

FLVS Flex

Student and Parent Handbook

2019-20



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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 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,

FLVS Leadership Team

FLVS Mission, Vision, Values, Commitment, and Introduction

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

- Put People First
- Take the Lead
- Blaze the Trail
- Love What You Do

Our Commitment

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

Introduction

Since 1997, 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 FLVS lives its mission and vision every single day.

Student Profile for Success

FLVS recognizes that the following commitments/skills facilitate student success in the online educational environment:

- **Communication** – Students are required to communicate with their instructors for a variety of reasons. Students will be required to talk to their teachers via telephone and/or online classroom. Students should respond to their teachers in a timely fashion.
- **Live Lessons** – Students should make efforts to attend and participate in their course Live Lessons. Attendance and participation in Live Lessons leads to student success in courses.
- **Academic Integrity** – FLVS requires the original work of all students and in so doing, prohibits plagiarism of the work of others and cheating. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarized.
- **Self-Motivation** – Students should exhibit self-motivation as they must direct their own learning environment and procedures to fulfill course requirements enabling them to achieve individual academic success.
- **Independent Learning Style** – Students should be able to work independently and be able to contact their instructor for support as needed.
- **Computer Literacy** – Students should possess basic computer skills such as utilizing electronic email, maneuvering through the Internet, as well as basic keyboarding skills.
- **Time Management Skills** – Students must be capable of organizing and planning their time frame for learning. Students can access their coursework whenever it is best for them, but they must set aside an adequate and realistic amount of time to complete course requirements.
- **Pace** – Students should follow the pacing guides for course modules as well as individual assignments.

These guides can be personalized by the student's teacher to assist the student to manage time realistically and effectively to complete coursework. Students are expected to work in their courses regularly each week.

- **Effective Written Communication Skills** – Students must be able to use email, discussion boards, and essay type questions to communicate with their instructors and peers. The ability to write clearly and communicate ideas and assignments is essential. Students in earlier elementary grades may need additional parent or learning coach support when writing/typing in their courses.
- **Reading Competency** – Students must read at or near grade level to be successful in understanding the material presented as all coursework is delivered online in written format. Students in earlier elementary grades may need additional parent or learning coach support when reading through the coursework.
- **Personal Commitment** – Students must have a personal desire to learn and achieve knowledge and skills via online courses because this learning environment is unique as students are not bound to the structure of a traditional school setting.

Successful online students are those who decide for themselves that online learning is a choice they have made.

Contact Information FLVS Flex 6-12 Numbers

Toll Free: 800.374.1430

Phone: 407.513.3587

Fax: 407.513.3480

FLVS Flex Elementary Numbers

Toll Free: 800.374.1430

Phone: 407.513.3604

Fax: 407.513.3480 **Email**

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.)

Florida residents: info@flvs.net

Non-Florida residents: globalinfo@flvs.net

FLVS Flex Elementary: elementaryhome@flvs.net

Social Media

Facebook: facebook.com/flvs

Twitter: twitter.com/flvs

YouTube: youtube.com/flvs

If you need to contact your teacher or Instructional Leader/Principal directly, you can find his/her 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:

- ONLINE: Visit help.flvs.net to access our Technical Support site.
- After creating an account on this site, you will be able to submit a help ticket or start a live chat.

- PHONE: Call Toll FREE 800.374.1430 and select #2 for technical support.

Do you have questions about FLVS?

- Look at our Frequently Asked Questions (FAQs) pages, located on FLVS.net:
 - [Login/Sign-in FAQs](#)
 - [Course FAQs](#)
 - [Signing Up FAQs](#)
- 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 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.)

District Organization

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

Which Option is Right for Me?

At FLVS, we know that no two students are exactly alike and that is why we provide 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 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, if 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 online course graduation requirement.

Homeschool

What does "homeschool" really mean? At FLVS, 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 FLVS. Visit flvs.net/homeschool for more information.

FLVS Flex Elementary

Explore creative and engaging online learning for students in Kindergarten through 5th grade. FLVS Flex Elementary is a flexible online option for elementary families. Sign up for one or more subjects.

Why choose Flex Elementary?

With FLVS Flex Elementary, you can:

- Register any time during the year—enrollment is open 365 days a year.
- Courses are FREE, if you are a Florida resident in any school district.
- Take a single course or multiple courses
- Register for age appropriate grade level based on successful completion of prior grade level.
- Recommended participation in Class Time sessions every Tuesday and Thursday at specific times.

FLVS Full Time

FLVS Full Time is another option for Florida students. FLVS Full Time is the school/district of record. More information can be located at [FLVS Full Time handbook](#).

Why choose FLVS Full Time?

With FLVS Full Time, you can:

- Take courses for FREE, if 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.

FLVS Flex K-12 Exceptional Student Education (ESE)

Our goal is to provide an exemplary educational experience for all students. FLVS is a school of choice and should be considered only if the online educational delivery context is the student's Least Restrictive Environment (LRE), and therefore the most appropriate choice based on the unique needs of the student. All students are required to follow the instructional policies enforced at FLVS and must agree to such upon registration. This includes requirements such as, but not limited to, the following: course completion, Discussion-based Assessments, communication, proctored exams, academic integrity policies and procedures, etc. In order to have a successful experience in the online educational environment, all students should meet the Profile for Success set forth by FLVS.

Please note that FLVS is a fully virtual educational environment. All materials for curriculum, assignments, and assessments are presented online. Printed materials and books are not provided. Students/parents may print certain materials from their courses on their own or work with their district of record to request support in printing course materials as allowable per FLVS policy. Students should work with their district of record for any additional supports needed to access FLVS courses and online materials.

Please note that FLVS does not provide any Access Points of the Florida State Standards which provide modified curriculum and assessment options for students with intellectual disabilities or significant cognitive disabilities.

If a student has a disability or impairment, this should be indicated when prompted during registration at FLVS. Parents/guardians are responsible for providing FLVS a copy of the student's most current individual educational plan (IEP) or Section 504 Plan. These documents should be submitted directly to FLVS by the parent/guardian. Directions to submit these documents are provided during registration and can be viewed at any time.

All students at FLVS have access to many accommodations that naturally occur in the virtual setting. FLVS may also be able to provide additional accommodations per a student's IEP or 504 Plan if the accommodation(s) is/are applicable to the online educational environment. Please note that some accommodations may not be possible to implement in the online educational setting.

Students with disabilities or impairments enrolled in FLVS Flex must work with their **district of enrollment** to receive any necessary ESE services, related services, evaluations, annual reviews, re-evaluations, and initial eligibility determinations. FLVS Flex does NOT provide any of these services or evaluations.

Students/families are encouraged to communicate regularly with their teachers at FLVS Flex to determine whether the virtual educational environment can appropriately meet the needs of the student. FLVS Flex offers a grace period for families to determine if the online environment is an appropriate fit. Please be sure to discuss the limitations of this grace period with your FLVS teacher immediately upon enrollment in FLVS Flex.

FLVS Flex English Language Learner (ELL)

ELL at FLVS

FLVS Flex is a supplementary program for the majority of students who seek our educational services. ELL students receive all primary ELL services from their district of record because FLVS Flex does not provide translation services for students to complete discussion-based assessments (DBAs) or other exams. The FLVS Flex instructional model provides additional time, native language to English dictionary for coursework and exams, online translation tools, rubrics, alternative instruction, small group/one-to-one, verbal information with visual presentation, peer tutoring, word work, review and repetition, activating prior knowledge, charts/diagram/models and labeling activities, etc. A verbal exam (DBA) is required as part of all courses, so our courses may not be the best fit for non-English speaking students (ELL Level 1). At this time, FLVS does not have a class or program that helps students to learn the English language.

Stakeholder Roles and Responsibilities

Parent or Legal Guardian – FLVS Flex K-12

Parents/guardians play a key role in their student's success in any learning environment, but even more so at FLVS. It is the expectation of FLVS 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 student 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). Parents/guardians should encourage their child to consistently work in their courses weekly to maintain pace and view on-going teacher feedback. 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 Academic Integrity - flvs.net/academic-integrity.

FLVS will provide access of a student's records to the parent of any student who is enrolled in our program after the student turns 18 years of age. Students 18 years of age or older may submit a formal request specifically directing FLVS to restrict parent's access. Should a student choose to invoke that right, the parent would then need to provide his/her tax return evidencing the student is a current dependent to gain access back to the student's records. To discuss this option, contact the FLVS School Counseling team at: teamcounselor@flvs.net.

Student – Flex K-12

The student's role at FLVS 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 Flex - Academic Integrity](#).

Recommended Elementary Instructional Hours

To meet the state's requirements, families should aim to complete the following minimum hours of schooling each week which includes activities on and offline activities:

Kindergarten, 1st grade, 2nd grade, and 3rd grade:

- Recommended Hours per Day - 4
- Recommended Hours per Week - 20

4th and 5th grade:

- Recommended Hours per Day - 5
- Recommended Hours per Week - 25

School Principal/Instructional Leader (IL)

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 homeschooled 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 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:

- Curriculum or materials
- Course scope and sequence
- Modification of assessments for students with documented special needs
- Testing
- Grading and progress reports
- Help with an assessment or concept

Teachers proactively monitor each student's progress using our Student Information System and 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.

Teacher Qualification Information

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

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.

Student Organizations

FLVS offers a wide range and many opportunities and activities for students to get involved with their peers throughout the year. Students can find out more and get involved by viewing the Calendar at <https://www.flvs.net/student-resources/calendar/flex>.

Visit [flvs.net/myFLVS/get-involved/clubs](https://www.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 IL/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 Kindergarten-12th grade.

FLVS is proud to offer educational opportunities that extend beyond the virtual classroom with many involving field trips.

Cancellation of Field Trips:

By signing and electronically submitting the “Parent/Guardian Field Trip permission for, the parents/legal guardians affirm that he/she/they have approved the participation of their child in the school-sponsored academic or extracurricular field trip with full knowledge that:

- Florida Virtual School reserves the right to cancel a trip up to the departure date or to recall a trip in progress if national and/or international conditions so warrant or if security, health and safety concerns over which FLVS had no control or other reasons render it appropriate to cancel the trip. Florida Virtual School will take the following criteria into consideration when making its decision: (a) U.S. Department of State Travel Advisory; (b) Homeland Security Advisory (alert status)/Declaration of War or armed conflict; (c) Health Advisory (alert status); and/or (d) other reasons deemed necessary. Additionally, the critical judgment of Florida Virtual School, with input from the Executive Team/Director/Principal and trip organizer, will be taken into consideration.
- In such event that a trip must be cancelled, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed. The student and parents understand that he/she/they may lose any and/or all of the funds he/she/they have expended for the voluntary trip.
 - Student and Parents will be notified on a timely manner of the cancellation
 - If a refund has been deemed necessary parents/guardians paid into the trip will be notified
 - The funds processed may take 4-6 weeks before the parent/guardian will see their statement posted
- The Senior Director or designee will alert the School Representatives to final deadlines regarding required commitment of funds if there are national/international events/conditions/situations which might make FLVS to cancel or recall a trip due to safety concerns or other reasons.

For full details, please visit our [Student Resource Center](#).

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 Southern Association of College and Schools Council on Accreditation and School Improvement (SACS CASI). 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
- 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 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 <https://flvs.net/about/instruction/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 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. 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 Principal/IL, 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.

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 EOC Exams, AP Exams, SATs, ACTs and more. Study tools offered by FLVS include:

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

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 FLVS minimum specifications (see below). At present, we test and verify a wide variety of devices and have ongoing programs to migrate away from any technologies that are not compliant with newer mobile platforms. In general, however, lightweight devices such as Google Chromebooks or tablets that have very limited technology support for Java or Flash, will not be compatible with the majority of our courses. Please ensure you have a Windows or Mac based computer available to complete coursework in the event that your selected mobile device does not meet the needs of the course. Some courses may have different or additional requirements to the one listed on this page. For specific System Requirements for your course, go to the Material List page in the Course Information tab within the course.

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

- Please visit the [System Requirements page](#) under <https://www.flvs.net/student-resources> for a comprehensive list of supported browsers and plug-ins.

PC Requirements

- Minimum of 10 gigabytes free HDD space
- High Speed such as Cable or DSL (Using dial-up is possible but you may experience performance issues with certain course features)
- Windows 7, 8, or 10
- 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 access 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 (USB drive, Zip file, CD)
- Audio: Sound card with speakers and microphone or headset

Macintosh Requirements

- MacOS (10.7) or higher
- High Speed such as Cable or DSL (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 (USB drive, Zip file, CD)
- 256 MB Ram
- Minimum of 10 gigabytes free HDD space
- 12x CD ROM (CD/DVD Recommended)
- Display setting 1024x768 resolution
- Printer access 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

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: <https://flvs.net/about/instruction/student-progression>

Emergency Plans

In the event of an emergency (such as hazardous weather conditions), FLVS will send 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 FLVS 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 not impacted should continue working in their courses.

Enrollment

FLVS 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 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: <https://flvs.net/about/instruction/student-progression>

Right to Access FLVS Courses

Florida Virtual School as a School Choice Option

The Florida School Code establishes FLVS 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 or call 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: <https://flvs.net/about/instruction/student-progression>

Non-Discrimination Policy

Nondiscrimination Statement

FLVS is committed to a policy of educational and workplace equality. FLVS 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 1002.2(7), 760.01, 1000.05, 1001.41, 1001.43, and 1003.21).

- 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.
- 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:
 - All complaints must be immediately presented to the Principal/IL and will include the precise nature of the objection. In the event the complaint is against the Principal/IL 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.
 - When a complaint is received by a Principal/IL, he/she will acknowledge the receipt of the complaint and answer any questions regarding procedure. The Principal/IL 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, he/she will

- forward all information and recommendation to the Executive Director of Professional Standards for student-on-student related incidents. If the allegation involves an employee, the Principal/IL 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.
- During the investigation, the FLVS Equal Opportunity Officer 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, FLVS may be utilized as a solution for providing instruction for said students. Requests to utilize FLVS 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 Privacy Policy

FERPA Policy

FLVS 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/CEO, administrative team, and professional school staff (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/CEO.

FLVS 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/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/reasonablemta_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 1012.465, F.S., 1012.467, F.S., 1012.468 F.S.].

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 Executive Director 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, F.S., 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.

- Personal 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, F.S.
- Guidelines may be adopted by the school board to implement the recording and classifying of information.
- 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.

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 Principal/Instructional Leader (IL) 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, executive directors of Instruction 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

The parent/guardian has 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

FLVS 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.

Bullying and Harassment

Please refer to Appendix B Code of Conduct 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 FLVS 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 Executive Director of Professional Standards. All such complaints must be immediately forwarded to the FLVS Executive Director of Professional Standards 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 Detention, Search, and Seizures

The Principal/IL 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.

- 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.

- 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 may be detained, and the appropriate law-enforcement agency should be notified and requested to take appropriate action.
 1. Items may be seized when a search of a student's person or his/her locker 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.
 2. 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 Principal/IL, the teacher in charge of the class or any other instructional staff member as assigned by the Principal/IL.

- The Principal/IL shall see that students are properly supervised while on FLVS property and during any FLVS-sponsored activity.
- Staff members shall assume such authority for the control and supervision of students as may be assigned to them by the Principal/IL 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

- 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 1006.13, F.S. the FLVS Board of Trustees shall:
 - 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.
 - Define acts that pose a serious threat to school safety.
 - Define petty acts of misconduct.
 - 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 1006.07 F.S.
- 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.
 - 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 1006.13 F.S. Simulating a firearm or weapon while playing includes, but is not limited to:
 - Brandishing a partially consumed pastry or other food item to simulate a firearm or weapon.
 - Possessing a toy firearm or weapon that is 2 inches or less in overall length.
 - Possessing a toy firearm or weapon made of plastic snap-together building blocks.
 - Using a finger or hand to simulate a firearm or weapon.
 - Vocalizing an imaginary firearm or weapon.
 - Drawing a picture, or possessing an image, of a firearm or weapon.
 - Using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.
- 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.)

- 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.
- 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

The following definitions shall apply to this policy:

- **Telecommunication** devices include any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, or images.
- **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 or 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.
- **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.
- 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 environment, 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.
- Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:
 - 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.
 - By bringing a cell phone and other electronic devices to FLVS property or FLVS school sponsored events, the student and parent(s) 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.
 - 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.

- 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:
 - The Instructional Leader/Principal or his/her designee;
 - Executive Director of Instruction/Directors of Instruction or designee.
- The IL/Principal or designee shall be responsible for investigating a complaint made under this policy in a timely manner, 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.
- 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:
 - An administrator may confiscate or with reasonable cause, search the device, which shall only be returned to the student's parent/guardian.
 - The administrator will ask the student to cooperate with the search of the device.
 - 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/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.
 - At least two staff members, including one administrator and a second administrator or designee, will be present at all times during the search.
 - 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.
 - 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/ 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.

School Discipline

- 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 IL/Principal and faculty shall develop such additional rules as may be deemed necessary in the operation of the school.
- 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 s 1006.07, F.S.

Course Specific Information at FLVS

FLVS Course Information

FLVS course content is developed to directly align with the course descriptions published by the Florida Department of Education (FLDOE) 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](#) for up-to-date information on Advanced Placement® (AP) policies at FLVS.

FLVS Honors Courses

Almost all 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 percent 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.

FLVS Physical Education Policy

FLVS 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.

FLVS Physical Education

FLVS offers the following Physical Education courses:

- Physical Education Grades Kindergarten-5
- 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 Florida 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-5th.
- 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-5th 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 FLDOE 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 Physical Education 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-12th grade 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.

- It teaches about healthy nutrition and eating habits to ensure we are providing our bodies with the right mix of nutritional ingredients.
- It promotes an active lifestyle to develop and maintain motor skills useful in all walks of life.
- It teaches us about our bodies and how to keep them healthy and working throughout our lifetime.
- It teaches about and motivates to adopt ethical behaviors through participating in sporting activities.
- It provides an 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 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: <https://flvs.net/about/instruction/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: <https://flvs.net/about/instruction/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: <https://flvs.net/about/instruction/student-progression>

Academic Integrity

Additional information on FLVS policy regarding Academic Integrity can be found in Appendix B – Code of Conduct, as well as on our website: flvs.net/academic-integrity.

Assessments

It is essential that student performance is regularly assessed. FLVS 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 percent 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** – 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.
- **Flex K-12 Discussion-based Assessments (DBAs)** – Discussion-based Assessments (DBAs) are a required component of all FLVS courses and programs. DBAs are integrated into all courses and programs 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 percent or higher) every DBA is not eligible for course credit. Depending on the grade level, DBAs are varied throughout the course and / or FLVS program.
- **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 (EOC) 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 FLDOE website (fcats.fldoe.org/eoc).

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

End-of-Course Assessments

During the 2010 legislative session, Governor Crist authorized the implementation of 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.

Flex Elementary State Testing

FLVS Flex Elementary public-school students enrolled in Flex Elementary grades 3rd-5th are required to take the state assessments with their enrolled school of record.

FLVS Flex Elementary homeschool students are not required to participate in state-mandated tests. Participation is at the discretion of the parent and should be coordinated with the Home Education Department of the local school district.

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"
- Flex Elementary transcript requests are sent to school counselors. Then the Flex Elementary leadership team forwards to the requesting party.

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 semester 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 according to the school of record's transcript practices.

Appendix A: 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: FLVS Code of Conduct School Handbook Supplement

FLVS Student Conduct Philosophy

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 FLVS 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.

FLVS Code of Conduct Overview

FLVS staff members seek to maintain orderly conduct among Kindergarten-12 students in all FLVS programs in an effort to create a safe and positive learning environment. Although most programs are delivered online, from time to time school-sponsored events are planned, therefore a comprehensive Code of Conduct was written to address the behavioral expectations for students in both virtual and face-to-face settings. The Code of Conduct operates in conjunction with the FLVS Student Handbook and provides information that both parents/guardians and students should read when entering an FLVS program and review annually.

Four levels of behavioral offenses and possible disciplinary responses are listed, followed by additional policies regarding student behavioral expectations. FLVS reserves the right to determine appropriate consequences to be imposed upon a student for any infraction of the Code of Conduct, including misconduct not specifically listed. FLVS reserves the right to amend the content in this handbook at any time throughout the school year, without notice. FLVS also will comply with discipline regulations for students with disabilities in conjunction with Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act (IDEA).

Offenses and Disciplinary Responses

Level 1

Level 1 Offenses

Level 1 offenses are acts of misconduct which interfere with the orderly operation of the school or school function. The teacher or staff member who is initially aware of the misconduct will be the first to address it. The student will then be referred to the school administrator for disciplinary action if the misconduct is repeated or becomes more severe. The school administrator will conduct an investigation, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

| Level 1 Offenses | |
|----------------------------------|--|
| Academic Integrity (1st offense) | 1st academic integrity infractions that are considered minor. Refer to Academic Integrity Policy section of the Code of Conduct. |
| Disrespect | A lack of courtesy, or respect, or causing embarrassment or insult to a staff member, student, or guest. |
| Disruptions | Interrupting the learning environment or causing disruption during a school event. |
| Dress Code Violation | Not following standards set for attire at a school event. |

| | |
|------------------|---|
| Other Misconduct | Any minor act of misconduct that interferes with the orderly operation of the school or a school event. This includes use of inappropriate communication. |
|------------------|---|

Level 1 Disciplinary Responses

The staff member or school administrator will take into account the reason for the student infraction and determine an appropriate response. Responses may include, but are not limited to:

- Student warning and reminder of expectations
- Parent/guardian contact
- Documentation of incident in Student Information System
- Loss of privileges, such as school events or clubs
- Loss of Live Lesson tools or live participation rights
- Behavior agreement (written and/or verbal)
- Referral to other staff member (such as counselor, lead or resource teacher, school psychologist, etc.)
- Apology letter
- Temporary suspension from course(s)
- Other consequence deemed appropriate by administration.
- Level 2

Level 2

Level 2 Offenses

Level 2 offenses are more severe or repeated acts of misconduct which interfere with the orderly operation of the school or school function. Level 2 offenses do not directly or seriously endanger the health or safety of others. Once reported, the school administrator will conduct an investigation, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

| Level 2 Offenses | |
|----------------------------------|---|
| Academic Integrity (2nd offense) | 2nd academic integrity infraction. Refer to Academic Integrity Policy section of the Code of Conduct. |
| Attempting/Threatening Harm | While at a school event, attempting to fight or threatening to physically harm another. |
| Misleading/False Information | Intentionally providing false information to a staff member. |
| Open Defiance | Verbal or actual refusal to follow school or class rules, laws, behavior agreement, or the directions of a staff member. |
| Theft (under \$300) | Taking possession of another's property. |
| Vandalism (under \$100) | Malicious destruction of school property or the property of another. |
| Other Serious Misconduct | Any serious act of misconduct that interferes with the safe and orderly operation of the school or a school event. This includes a more serious use of inappropriate communication. |

Level 2 Disciplinary Responses

The staff member or school administrator will take into account the reason for the student infraction and determine an appropriate response. Responses may include, but are not limited to:

- Student warning and reminder of expectations
- Parent/guardian contact
- Documentation of incident in Student Information System
- Loss of privileges, such as school events or clubs
- Loss of Live Lesson tools or live participation rights
- Behavior agreement (written and/or verbal)
- Referral to other staff member (such as counselor, lead or resource teacher, school psychologist, etc.)

- Apology letter
- Alternate classroom assignment
- Return or payment of property or damages
- Temporary suspension from course(s)
- Removal from a course (only in the FLVS Flex program)
- Referral for truancy (only in the FLVS Full Time program)
- Loss of partial or full credit on one or more assignments (for Academic Integrity Infractions only)

Level 3

Level 3 Offenses

Level 3 offenses are major acts of misconduct that includes repeated serious disruptions of school order, threats to the health, safety, and property of others, and other acts of serious misconduct. Once reported, the school administrator will conduct an investigation, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

| Level 3 Offenses | |
|--------------------------------------|--|
| Serious Academic Integrity Violation | Refer to Academic Integrity Policy section of the Code of Conduct. |
| Bullying | Refer to Bullying, Hazing, and Harassment section of the Code of Conduct. |
| Assault | Intimidation/Threat of student, his/her will, or the intentional causing of bodily harm to an individual |
| Vandalism (\$100 to \$999) | The willful or malicious destruction of FLVS property or the property of others. |
| Disrespect | Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration. |
| Extortion | Willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear. |
| Fighting | Physical contact between two or more students which is harmful, injurious, or disruptive. |
| Possession of Fireworks | Unauthorized possession and/or igniting of fireworks or Firecrackers on FLVS property or during a school sponsored event. This includes setting off stink bombs. |
| Smoking/Tobacco Products | The possession, use, distribution, or sale of tobacco products, or items represented to be of said nature. This includes, but is not limited to electronic cigarettes, vapors, and hookah pens. |
| Physical Aggression on Employee | Willful use of force upon an employee or contracted personnel that does not result in bodily injury. |
| Contraband Possession | Possession of contraband material, such as, but not limited to a pocketknife, table or kitchen knife, ammunition, matches, lighter, toy weapons, lasers, etc. at an FLVS sponsored event, even if the items are not on display or used to threaten another, and even if the weapon is not considered to be a concealed weapon. |
| Trespassing | Presence at an FLVS facility or attendance to a school sponsored event after being directed by an administrator not to attend. |
| Electronic Device Violation | Any violation to the FLVS Acceptable Use Policy. |
| Other Extreme Misconduct | Any extreme act of misconduct that interferes with the safe and orderly operation of the school or a school event. This includes extremely inappropriate communication. |

Level 3 Disciplinary Responses

The staff member or school administrator will take into account the reason for the student infraction and determine an appropriate response. Responses may include, but are not limited to:

- Any appropriate response from Level I or Level II
- Parental Contact (mandatory)
- Confiscation of items in violation of policies with or without possible return of item

- Referral to attend another school or program
- Response to the Response to Intervention Team (FLVS Full Time only)
- Warning or recommendation for expulsion
- Report to law enforcement

Level 4

Level 4 Offenses

Level 4 offenses are the most serious acts of misconduct. Any Level 4 act is grounds for expulsion or consideration for a recommendation for expulsion. Major acts of misconduct must be reported right away to the school administrator. Once reported, the school administrator will conduct an investigation, including discussing the incident with the staff member who is reporting and discussing with student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention, which may result in immediate removal of the student from the school.

| Level 4 Offenses | |
|--------------------------------------|--|
| Extreme Academic Integrity Violation | Refer to Academic Integrity Policy section of the Code of Conduct. |
| Alcohol/Drugs Possession | Possession, use, distribution, transmission, sale, purchase, or being under the influence of drugs alcoholic beverages. Distribution or transmission of alcohol or drugs is defined as delivery of alcohol or drugs to another person without the intent of communal or collective consumption. |
| Weapons Possession | Possession of a firearm, knife, boxcutter, razorblade, explosive, taser, chemical weapon, pepper spray, or any other item that can be used to cause severe bodily harm on another on the property of FLVS or during a school sponsored event. |
| Assault/Intimidation/Threats | Any direct threat, by word or act, to do violence or harm to a FLVS employee, contracted personnel, volunteer, authorized adult or student which creates a fear that the threat could be carried out. |
| Battery | Physical use of force or violence on another on FLVS property or during a school sponsored event that is serious enough to warrant the involvement of law enforcement and/or resulting in serious bodily harm. |
| District Technology Violation | Unauthorized access to programs and/or files not expected or intended for student use on a district issued and/or personal device; use of another's username and password; or any use that violates local, state, and/or federal laws and regulations. This also includes manipulating computer data that the student is not permitted to access and/or adjust. |
| Arson | Attempting to or using fire to burn school property or the property of others on and FLVS property or during a school sponsored event. |
| Robbery | Taking a possession of another against his/her will during an FLVS sponsored event. |
| Vandalism (over \$1000) | The willful or malicious destruction of FLVS property or the property of others. |
| Extortion | Threatening another by physical harm, threat, or reputation in an effort to obtain services, money, information, or other items. |
| False Accusation | Falsely accusing an employee of something that may jeopardize his/her certification, reputation, and/or employment. |
| Sexual Harassment | Any slur, innuendo, gesture, image or other written, verbal or physical contact reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment. This includes indecent exposure using electronic devices, such as, but not limited to email or webcams. |
| Sexual Offenses | Any willful act or behavior intended to result in sexual gratification without force or threat and where victim is able to give consent. This includes indecent exposure (in a face-to-face or virtual environment) and obscenity, which includes but is not limited to inappropriate sexual communications, such as creating, requesting, possessing, purchasing, or distributing of pornographic materials. |
| Sexual Battery | Any sexual act forced on another against the person's will or where the victim is too young or unable to give consent due to mental incapacity. |
| False Report of Destructive Event | A false report of a bomb, explosive, mass shooting, or other harmful event occurring at an FLVS property or school sponsored event. |
| Other Major Disruption | An act that that significantly disrupts the orderly school environment, harms others, and/or any other case in which an extremely severe act of misconduct takes place at an FLVS property or at a school sponsored event. This may include hate crimes, shootings, explosions, and/or severe indecent exposure though use |

| | |
|--|--|
| | of electronic devices, such as, but not limited to email and webcams. This includes extreme offenses that may not be listed. |
|--|--|

Level 4 Disciplinary Responses

- Any appropriate response from Level I, Level II, or Level III
- Parental contact (mandatory)
- Expulsion from the FLVS School District

Academic Integrity

Academic integrity is one of the core values at FLVS and its county virtual schools. When academic integrity is maintained, students will make decisions based on values that will prepare them to be productive, meaningful, and ethical citizens.

What is academic integrity?

Academic integrity means that all work you submit is created by you and is an original representation of your work. It means that what you submit is your own work.

According to *The School for Ethical Education*, academic integrity can be defined by honest academic work where:

- The ideas and the writing of others are properly cited;
- Students submit their own work for tests and assignments without unauthorized assistance;
- Students do not provide unauthorized assistance to others; and
- Students report their research or accomplishments accurately.

Why is academic integrity important?

- You are earning credit for learning material for which you have not demonstrated mastery.
- You may be violating the law.

Academic Integrity: An Overview

FLVS takes the integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize internet content or the work of your online classmates. FLVS instructors utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing the internet content could result in removal from your course.

Academic integrity is the cornerstone of learning at FLVS. Because of its preeminence in all our instruction, there are a variety of tools that we use in ensuring the integrity of student work.

Among these tools are:

1. Plagiarism Detection Tool
 - a. This internet tool compares student work against a variety of databases. The FLVS Learning Management System is now integrated with Plagiarism Detection System and most work is automatically uploaded to the system. This database compares students' work against other students' work, as well as work found on the Internet.
2. Academic Integrity Database
 - a. FLVS maintains its own database of student integrity incidents. This database is used to monitor the number of student integrity issues.
3. Teacher Expertise
 - a. FLVS instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.
4. Discussion-based Assessments (DBAs)
 - a. As a means of ensuring comprehension and integrity, each course contains built-in assignments that are designated to be completed verbally during a discussion between a teacher and student. A student who does not complete and pass every DBA in the course is ineligible for course credit. Additional discussions may be conducted randomly throughout the course to assess mastery of content and authenticity of student work.

5. Proctored Exams
 - a. FLVS may, at its discretion, require a proctored segment exam for any student on a situational basis. Academic Integrity proctored exams must be successfully passed (grade of 59.5 percent or higher) on the first attempt in order for a student to be eligible for course credit.
6. Random Proctored Exams
 - a. Students may be randomly chosen to take a proctored segment exam.
7. Academic Integrity Hotline/Email
 - a. Community members, school counselors, parents and students can call or email to report any academic integrity related issue anonymously.

Academic Integrity Contact:

407-513-3341 or 866-943-3050 (toll free) or academicintegrity@flvs.net

Student Broker

[House Bill 7063](#) Digital Learning Act signed into Law and in effect as of July 1, 2012.

The bill provides that it is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation. Violators commit a misdemeanor of the second degree, punishable by a term of imprisonment for up to 60 days or a fine of \$500.

What are the consequences for failing to maintain academic integrity in an FLVS class?

A variety of consequences will be administered if you fail to maintain academic integrity in your course. These consequences range from a reduced score on an assignment up to expulsion from FLVS coursework for up to one year. Additionally, final grades may be rescinded if you are found to have copied or plagiarized after the grade has been posted to your transcript. See Matrix below.

Failure to identify an academic integrity violation early in a course does not preclude the student from advanced consequences which could include retaking proctored final exams in order for original grade to remain on transcript.

Grades Kindergarten-5 Academic Integrity Matrix

| | Web Source | | | | | DBA Concerns | | | | | Sharing of Work | | | | | Assistance (Guardian, Learning Coach, or Other) | | | | | |
|--|------------|-----|-----|-----|-----|--------------|-----|---------------|------------------------|-----|-----------------|-----|-----|-----|-----|--|-----|-----|-----|-----|---|
| | 1st | 2nd | 3rd | 4th | 5th | 1st | 2nd | 3rd | 4th | 5th | 1st | 2nd | 3rd | 4th | 5th | 1st | 2nd | 3rd | 4th | 5th | |
| Learning Intervention, redo for full credit | X | | | | | x | x | x | x | x | x | | | | | x | | | | | |
| Parent Contact by Teacher | X | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| Resubmit for full credit | X | | | | | x | x | x | | | x | | | | | x | | | | | |
| Resubmit for 80% credit | | x | | | | | | | x | | | x | | | | | x | | | | |
| Resubmit for 50% credit | | | x | | | | | | | | | | x | | | | | x | | | |
| Resubmit for between 0%-50% | | | | x | | | | | | | | | | x | | | | | x | | |
| Automatic Zero | | | | | x | | | | | x | | | | | x | | | | | | x |
| Parent Contact by Academic Integrity Dept. | | | | x | x | | | | | x | | | | | x | | | | | | x |
| IL Involvement/Notification | | | x | x | x | | x | x- IL observe | x | x | | | | x | x | x | | | x | x | x |
| Approved Proctored Exam | | | x | x | x | | | x | x- Teacher /IL Proctor | x | | | | x | | | | | | x | |
| Mandated Proctored Exam | | | | | | | | | | | | | | | | | | | | | x |
| Approved F Grade for Segment | | | | | x | | | | | x | | | | | | | | | | | x |
| Approved Expulsion from FLVS | | | | | | | | | | | | | | | | | | | | | |
| Approved removal of completed course grade, if AI issue determined retroactively | | | | | | | | | | | | | | | | | | | | | |
| Possible Involvement of Director(s) of instruction | | | | | x | | | | | x | | | | | | | | | | | x |
| Other as designated by AI manager | X | x | x | x | x | x | x | x | x | x | x | x | x | | x | x | x | x | x | x | x |

Grades 6-12 Academic Integrity Matrix

| Incident | Web source Copying (partially or fully) work from a published Internet or print resource without the proper credit. | | | | | Sharing of Work Copying or allowing others to copy information from someone else's work. | | | | | Student Academic Broker: Completing online coursework on behalf of another student, allowing any person to complete coursework or selling coursework from another person or technological resource. | |
|--|--|-------|-----|-----|-----|---|-----|-----|-----|-----|---|-----|
| | 1st** | 2nd** | 3rd | 4th | 5th | 1st** | 2nd | 3rd | 4th | 5th | | 1st |
| Learning Intervention (Example: Academic Integrity Module) | X | X | X | X | X | X | X | X | X | X | X | X |
| Parent Contact by Teacher | X | X | X | X | X | X | X | X | X | X | X | X |
| Resubmit for full credit | X | | | | | | | | | | | |
| Resubmit for between 0%-50% | | X | | | | X | | | | | | |
| Automatic Zero | | | X | X | X | | X | X | X | X | | X |
| Parent Contact by Academic Integrity Department | | | X | X | X | | | X | X | X | | X |
| Assistant Principal/Principal Involvement/ Notification | | | X | X | X | | | X | X | X | | X |
| Approved Proctored Exam | X | X | X | | | X | X | | | | | X |
| Mandated Proctored Exam | | | | X | X | | | X | X | X | | X |
| Approved F Grade for Segment | X | X | X | X | X | X | X | X | X | X | | X |
| Approved Expulsion from FLVS | | | | | | | | | | X | | X |
| Approved removal of completed course grade, if AI issue determined retroactively | | | X | X | X | X | X | X | X | X | | X |
| Possible Involvement of Director(s) of instruction | | | | | X | X | X | X | X | X | | X |
| Other as designated by academic integrity manager | X | X | X | X | X | X | X | X | X | X | | X |

**The FLVS Academic Integrity Matrix applies to all programs and instructional models under the Florida Virtual School umbrella. This includes, but is not limited to FLVS Flex, FLVS Full Time, FLVS County Virtual Schools, FLVS Global School, and FLVS Elementary programs.*

***Incidents involving more than one assignment may have additional consequences at the discretion of the Academic Integrity Manager.*

Academic Integrity: Roles and Responsibilities 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.

Students are responsible for submitting and protecting their own, original work.

FLVS students will maintain academic integrity in their FLVS classroom by:

- Reading and signing the academic integrity statement and completing an academic integrity module as part of the enrollment process.
- Participating in a welcome call that includes components of our academic integrity program.
- Participating in discussion-based assessments and following the required FLVS protocol as part of each course. FLVS protocol stipulates discussion-based assessments are completed between student and instructor only, free of outside influence, assistance or disruptions.
- Asking questions regarding academic integrity if they are unsure.

- Safeguarding their own work. Responsibilities include but are not limited to:
- Students will not share work with any other student
- Students will not share their username and/or password
- Students will utilize a USB drive to save work instead of a shared computer
- Taking a proctored segment exam when asked to do so.

Parents/Guardians

Parents/Guardians are our partners in supporting student learning and play a key role in their student's success in any learning environment, but even more so at FLVS. Parents/guardians are responsible for monitoring student work to ensure compliance with the FLVS Academic Integrity Policy.

Parents/Guardians of FLVS students will help maintain academic integrity in the FLVS classroom by:

- Reviewing and signing the academic integrity statement as part of the enrollment process
- Participating in a welcome call that includes components of our academic integrity program
- Ensuring that their student's work is authentic and original
- Ensuring that FLVS protocol regarding discussion-based assessments is adhered to as referenced above in student responsibilities
- Understanding the student's proctored segment exam requirements. Failure of a student to take and pass a segment exam with a proctor will result in removal of course with a failing grade

Teachers

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 intervention strategies as needed and to handle the following instructional questions:

- Curriculum or materials
- 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 (assessment grades, comments and regular progress reports) as well as informal means (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.

FLVS Teachers will uphold academic integrity in their classroom by:

- Acting as a resource for student questions.
- Submitting various assignments in the plagiarism detection tool.
- Submitting FLVS academic integrity incidents when applicable.
- Collaborating with the Academic Integrity team member and/or Instructional Leader for any academic integrity concerns.
- Verifying student mastery of content through discussion-based assessments and authentic assessments.
- Participating in required trainings or staff development.
- Including academic integrity resources on announcement pages and in welcome calls.

School Administrators

The school administrator 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 school administrator's contact information can be found on the front page of your

course website.

FLVS school administrators will help maintain academic integrity in the FLVS classroom by:

- Supporting academic integrity in each course they oversee.
- Ensuring that all teachers participate in academic integrity initiatives.
- Supporting the administration of consequences.
- Providing support to the Academic Integrity Manager, Investigator, and the Instructional Staff.

Customer Grievance Procedures (how to voice your concerns)

FLVS is committed to providing personalized instruction for every student. These are our core beliefs:

- Every student is unique, so learning should be dynamic, flexible, and engaging.
- Studies should be integrated rather than isolated.
- Students, parents, community members, and schools share responsibility for learning.
- Students should have choices in how they learn and how they present what they know.
- Students should be provided guidance with school and career planning.
- Assessments should provide insights not only of student progress but also of instruction and curriculum.

Every staff member at FLVS is committed to providing the most engaging experience possible. However, there may be times when a student, parent, or legal guardian may have a concern. Most problems can be solved if student or parent/guardian speaks directly with the instructor or staff member involved.

If a student feels uncomfortable speaking with his/her instructor, our Customer Care Representatives are available to serve you. They can be reached at 407-513-FLVS. Our Customer Care Representatives will forward your concern to an appropriate member of our instructional support team. This team consists of School Counselors and School Administrators among others.

The Principal will make every effort to resolve your concern. In the event that a solution is not found, you (or your representative) may file a grievance. The written grievance should contain the following information:

- Name of the student
- Name of the instructor or staff member
- Date of the grievance, dispute, or dissatisfaction
- Desired outcome

The written grievance should be addressed and submitted to the Director over Academic Integrity. In the event the Director over Academic Integrity cannot resolve the disagreement, the grievance will be forwarded to the Executive Director of FLVS Full Time. The decision of Executive Director of FLVS Full Time is final and shall be given to the customer in writing within 72 hours. The Board of Trustees of Florida Virtual School will be informed when an issue arises from the grievance that may affect FLVS policy and/or community relations.

Implementation of this procedure does not prevent FLVS from taking any necessary action to protect an individual from physical or mental harm, neglect, or abuse.

Bullying and Other Forms of Prohibited Behavior

Florida Virtual School Policy Against Bullying, Hazing, and Harassment

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

It is the policy of FLVS that all 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 bullying and harassment of any type. Conduct that constitutes bullying, hazing, and harassment as defined herein are prohibited.

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: Teasing
- Social exclusion
- Stalking
- Threat
- Intimidation
- Sexual, religious, ethnic or racial harassment
- Physical violence
- Theft
- Public or private humiliation
- 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:

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

Bullying and **harassment** also encompasses:

- 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.
- 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:
- Incitement or coercion
- 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
- 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 means 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:

- Pressuring, coercing, or forcing a student into:
- Violating state or federal law;
- Consuming any food, liquor, drug, or other substance; or
- Participating in physical activity that could adversely affect the health or safety of the student.
- 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 means 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 means 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.

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 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, 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 or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying 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 FLVS district, the procedures for investigating bullying and/or harassment include:

1. The principal/instructional leader or designee selects a designee(s), employed by the school and trained in investigative procedures to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
2. 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.
3. 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.
4. 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 and/or harassing behavior; and
 - A written final report to the principal/instructional leader.
5. 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 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 or harassment is within the scope of the FLVS 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 or harassment falls within the scope of the district.

1. If it is within scope of district, move to procedures for investigating bullying, hazing, and/or harassment.
2. 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.
3. All victims and perpetrators of hazing, as defined in the definitions section above, must be referred to a certified school counselor.
4. If it is outside the 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 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](#)

(USCO) (section 9532 of the Elementary and Secondary Education Act [ESEA] of 1965, as amended by the No Child Left Behind Act of 2001) 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:

1. A process by which the teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, i.e., 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).
 2. A referral process to provide professional assistance or services that includes:
 - a. 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.)
 - b. 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.)
 - c. A school-based component to address intervention and assistance as determined appropriate by the intervention team that includes:
 - I. Counseling and support to address the needs of the victims of bullying or harassment;
 - II. Research-based counseling/interventions to address the behavior of the students who bully and harass others (i.e., empathy training, anger management); and/or
 - III. Research-based counseling/interventions, which includes 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
 - Arson
 - Battery
 - Breaking and Entering
 - Disruption on Campus
 - Drug Sale/Distribution Excluding Alcohol
 - Drug Use/Possession Excluding Alcohol
 - Fighting
 - Homicide
 - Kidnapping
 - Larceny/Theft

- Robbery
- Sexual Battery
- Sexual Harassment
- Sexual Offenses
- Threat/Intimidation
- Trespassing
- Tobacco
- Vandalism
- Weapons Possession

Other Major (Other major incidents that do not fit within the other definitions) 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, 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 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 or harassment as defined by this policy to the parent/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 within this handbook 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 FLVS school district policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying or harassment prevention messages such as posters and signs will be displayed.

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. ([s. 847.001, F.S.](#) 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. (s. 815, F.S. 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 or Live Lesson log-in names 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 (s. 847.0141, F.S. Sexting).
- Dress Code Policy: When attending any meeting or student gathering affiliated with FLVS (virtual or face to face), 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.

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. FLVS 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 or other students 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.

School Event Guidelines

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. Alcohol, drugs, tobacco products, firearms, fireworks/firecrackers, pornographic materials, and any other items that would place students in violation with the Code of Conduct based on the offenses listed in Levels 1-4 above are strictly prohibited during any FLVS sponsored face-to-face event.

In an effort for face-to-face events to be safe and meaningful for our students, as well as to maintain the positive reputation of FLVS, students and their families are expected to exhibit respectful behavior aligned with the expectations set forth by the Code of Conduct. FLVS reserves the right to exclude students from face to face events due to prior acts of misconduct or acts of misconduct occurring during a face-to-face event. FLVS reserves the right to ask students and their families to leave an event sponsored by FLVS if they are in violation of the Code of Conduct.

In order to attend face-to-face events, the parent/guardian must follow the steps in place set by the program. This may include, but is not limited to, ticket purchases and/or forms to complete and submit.

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of search upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained therein. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, purse, backpack, or other personal possessions of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Strip searches of students by school personnel are prohibited.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted by law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the Principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted

with as much speed and dispatch as may be required to protect persons and property.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

F.S. 901.21

F.S. 933.07 F.S. 1006.09(9)

Fla. Const. Art. I, Sec. 2

U.S. Constitution, 4th Amendment

Due Process

All students enrolled in FLVS Full Time are expected to conduct themselves in accordance with the rules for the school, and parents are expected cooperate with the school staff in helping students to maintain this conduct. Student codes of conduct are set forth in this handbook. School students are also guaranteed due process of law as required by the 14th Amendment to the Constitution.

Due Process for Students

The following actions will be conducted by the school, per each of the disciplinary measures as outlined below:

1. Suspension (no more than 10 days)
 - An informal hearing will be convened with the student, parent, school principal and other staff members as appropriate. At this hearing, the student will be provided all due process as required by law. The school principal will inform the student and parent of the charges. If the student does not admit to the charges, he/she will be provided an explanation of the evidence. The student will be provided with an opportunity to present his/her version of the occurrence. If the school principal determines that the occurrence justifies suspension, written notice will be sent to the student and parent.
2. Suspension of an additional 10 days, or an expulsion
 - If a principal believes that a student has committed an offense that might require expulsion, the principal may suspend the student for up to 10 days pending a hearing. During this time, the principal will request a board hearing to discuss the possible expulsion of the student. The parent(s) will be notified of due process rights including the right to appear at the board hearing and to present the student's side of the case. The parent(s) will be notified of the date, time, and place of the hearing at least five days prior to the hearing.

The chief administrative officer of the sponsoring school district must approve the decision and may authorize a formal expulsion hearing. This hearing will be convened by the district, and will include the student, parent, school principal, and other staff members as appropriate. At this hearing, the charges will be reviewed and if the charges are not admitted to, the student and parent shall be provided with an explanation of the evidence. The student will be provided with an opportunity to present his/her version of the occurrence. The hearing officer appointed by the Board of Trustees will determine the expulsion or recommend an alternative. Hearing request must be made within five school days or chief administrator will take final action.

Due Process for Parents

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 Professional Standards at 407-513-3692 to report any concerns. Next steps for Due Process will come from FLVS Professional Standards.

Disciplinary Action for Students with Disabilities

Disciplining Students with Disabilities

Students with disabilities are not exempt from consequences for violations of the code of student conduct.

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate for a student who has a documented disability (IDEA or Section 504) and

violates the code of student conduct. If it is determined that the behavior is in fact a manifestation (result) of the student's disability, the consequences outlined in the student code of conduct may be deemed inappropriate and consideration will be given to implementation of strategies and supports that will reduce the likelihood that inappropriate behavior occurs in the future and encourage more socially acceptable behaviors within the school setting.

In cases of severe violations of the district's code of student conduct, school personnel may remove and place such student in an interim alternative educational setting for not more than 45 school days, without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the school district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the school district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the school district.

Suspension and Expulsion

Suspension

When a student is suspended, he/she is temporarily removed from class (the Learning Management System) or a school-sponsored program or activity. The length of a suspension is determined by the school administrator (up to 10 days at a time). A suspension will be documented in writing.

During a period of suspension as defined by the school principal, a student's permission to log on to and/or use parts of Student Information System and Learning Management System is restricted.

Student access to both systems may be revoked. In such cases where the student's access is completely revoked, the parent/guardian is responsible for logging on to Learning Management System and obtaining the student's assignments, responding to email, and recording assessment responses for the student. The student should continue with his/her schoolwork during a suspension.

Expulsion

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. If FLVS determines the student may be expelled, the legal guardian may request an appeal by contacting FLVS Professional Standards 407-513-3692.

When a student is expelled, he/she is separated from the school for an extended period of time, or permanently, for disciplinary reasons. An expulsion will be documented in writing.

Violations that may lead to expulsion include, but are not limited to, any behavior that indicates that a student is a serious threat to the safety of others, possession of firearms, dangerous weapons, bombs, or explosives, criminal behavior, arson, under the influence of or possession of, or sale of controlled substances or paraphernalia. Suspensions or expulsions for students designated as exceptional follow all appropriate state and federal policies, regulations, and laws.

Appendix C: Refund Request Form

Clubs and Activities K-12 (Flex and Full Time)

Clubs, Activities, Field Trip, Competition, t-shirt, awards, graduation, Etc.

| | |
|---|--------------------------------|
| Club Sponsor/Instructor/IL: | |
| Name of Club/Activity: | |
| Date of Field: | |
| Short Description: (reason of refund) | |
| Amount of money to refund per person — If multiple people please attach a document with the following information: | See OSP report for list |
| OSP link used when money was collected: | |

Club Sponsor/Instructor/IL signature: _____ Date: _____

Activities Coordinator signature: _____ Date: _____

| | |
|---|--|
| Account Strip Code (will be filled out by Activities Coordinator) | |
|---|--|

FLVS.net | info@flvs.net | 800.374.1430 | 2145 Metrocenter Blvd, Suite 100, Orlando, FL 32835