records or reports of students may be released to persons or organizations without the consent of the students or their agent(s) or legal guardian only as provided in Section 1002.22, Florida Statutes.
2. Guidelines may be adopted by the school board to implement the recording and classifying of information.
3. Copies of records of students withdrawing or enrolling in other public schools in the district or transferring to another school within this state or out of this state shall be transferred to the enrolling schools upon request from the receiving principal. The transfer of student records shall not be delayed for nonpayment of a fee or fine assessed by the school.

Directory Information

Students' parent(s) or legal guardian shall be notified annually in the Code of Student Conduct or in a school's handbook that the school board may release directory information to the general public.

1. Directory information includes the following data about a student:
 - a. Name
 - b. Address
 - c. Telephone Number, if listed
 - d. Participation in officially recognized activities and sports
 - e. Weight and height, if an athletic team member

- f. Name of the most recent previous school or program attended
 - g. Dates of attendance at schools in the district, diplomas, certificates, and honors received
 - h. Date of graduation
 - i. Date and place of birth
2. Directory information may be released without the consent of the student or the student's parents to persons or organizations defined in Section 1002.22 (3) (d), Florida Statutes.
 3. Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the Instructional Leader/Principal within 10 days of student enrollment. Failure to advise the student's Instructional Leader/Principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.
 4. In accordance with Section 119.07(3) (k), Florida Statutes, the names and directory information pertaining to children of active or former law enforcement officers, investigative personnel of the Department of Health and Rehabilitative Services, firefighters, justices, and judges are exempt from disclosure. If such a parent makes a written request to the school that information not be released by the school without parental consent, the school shall not release such information.

Person Standing in Loco Parentis to Student

When students are under 18 years of age and do not reside with their parent(s), the parent(s) shall designate in writing to the Instructional Leader/Principal the individual who stands in loco parentis to the student.

Access to Student Records

The following persons have access to student records: school board members, Chief Academic Officer and staff, professional staff of the school, Records Management Team, clerical and secretarial staff designated by the Instructional Leader/Principal, the parent or guardian of the student, an eligible student and other persons authorized in writing by the parent/guardian or eligible student except in cases where other professionals have legitimate educational or legal interest in student records as specified in the student record procedures.

In cases where a parent does not have custody, the Instructional Leader/Principal shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with evidence that there is a legally-binding instrument or court order which provides to the contrary.

Right to Contest the Contents of Student Records

Parent/guardian shall have the right to contest the contents of their child's record. This right shall provide for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data. Procedures for challenging the content of student records shall be developed as directed by the President/CEO.

Release of Student Discipline Records

In accordance with FERPA and the federal regulations issued pursuant to FERPA, an agency, as defined in s. 1002.22, or a public school, center, institution, or other entity that is part of Florida's education system under s. 1000.04(1), (3), or (4) may release a student's education records without written consent of the student or parent to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. The purpose of such an agreement and information sharing is to reduce juvenile crime, especially motor vehicle theft, by promoting cooperation and collaboration and

the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out of-school suspensions and expulsions, which provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions and that support students in successfully completing their education.

Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

Student Safety

Required Training for School Staff

Florida Virtual School takes student safety and well-being very seriously, and believes that students should be able to learn in a safe and comfortable environment. Therefore, in addition to the comprehensive set of required courses and trainings for school staff that focus on educational practices, teachers and staff also attend the Florida Child Abuse Mandatory Reporting Training. This training provides teachers and staff with the resources they need to recognize the signs of child abuse and how to report suspected cases of child abuse to the Florida Department of Children and Families.

Child Abuse Reporting Policy

Available at flvs.net/child-abuse-neglect-and-abandonment-reporting (for questions about this policy contact info@flvs.net). All members of school staff are expected to complete the training at least once every school year. The school leadership tracks and ensures all staff completion of these trainings, and staff who do not complete the course in the required time frame may be subject to disciplinary action in accordance with FLVS employment policies.

Bullying and Harassment

Please refer to Appendix B of this document for further detail related to the FLVS bullying, hazing, and harassment policy.

Student Grievance/ Complaints

Definition

Discrimination is conduct which deprives the victim of the opportunity to participate in employment, educational programs, activities, FLVS sponsored activities, or in any other activities offered or provided by Florida Virtual School on account of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion, or any other basis prohibited by law.

Harassment is conduct directed by a person or persons against another person on the basis of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion, or any other basis prohibited by law which is severe, pervasive, and objectively offensive to the point that the prohibited conduct substantially impairs the victim's participation in his/her employment, educational programs, school sponsored activities, or any other activities offered or provided by FLVS.

Any student who believes that he/she has been the victim of discrimination/harassment based upon any factor identified above, may and is encouraged to file a Grievance/Complaint with the

FLVS EEO Officer. All such complaints must be immediately forwarded to the FLVS EEO Officer or other person who has been specifically designated to handle complaints of discrimination/harassment. In such instances, individuals may call 407.513.3692 for assistance.

Internet Safety

At FLVS, we believe that learning occurs through active participation and application of knowledge to relevant situations and issues. In addition, we believe that successful learning organizations find opportunities to foster connections between instructors, students, parents, peers, and community members. It is our desire to provide learning opportunities that prepare students for the future while also maintaining a safe environment.

Cyber Safety Webinar

Listen to Katie McDaniel, Victim Advocate with the Child Predator Cyber Crime Unit in the Office of the Attorney General for some tips for students to play and stay safe online. View it at sas.illuminate.com/site/external.

Student Code of Conduct

To ensure the safety and security of all students, FLVS has developed a Student Code of Conduct that all students must abide by. Violations of the Student Code of Conduct will be fully investigated by appropriate school administration, following our due process guidelines. Violations of the Student Code of Conduct may result in a student's administrative withdrawal from FLVS courses.

Code of Student Conduct Policy

1. The Code of Student Conduct for Florida Virtual School is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct and any revisions shall be approved and adopted by the FLVS Board of Trustees. The Code of Student Conduct shall meet the following criteria.
 - a. Be developed by FLVS board members, district administrators, appropriate grade level teachers, school personnel, school administrators, students, and parent(s) or legal guardian(s) of students
 - b. State grounds for disciplinary action procedures and the rights of students
 - c. Be distributed to all teachers, school personnel, students, and parent(s) or legal guardian(s) of students at the beginning of each school year. (FLVS does not operate on a traditional school year calendar; FLVS enrolls students year-round. As such, the FLVS Code of Conduct is made available to all students and parents throughout a student's enrollment with FLVS through the FLVS Student Information System application, Virtual School Administrator.)
 - d. Be filed in the President/CEO's office
2. The Code of Student Conduct shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each school year and quarterly thereafter and for transferring students upon their enrollment. (FLVS does not operate on a traditional school calendar; FLVS enrolls students year-round. As such, the FLVS Code of Conduct is board-approved annually but discussed with stakeholders to ensure any necessary revisions year-round.)
3. Any FLVS Board of Trustees decision which conflicts with provisions in the Code of Student Conduct shall prevail until the Code is revised and subsequently adopted.

Student Detention, Search, and Seizures

The Instructional Leader/Principal or any other applicable instructional member of staff may

temporarily detain and question a student when circumstances indicate that such student has committed, is committing or is about to commit a violation of Florida Statutes or FLVS board rules.

1. If at any time reasonable suspicion arises that a student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs or any weapon, a staff member in collaboration with the brick-and-mortar school administrator may temporarily detain such student without the use of physical force, and the Instructional Leader/Principal or designee may search a detained student's locker for the purpose of disclosing the presence of items herein provided.
2. In the event that it is suspected that contraband is concealed upon the person of the student, the principal shall request the voluntary surrender of the contraband. If the student refuses, the Instructional Leader/Principal or designee may contact the student's parents and/or the appropriate law-enforcement officials. If the student refuses or is belligerent or violent in refusing to be searched, the student should be detained and the appropriate law-enforcement agency should be notified and requested to take appropriate action.
3. Items may be seized when a search of students or their lockers reveals stolen or illegal property or items prohibited by Florida Statutes or FLVS board rules. Action taken against the student shall be pursuant to Florida Statutes and FLVS board rules.
4. The provisions herein shall apply also to official FLVS school trips.

Student Control and Supervision

Students enrolled in a district school shall be subject to Florida Statutes, State Board of Education Rules, and FLVS Board of Trustees rules during the time they are attending school or a school-sponsored activity. The student shall be under the control and direction of the Instructional Leader/Principal, the teacher in charge of the class or any other instructional staff member as assigned by the Instructional Leader/Principal.

1. The Instructional Leader/Principal shall see that students are properly supervised while on FLVS property and during any FLVS-sponsored activity.
2. Staff members shall assume such authority for the control and supervision of students as may be assigned to them by the Instructional Leader/Principal and shall maintain order in the classroom and in other places where they are in charge of students.

Zero Tolerance for School-Related Violent Crime

1. It is essential that schools be safe and orderly to provide environments that foster learning; therefore, violent crime in schools will not be tolerated. In keeping with FS 1006.13, the FLVS Board of Trustees shall:
 - a. Define criteria for reporting to a law enforcement agency any act that occurs whenever or wherever students are within the jurisdiction of the Board of Trustees.
 - b. Define acts that pose a serious threat to school safety.
 - c. Define petty acts of misconduct.
 - d. Adopt policies that minimize the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent crime from any further victimization. Establish a procedure that provides each student with the opportunity for a review of the disciplinary action imposed pursuant to FS 1006.07.
2. Students found to have committed one of the following offenses shall be removed from FLVS courses and shall be referred to the criminal justice or juvenile justice system.
 - a. Bringing to, possessing, using or being in control of a firearm or weapon, as defined in chapter 790, at FLVS leased or owned property, at any FLVS function, or on any FLVS-sponsored transportation or event. (Simulating a firearm or weapon while

playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under this section or s. 1006.13.

Simulating a firearm or weapon while playing includes, but is not limited to:

- i. Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
 - ii. Possessing a toy firearm or weapon that is 2 inches or less in overall length.
 - iii. Possessing a toy firearm or weapon made of plastic snap-together building blocks.
 - iv. Using a finger or hand to simulate a firearm or weapon.
 - v. Vocalizing an imaginary firearm or weapon.
 - vi. Drawing a picture, or possessing an image, of a firearm or weapon.
 - vii. Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.
- b. However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions. If a student is disciplined for such conduct, the school principal or his/her designee must call the student's parent. Disciplinary action resulting from a student's clothing or accessories shall be determined pursuant to paragraph (d) unless the wearing of the clothing or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner that is consistent with district school board policies for similar infractions. This paragraph does not prohibit a public school from adopting a school uniform policy.)
- c. Making a false report, as defined by ss. 790.162 and 790.163, respectively, involving FLVS or FLVS personnel's property, FLVS transportation, or an FLVS-sponsored activity. Any disciplinary or prosecutorial action taken against a student who violates the zero-tolerance policy must be based on the particular circumstances of the student's misconduct. Alternatives to course removal or referral to law enforcement agencies shall be used unless the use of such alternatives will pose a threat to FLVS school safety.
3. In a traditional school setting, students may be assigned to a holding status for the purpose of continuing educational services during the pre-expulsion period. At FLVS Flex, since students enroll part-time and FLVS is not the school of record, the President/CEO/or designee may consider the one-year ban on enrolling in any FLVS courses on a case-by-case basis. If a student committing any of the above offenses is a student who has a disability, the FLVS Board of Trustees shall comply with applicable State Board of Education rules.

Students and Telecommunication Devices

1. The following definitions shall apply to this policy:
 - a. **Telecommunication** devices include any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, or images.
 - b. **Sexting** means sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent, or pornographic photographs, images, or

messages by or on a cell phone, computer other electronic means during school hours or school activities on or off campus; while on school district property, or beyond the hours of school operation if the behavior adversely affects the personal safety or well-being of school-related individuals, the governance, climate, or efficient operation of the school; or the education process or experience.

- c. **Cyber Bullying** is defined as the act of using information and communication technologies such as, but not limited to, email, cell phone, pager, text messaging, instant messaging (IM), defamatory personal web sites and defamatory personal pooling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of a school or an individual's academic performance.
2. While on school property or while attending school-sponsored or school-related activities students shall not use personal telecommunication devices including but not limited to pagers, beepers, and cellular phones in a manner that poses a threat to academic integrity, disrupts the learning environmental, or violates the privacy rights of others. The physical location or time of access of certain personal telecommunication devices by a student cannot be raised as a defense in any disciplinary action initiated under this section.
3. Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:
 - a. Students shall not send, share, view, or possess pictures, text messages, emails or other material depicting sexually explicit content, in electronic or any other form on a cell phone or other electronic device, while the student is on FLVS property, at FLVS school sponsored events, or on FLVS transportation.
 - b. By bringing a cell phone and other electronic devices to FLVS property or FLVS school sponsored events, the student and parents' consent to the search in accordance with the limitations imposed by state and federal law. A search of the device will only occur when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of FLVS Board of Trustees policy or the Code of Student Conduct. The scope of the search will be limited to the violation of which the student is accused.
 - c. Students who violate this policy will be subject to disciplinary action; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.
4. Any student, employee, parent or guardian or third party who has knowledge or conduct in violation of this policy or any student who feels he/she has been a victim of cyber bullying, sexting, menacing, retaliation or reprisal in violation of this policy shall immediately report the concerns to:
 - a. The Instructional Leader/Principal or his/her designee;
 - b. The Chief Academic Officer/Directors of Instruction or designee.
5. The Instructional Leader/Principal or designee shall be responsible for timely investigating a complaint made under this policy, when the incident involves student on student. For incidents involving an employee, immediately refer such incidents to Employee Relations, 407.513.3692. The investigation, witness statements and evidence shall be documented along with the outcome of the investigation.
6. Should the administrator have reasonable suspicion, based on objective and articulable facts that a search of student's telecommunication or electronic device will reveal a

violation of the law or school rules, a search of the device is permitted. The following procedures shall be followed for the search of telecommunication and electronic devices:

- a. An administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parent/guardian.
- b. The administrator will ask the student to cooperate with the search of the device.
- c. If the student refuses to cooperate in the search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent. The scope of the search will be limited to the violation of which the student is accused.
- d. At least two staff members, including one administrator and a second administrator or designee will be present at all times during the search.
- e. The scope of the search will be limited to the violation of which the student is accused. The student's parent will be informed of the search and invited to view the findings.
- f. Regardless of consent, if a violation of state or federal laws is suspected the matter will be referred to law enforcement.

In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to extent necessary to determine that misconduct occurred.

Parents or guardians of all students identified in the report shall be notified of the investigation and informed of their students' involvement in the incident.

Students whose behavior violates this policy will be subject to discipline up to and including removal from FLVS courses. Law enforcement will also be notified when conduct may violate criminal laws.

Student Hazing

Hazing activities of any kind are prohibited at any time in school facilities, on school property, and off school property if the misconduct is connected to participation or membership of a club or organization of a school. No administrator, faculty member, or other Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing activity.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act that causes or creates a substantial risk of causing mental or physical harm. "Hazing" includes, but is not limited to pressuring or coercing the student into violating State or Federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All FLVS Board Trustees shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be

ordered to end all hazing activities or planned activities immediately and shall be disciplined pursuant to the Student Code of Conduct. All hazing incidents shall be reported immediately to the Superintendent or his/her designee, and to appropriate the law enforcement agency. Any FLVS Board Trustee that fails to report hazing incidents, pursuant to this policy may be subject to disciplinary action up to and including termination.

Threats to FLVS facilities or personnel

Any FLVS employee who receives or views a student-issued threat, whether through social media or other means, shall report the threat to his/her supervisor for further review. FLVS has internal processes in place for reviewing and determining the level of threat represented by a written or oral communication made by a student. Based on the nature and level of the threat, appropriate action will be taken, ranging from FLVS School Counselor contact to the notification of local police. Students who are found to have communicated threats may be administratively removed from all FLVS classes. FLVS students are advised to maintain non-threatening decorum in their interactions with FLVS personnel and in their written communication, including their use of social media.

Review of Student Code of Conduct Policies

Students may access the Student Code of Conduct Policies through the student handbook, and thereafter as deemed necessary, in order to familiarize themselves with the Code of Student Conduct relating to their rights, responsibilities, and conduct. Each student shall follow the approved policies and regulations.

Civility Code

In order to maintain an orderly, respectful, and secure virtual educational environment, it is essential that all students, parents/guardians, teachers/staff, and other stakeholders maintain respectful interactions and adhere to the expected civil conduct. Florida Virtual School is dedicated to providing personalized learning solutions for all students, and the presence of a positive partnership between all students, parents/guardians, faculty, and staff is vital in this process. In an effort to ensure that we are all focused on student learning and helping students to reach their full potential, we ask that all parties conduct themselves in a respectful and orderly manner at all times.

No person shall:

- Use profanity or make threats toward school staff in any verbal or written communication.
- Intentionally cause any physical/emotional harm toward another person or threaten to do so.
- Intentionally damage or destroy any school property (both physical and electronic) or the property of any student, faculty, or staff member.
- Disrupt the orderly conduct of classes, school programs, or other activities.
- Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or disability.
- Refuse to comply with any reasonable request of identifiable school officials performing their duties.
- Willfully incite others to commit any acts prohibited by law.
- Violate any federal or state statute.

Any violation of the Civility Code shall be reported to Professional Standards for review and action.

The school and Board of Trustees reserve the right to pursue a civil or criminal legal action against any person violating the Civility Code.

Acceptable Use Policy

Internet access is required for all FLVS students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

Please review the following **netiquette rules and FLVS expectations carefully**:

- **Students are responsible for good behavior** on the FLVS network, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. (f.s. 847.001 Obscene Literature; Profanity).
- We take **integrity and authenticity of student work** very seriously at FLVS. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. FLVS instructors do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- **Security is a high priority**, especially when the system involves many users. If you identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.
- **It is illegal to create harmful computer viruses.** (f.s. 815 Computer-Related Crimes).
- **Email is not private.** Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- **Beware of emails from anyone, particularly adults you don't know**, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or other Florida Virtual School employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email with your online classmates should be course-related.** It is prohibited to send unsolicited non-academic email to your online classmates.
- **Email addresses that use profanity or may be construed as offensive, shall not be permitted for FLVS correspondence.** FLVS administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or may be refused participation in FLVS courses.
- **Protect your password.** Keep it secret from anyone except your parents.
- **Inappropriate Texting/Messaging:** Photographs or videos sent via computer, cell phone, or any other electronic device which depict nudity or any other inappropriate content are prohibited (f.s. 847.001 Sexting)
- **Dress Code Policy:** When attending any meeting or student gathering affiliated with FLVS, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is not permitted.
- Florida Virtual School assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet.

Florida Virtual School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations by the student or parent/guardian may result in removal from FLVS course(s), as well as other disciplinary or legal action.

Due Process

Conduct, Due Process, and Communication

Florida Virtual School strictly prohibits any form of bullying/cyber bullying, harassment, hazing, or any other similarly destructive behaviors in any school environment or at any school activity. Parents/guardians who believe their student(s) may have been subjected to inappropriate behavior by anyone affiliated with FLVS should immediately contact the school leadership or FLVS Employee Relations at 407.413.3692 to report any concerns.

Discipline and Due Process for Students

Appropriate conduct is expected of all students at the school. Students are guaranteed due process of law as required by the 14th Amendment of the United States Constitution.

School Discipline

1. The Administration shall be responsible for maintaining proper discipline throughout the school and to cooperate with teachers in attaining this objective. In addition to and consistent with Board of Trustees Rules and the Codes of Student Conduct, the Instructional Leader/Principal and faculty shall develop such additional rules as may be deemed necessary in the operation of the school.
2. Each instructional staff member shall assist the Administration in maintaining proper student control in conduct throughout the school and at school-sponsored activities.

Corporal Punishment

The FLVS Board of Trustees prohibits the administration of corporal punishment in the Florida Virtual School system. The Codes of Student Conduct shall provide an alternative control of discipline as required by Section 1006.07, Florida Statutes.

Course Specific Information at FLVS

FLVS course content is developed to directly align with the course descriptions published by the Florida Department of Education and approved by the Florida State Board of Education. Within those course descriptions are the specific standards and benchmarks students must meet in the course which drive the content taught and assessments of mastery. As prescribed in Florida statute 989, requests to view FLVS course content can be submitted through our Help Desk at help@flvs.net. FLVS welcomes and encourages stakeholder feedback to continuously improve our student experience.

FLVS Science Courses

There are many potential hazards in a science laboratory. However, in general, accidents caused by these hazards can be avoided if the student is familiar with laboratory techniques and a few rules are followed. Most of the materials you will be working with in an FLVS science course are ones that can be found in the home. However, even these items can cause harm if mishandled.

The safest way to handle chemicals is to treat them all with care. There is no substitute for good technique in eliminating accidents. By clicking 'I Agree' during registration, you agree to read and abide by the safety rules and procedures in your FLVS science course. By approving the course, the parent/guardian agrees to supervise the science experiments presented in the course. If you have additional questions, please contact your FLVS science teacher.

FLVS Advanced Placement (AP) Courses

Please reference the FLVS Student Progression Plan (flvs.net/student-progression) for up-to-

date information on AP policies at FLVS.

FLVS Honors Courses

Almost all of our courses may be taken for Regular or Honors credit. If you are interested in receiving Honors credit, simply register for the Honors option for the course. Or, if you decide you'd like Honors credit after registering for the regular option for the course, simply inform your teacher and guidance counselor once placed in the regular version of the course and your instructor can change you to the Honors credit version. Honors courses will cover material in more depth and, as a result, generally require more time and work to complete.

Students who elect to complete an honors course, where available, commit to completing and passing all honors assessments in the course. Students who do not complete and pass (score of 60% or higher) all honors assessments in the course will not be completed with honors credit for the course. Students seeking honors credit must also complete the honors segment exam.

****Public / Private Students:** Please make sure your school counselor is aware of your choice prior to notifying your FLVS instructor.*

Florida Virtual School Physical Education Policy

Florida Virtual School courses are designed to develop overall health and well-being through structured learning experiences, appropriate instruction, and meaningful content. FLVS provides a quality Physical Education program in which students can experience success and develop positive attitudes about physical activity so that they can adopt healthy and physically active lifestyles. Programs are flexible to accommodate individual student interests and activity levels in a learning environment that is developmentally appropriate, safe, and supportive.

The FLVS Program

FLVS offers the following Physical Education courses:

- Physical Education Grades Kindergarten-5 (FLVS Full Time only)
- M/J Comprehensive PE, grades 6/7
- M/J Comprehensive PE, grades 7/8
- M/J Fitness, grade 6
- Fitness Lifestyle Design
- Health Opportunities through Physical Education (HOPE)
- Life Management Skills
- Outdoor Education
- Personal Fitness

The 2007 legislative session in FL passed House Bill 967, a Physical Education bill, that included the following:

- Defines "PE" 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."
- Requires 150 minutes of PE per week for grades Kindergarten-5.
- Students enrolled in physical education instruction shall be reported through the periodic student membership survey.
- Records of enrollment in physical education instruction shall be audited pursuant to s.

1010.305, F.S.

- Defines those individuals approved to teach PE in grades Kindergarten-5 as instructional personnel defined in section 1012.01(2), F.S., regardless of certification, who are designated by the school principal. This includes classroom teachers, student services personnel, librarians/media specialists, other instructional staff, and paraprofessionals.
- Requires Sunshine State Standards (SSS) for PE to be reviewed and revised during the 2007-08 school year to reflect state-of-the-art philosophy and practice. The revised standards shall emphasize the role of physical education in promoting the knowledge, skills, and attitudes that prepare students to make healthy lifelong nutrition and physical fitness choices.

As of the 2009-10 academic year, the equivalent of one class period per day of physical education for one semester each year is required for middle school students (grades 6 through 8). To satisfy the one semester requirement for middle school students, the physical education provided must "consist of physical activities of at least a moderate intensity level and for a duration sufficient to provide a significant health benefit to students, subject to the differing capabilities of students." All FLVS PE courses are taught by certified instructional personnel. A high school student selecting the traditional 24-credit graduation option must earn one credit in physical education. For students entering 9th grade in or after the 2007-08 academic year, credit for physical education must include the integration of health education. A student selecting one of the accelerated 18-credit graduation options or the International Baccalaureate (IB) curriculum or Advanced International Certificate of Education (AICE) Curriculum is not required to earn physical education credit.

To meet the one-credit requirement for students entering high school in or after the 2007-08 academic year, the DOE has established three course options. A school district may choose from among these three options:

- **Option 1.** A one-half-credit course in personal fitness and one-half-credit course in a physical education elective (taught by teachers certified in physical education);
- **Option 2.** The one-credit Health Opportunities through Physical Education (HOPE) Core course (co-taught by a teacher certified in physical education and a teacher certified in health education or taught by a teacher dually certified in both physical education and health education); or
- **Option 3.** The one-credit HOPE Physical Education Variation course (taught by a teacher certified in physical education).

A school district may not require a student to take these physical education courses in 9th grade.

In addition to the physical activities described in the lessons, students have the option to participate in Yoga or individual or team sport. High school students participating at the junior varsity or varsity level for two full seasons may not need to select one of these three options. Please contact your School Counselor with any questions.

Students enrolled in the FLVS Flex program, taking a FLVS PE course, should consult with their district of enrollment to determine specific district policy.

Expected Program Outcomes

Each school district is responsible for developing a physical education program that stresses physical fitness; encourages healthy, active lifestyles; and encourages all students in prekindergarten through grade 12 to participate in physical education. At FLVS

we take this responsibility seriously, actively working with our students to ensure that they are meeting the Florida's standards for health and fitness. These standards may be found at:

- floridastandards.org
- shapeamerica.org/standards/pe

Benefits of Physical Education

Proper physical education has lifelong benefits.

1. It teaches about healthy nutrition and eating habits to ensure we are providing our bodies with the right mix of nutritional ingredients.
2. It promotes an active lifestyle to develop and maintain motor skills useful in all walks of life.
3. It teaches us about our bodies and how to keep them healthy and working throughout our lifetime.
4. It teaches about and motivates to adopt ethical behaviors through participating in sporting activities.
5. It provides a much needed outlet for mental and physical stress.

How to Choose the Right Physical Education Program for You

FLVS serves a wide variety of students. If you are enrolled in a public school district or private school and are taking courses at FLVS Flex, please consult with the school counselor at your school of enrollment to determine what will be required by your school. If you are enrolled in a district VIP program, taking all of your courses online, please consult with your district school counselor as well.

Minimum Length of Courses

Information on FLVS policy regarding minimum length of courses can be found in our district Student Progression Plan, published on our website: flvs.net/student-progression

Grading and Final Exams

Information on the FLVS grading scale and Final Exam Policy can be found in our district Student Progression Plan, published on our website: flvs.net/student-progression

Course Progress and Student Learning

Information on FLVS policy regarding course progress and student learning can be found in our district Student Progression Plan, published on our website: flvs.net/student-progression

Academic Integrity

Information on FLVS policy regarding Academic Integrity can be found in our district Student Progression Plan, published on our website: flvs.net/academic-integrity

Assessments

It is essential that student performance is regularly assessed. Florida Virtual School uses the following types of assessments to determine students' skill levels, to evaluate performance, develop educational plans, and to develop a permanent school record.

As they progress through their courses, students will engage in several possible types of formal and informal evaluations. Written assessments that are submitted for instructor evaluation and scoring are required to be typewritten and submitted directly through the Assessment page within the course. Any requests for exceptions to this requirement will be reviewed by Instructional Leadership on an individual basis, and will be based on an IEP, 504 Plan, or other relevant

considerations.

Assessments Within the Curriculum

As they progress through their courses, students will engage in several possible types of formal and informal evaluations.

Formal Evaluations (Evaluated by Teachers)

- **Quick Checks**—Brief online assessments that provide automatic feedback for students and teachers.
- **Quizzes**—Short online assessments that provide automatic feedback for students and teachers.
- **Course Assessments**—Written compositions, lab reports, short answer paragraphs, essays, book responses, and other assessments that require teacher evaluation of the student’s work.
- **Honors Assessments**—Every honors assessment in a course must be completed and passed (grade of 60% or higher) by a student seeking honors course credit. Honors assessments are skipped or exempted in gradebooks of students seeking regular course credit.
- **Graded Discussions**—Teacher-monitored “class discussions” in which students post thoughts, ideas, and reactions on a designated discussion board. The postings are required by specific assessment guidelines outlined in the curriculum and are evaluated by the teacher.
- **Discussion-based Assessments (DBA)**—Integrated into all courses to ensure mastery of content and integrity of written work, these mandatory assessments allow students to respond orally to questions provided by the teacher during a telephone conversation. Students may remediate and re-attempt unsuccessful DBAs at the discretion of their instructor. A student who does not complete and pass (60% or higher) every DBA is not eligible for course credit.
- **Collaboration Projects**— To foster 21st Century Skills and build real-world competencies, FLVS courses contain opportunities for collaboration in learning with peers. All students are encouraged to complete the Collaboration Assessments in their course(s).
- **Tests** – Module tests cover material from all lessons within a specific module. They are online assessments that contain a variety of question types and are weighted more heavily than quizzes towards the student’s final grade.
- **Segment Exams**—Substantial end-of-semester assessments that provide students and teachers with more comprehensive information about a student’s understanding of the instructional material. Students who do not take the segment exam are ineligible for course credit. Students seeking honors credit must take the honors segment exam in courses where applicable.
- **End-of-Course Exams**—Comprehensive assessments that may occur at the end of some courses. The state of Florida determines which courses have mandatory EOC components. Updated information on state EOC requirements can be found on the Florida Department of Education’s website (fcats.fldoe.org/eoc).

Student grades are based on a combination of the formal evaluations listed above.

End-of-Course Assessments

What is the End-of-Course Assessment?

During the 2010 legislative session, Governor Crist authorized the implementation of End-of-Course (EOC) Assessments in several courses. All public school and charter school students are

required to take these assessments when instructed by their districts. Exact dates are determined by your school district of residence.

For information on the EOC Assessments and available study materials, visit flvs.net/myflvs/study-tools/EOC

Transcript Request

Unofficial FLVS Transcript

You may access your FLVS transcript in the following way:

- Log in to your account
- Click on the Student Records link in the navigation bar.
- Click on the Cumulative Academic Report link.
- Click on the link in the middle of the page that reads "Print Unofficial Transcript"

Official Cumulative FLVS Transcript

Students may request an Official Cumulative FLVS Transcript at any time. For information on how, visit flvs.net/myflvs/TranscriptRequest.

The transcript includes:

- Courses taken with FLVS
- The year courses were taken
- Number of credits earned
- Grade received

Requests for Official Transcripts Procedure Fees:

- \$0.00 cost for transcript requests sent to Public School Districts who are affiliated with Florida Virtual School
- \$0.00 cost for transcripts requests, for currently enrolled student, to home address
- \$5.00 cost for each transcript request for currently enrolled student to another institution such as college, or agency, Vo-Tech, etc.
- \$5.00 cost for each transcript requested other than those covered above

Final Grade Report

When a student completes a course and has returned all course materials, the teacher sends a request for a Final Grade Report to be issued. The Final Grade Report is sent electronically to the student's school of record for inclusion on the student's official transcript.

Teacher Qualification Information

All Florida Virtual School teachers are Florida Certified. If you have further questions about a teacher's qualifications, please contact an Instructional Leader/Principal. The Instructional Leader contact information can be found on any teacher's announcement page.

Student Organizations

FLVS offers many opportunities for students to get involved with their peers. FLVS offers a wide range of activities throughout the year. Students can find out more and get involved by viewing the Calendar at myflvs.net. Additionally, FLVS offers a variety of student clubs such as:

1. Beta Delta Sigma (Math Club)
2. Book Club
3. Chess Club
4. Creative Writing Club
5. Fine Arts Club
6. FITT Club
7. French Honor Society
8. Future Business Leaders of America

9. History Club
10. International Club
11. Model United Nations
12. National English Honor Society
13. National Honor Society
14. Newspaper club
15. Peer Tutors
16. Science National Honor Society
17. Senior Class Sponsor – FT Seniors ONLY
18. Spanish Honor Society - FT Students ONLY

19. Spanish Nuts at Practice (SNAPS)
20. Speech & Debate Club
21. STEM/Science Club
22. Student Ambassadors
23. Student Council
24. Technology Club
25. Teen Driving club
26. Video Production Club
27. Virge Literary Magazine
28. Virtual Science Fair
29. Yearbook

Full Time Middle School Clubs Only

1. Builder's Club
2. National Junior Honor Society
3. MS FT Student Council
4. Student Television Network
5. Yearbook
6. Peer Tutors

Visit flvs.net/myFLVS/get-involved/clubs for more information or to join one of the FLVS clubs.

When conducted under the name of the school or school district or any class or organization thereof, extracurricular activities shall be under the general supervision of the school authorities. School organizations and activities designed for students shall be approved by the Instructional Leader/Principal. An instructional staff member shall serve as a sponsor or advisor to each organization. Activities shall be integrated with and supplementary to the regular school program. The Code of Student Conduct shall apply to all such activities in grades Kindergarten-12.

FLVS is proud to offer educational opportunities that extend beyond the virtual classroom with many involving field trips. For full details regarding field trip policy in addition to relevant documents including our volunteer application form, please visit: flvs.net/field-trip-procedures-manual.

Study Tools at FLVS

FLVS prides itself on ensuring that our students are prepared for every step of their educational journey. To that end, we have included a vast array of Study Tools to help our students prepare for End-of-Course Exams, AP Exams, SATs, ACTs and more. Study tools offered by FLVS include:

- [Test Prep](#)
- [Reading Lists](#)

Appendix A: Media Opt-Out Form

FLORIDA VIRTUAL SCHOOL
2145 Metrocenter Blvd.
Suite 100
Orlando, FL 32835
flvs.net



Media Opt-Out Form

Student Name: _____ Parent Name: _____

Student Email: _____

Student Grade Level: _____ Student FLVS Username: _____

FLVS reserves the privileges listed below unless this Media Opt-Out Form is submitted by the Parent/Guardian.

Florida Virtual School uses many innovative activities to support student learning. To illustrate these innovative activities, we publish exemplary student work that demonstrates learning in this new environment. Published is defined as viewable by the public and/or within the district through a variety of electronic media (e.g., website, social media, television, video, etcetera). By agreeing to the handbook without submission of this opt-out form, I hereby release Florida Virtual School from any liability resulting from or connected with the publication of such work.

If you do NOT want your child to participate in the electronic display your child's work, name, and/or photograph, please place a check in the blank provided for each of the following items:

- I do NOT grant permission for my child to be photographed or videotaped.
- I do NOT grant permission for my child's photo or video to be published.
- I do NOT grant permission for my child's work to be published.
- I do NOT grant permission for my child's last name to be shared along with their photo, video, or any work produced. This means that your child's photo and name will not be included together in news about honors, awards, and accomplishments.

Parent/Guardian Signature: _____ Date: _____

Please email completed media opt-out forms to socialmedia@flvs.net.

Appendix B: Policy against Bullying, Hazing, and Harassment

****Please note: Any reference to “bullying” includes cyberbullying, whether or not specifically stated.**

It is the policy of Florida Virtual School that all of its students and school employees have an educational setting that is safe, secure, and free from hazing, harassment and bullying of any kind. The district will not tolerate hazing, bullying and harassment of any type. Conduct that constitutes bullying, hazing and harassment, as defined herein, is prohibited. This policy is reviewed at a minimum of every three years.

FLVS staff will cooperate/collaborate with district and/or civil officials in any documentation, reporting, disciplinary action, etc. associated with an alleged misconduct, including cyberbullying incident by a student enrolled in FLVS course(s).

Definitions

The following definitions are intended to provide guidance in assessing whether a particular behavior is a prohibited behavior. They are not exhaustive in their scope and are not intended to replace the intuition of the individual. When in doubt as to whether or not a particular suspected behavior is a prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Hazing – any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any of grades 6 through 12. “Hazing” includes, but is not limited to:

1. Pressuring, coercing, or forcing a student into:
 - a. Violating state or federal law;
 - b. Consuming any food, liquor, drug, or other substance; or
 - c. Participating in physical activity that could adversely affect the health or safety of the student.
2. Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Intimidation – a course of behavior that instills fear or a sense of inadequacy.

Violence within a dating relationship means any behavior by a student exhibited towards that student's dating partner that is an attempt to gain and/or maintain power and/or control over a dating partner through violence, threats of violence, and/or physical, verbal, psychological, and/or mental abuse.

Sexting – Knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor any photograph or video which depicts nudity and is harmful to minors. Knowingly possessing a photograph or video that was transmitted or distributed by another minor as described above.

Prohibited behaviors include all the above.

Student Conduct

Florida Virtual School expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The school district believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

The school district upholds that bullying, hazing, or harassment of any student or school employee is prohibited:

1. During any education program or activity conducted by a public Kindergarten-12 educational institution;
2. During any school-related or school-sponsored program or activity;
3. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public Kindergarten-12 education institution within the scope of the school district, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
4. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.
5. The above section (d) does not require a school to staff or monitor any non-school-related activity, function, or program.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

Consequences

School Employees – Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC., The Principles of Professional Conduct of the Education Profession in Florida.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Students – Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including

suspension or expulsion, as outlined in the Code of Student Conduct.

A student who commits an act of hazing as defined above upon another person who is a member of or an applicant to any type of student organization commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083, if the person knew or should have known the act would result in serious bodily injury or death of such other person and the hazing results in serious bodily injury or death of such other person. (b)(4) As a condition of any sentence imposed pursuant to paragraph (a) subsection (2) or subsection (3), the court:

1. Shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.
2. May require the defendant to make a public apology to the students and victims at the school.
3. May require the defendant to participate in a school-sponsored antihazing campaign to raise awareness of what constitutes hazing and the penalties for hazing.

Visitors/Volunteers – Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Retaliation

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, hazing, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Such retaliation shall be considered a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy shall not be interpreted as infringing upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Complaints

At each school, the principal/instructional leader or the principal/instructional leader's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal/instructional leader or the principal/instructional leader's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal/instructional leader or principal/instructional leader's designee.

The principal/instructional leader of each school in the district shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying, hazing, or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying, hazing or harassment, anyone who witnessed the bullying, hazing or harassment, and anyone who has credible information that an act of bullying, hazing, or harassment has taken place may file a report of bullying, hazing, or harassment. A school employee, school volunteer, student, parent/legal guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the

district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Procedures

At each school in the district, the Procedures for Investigating Bullying, Hazing, and/or Harassment include:

- The principal/instructional leader or designee selects a designee(s), employed by the school, trained in investigative procedures to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser, hazer, or bully) or victim.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- The investigator shall collect and evaluate the facts including, but not limited to:
 - Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The relationship between the parties involved;
 - The characteristics of parties involved (i.e., grade, age, etc.);
 - The identity and number of individuals who participated in bullying or harassing behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - Recommended remedial steps necessary to stop the bullying, hazing, and/or harassing behavior; and
 - A written final report to the principal/instructional leader.
- The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying, hazing, and/or harassment, and the investigative procedures that follow.

A principal/instructional leader or designee will assign a designee(s) that is trained in investigative procedures to initiate an investigation of whether an act of bullying, hazing, or harassment is within the scope of the school district.

The trained designee(s) will provide a report on results of investigation with recommendations for the principal/instructional leader to make a determination if an act of bullying, hazing, or

harassment falls within the scope of the district.

- If it is within scope of district, move to Procedures for Investigating Bullying, Hazing, and/or Harassment.
- If it is outside scope of district, and determined a criminal act, refer to appropriate law enforcement. All acts of hazing in grades 9-12 as defined in the definitions section must be referred to local law enforcement.
- All victims and perpetrators of hazing, as defined in the definitions section above, must be referred to a certified school counselor.
- Each incidence of hazing will be reported to the FLDOE via the school's Safety and Discipline Report.
- If it is outside scope of district, and determined not a criminal act, inform parents/legal guardians of all students involved.

The principal/instructional leader, or designee, shall promptly **report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying, hazing, or harassment as defined by this policy to the parent or legal guardian of all students involved** on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal/instructional leader, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

Intervention Protocol

A district referral procedure will establish a protocol for intervening when bullying or harassment is suspected or when a bullying or harassment incident is reported. The procedure shall include:

- A process by which the teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern (the involved students' parents or legal guardian may be included).
- A referral process to provide professional assistance or services that includes:
 - A process by which school personnel or parent/legal guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services. (Parent or legal guardian involvement is required at this point.)
 - If a formal discipline report or formal complaint is made, the principal/instructional leader or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. (Parent or legal guardian involvement is required at this point.)

- A school-based component to address intervention and assistance as determined appropriate by the intervention team that includes:
 - Counseling and support to address the needs of the victims of bullying or harassment;
 - Research-based counseling/interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management); and/or
 - Research-based counseling/interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

If a **bullying** or **harassment** incident occurs then it will be reported with either the bullying or harassment code. If the bullying or harassment results in any of the following incidents the incident will be coded appropriately using the relevant incident code AND the related element code entitled **bullying-related**. Those incidents are:

- | | |
|--|--|
| • Alcohol | • Robbery |
| • Arson | • Sexual Battery |
| • Battery | • Sexual Harassment |
| • Breaking and Entering | • Sexual Offenses |
| • Disruption on Campus | • Threat/Intimidation |
| • Drug Sale/Distribution Excluding Alcohol | • Trespassing |
| • Drug Use/Possession Excluding Alcohol | • Tobacco |
| • Fighting | • Vandalism |
| • Homicide | • Weapons Possession |
| • Kidnapping | • Other Major (Other major incidents that do not fit within the other definitions) |
| • Larceny/Theft | |

Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

The district will provide bullying, hazing or harassment incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, hazing, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student record.

The district ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying or harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, other non-teaching staff, parents/legal guardians, and students.

Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the district's Policy and Regulations against bullying, hazing and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying or harassment in schools.

The principal/instructional leader or designee shall by telephone and/or in writing report the occurrence of any incident of bullying, hazing, or harassment as defined by this policy to the

parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the district's student safety and violence prevention policy.

Each district school shall provide notice to students and staff of this policy through appropriate references in the code of student conduct and employee handbooks, and/or through other reasonable means. The Superintendent shall also make all contractors contracting with the district aware of this policy.

Each school principal/instructional leader shall develop an annual process for discussing the school district policy on bullying, hazing and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying, hazing, or harassment prevention messages such as posters and signs will be displayed.