

FLORIDA VIRTUAL
SCHOOL



FLVS Flex Student and Parent Handbook

2020-21 School Year

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Welcome to Florida Virtual School

Students, Parents, and Guardians,

We are so happy you have chosen to attend Florida Virtual School. 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 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 K-12 Numbers

Toll Free: 800-374-1430

Phone: 407-513-3587

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

Instagram: Instagram.com/Florida Virtual School

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 7 days a week and 365 days per year: Monday-Friday 7 a.m.-9 p.m. ET; Saturday-Sunday 9 a.m.-5 p.m ET:

- 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.

FLVS Flex K-12 Exceptional Student Education (ESE)

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.

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.

Our goal is to provide an exemplary educational experience for our 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 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. FLVS teachers are unable to make changes to courses or alter the course format to provide such modifications. Placing a student in a lower grade level online course is not a viable option for students in need of modified curriculum and assessment options. Parents are encouraged to discuss Access Point options that are available in the district of record for students with significant cognitive disabilities who need reduced levels of complexity/reduced academic expectations.

FLVS Flex English Language Learner (ELL)

ELL at FLVS

FLVS Flex is a supplementary program for most 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). Currently, 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 his/her 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 their student is making continuous learning gains weekly, which can be monitored through a parent/guardian account in the 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 to 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 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 traditional school-based counselor for most of their counseling needs.

Teacher

The subject-specific teacher is the primary contact for students and parents/guardians about 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 form, 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 Leadership 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 the funds he/she/they have expended for the voluntary trip.
 - Student and Parents will be notified on a timely manner of the cancelation
 - 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, see Appendix A and 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)
- If Parent/Guardian would like another adult to have access to the student information, it is the responsibility of the Parent/Guardian to add this information in VSA.

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 follow FLVS policies and procedures.

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 a 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.**

Transfer Grades and Coursework

FLVS Flex **does not** accept transfer grades or transferred coursework. Students who withdraw from a traditional school prior to earning credit will need to repeat the entire semester/segment. FLVS Flex works in semester/segment credits only. In order to receive credit from FLVS Flex, students must complete the entire segment/semester of a course.

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.

Course Specific Information at 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 [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 Expectation

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 an FLVS PE course, should consult with their district of enrollment to determine specific district expectations.

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, Grading, Final Exams, Course Progress and Student Learning

Detailed information and expectations can be found in our district Student Progression Plan, published on our website: <https://flvs.net/about/instruction/student-progression>

Academic Integrity

Academic Integrity expectations can be found on the FLVS 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 (fcat.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 <https://www.flvs.net/student-resources/transcript-request>

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.

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 FVLS 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 most of our courses. Please ensure you have a Windows or Mac based computer available to complete coursework if 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

If 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
- FLVS provides FREE Microsoft Office licenses for FLVS Students – Information provided within each course
- 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
- Microsoft Edge (visit <https://www.microsoft.com/en-us/edge> to download) or Firefox version (visit mozilla.com/firefox to download) or Google Chrome (visit www.google.com/chrome or Safari (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 (10.8) 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 (visit mozilla.com/firefox to download) or Safari (visit <http://www.apple.com/safari/download> to download) or Google Chrome (visit www.google.com/chrome)
- Audio: Speakers and microphone or headset

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

Communication Requirements

Communication between teachers, parents, and students is an integral part of the FLVS learning environment. Throughout each course, students and parents are expected to communicate regularly with their teachers. It is the student and parent's responsibility to return communication from the teacher for any reason.

More detailed 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.

Homeschool Verification Form

Per FL statute 1002.37, Florida Virtual School Flex homeschool parent/guardians must verify FLVS course requests and enroll their students as homeschool students in their local district. Parent/guardians will acknowledge the student's home school status during the parent/guardian enrollment verification. A pop-up box will appear asking the parent if they have registered their student with the school district. If they have done so, they click "Accept," if not, parents need to register their student with the school district. Parents can find a list of district contacts that can be found at <https://www.flvs.net/student-resources/homeschool/district-contacts>.

Eligibility, Residency, and Age

Proof of Residency (Florida Students)

Home Education students will be required to submit proof of residency (POR) documentation before being placed in a course. Without proper documentation on file, Home Education students will not be able to take FLVS Flex courses. Private Schools students will need to have their private school verify their course request. Then, they will have 30 days to submit POR documentation after reaching course request complete (CRC) status. Failure to submit proper documentation within 30 days after completing the registration process, the student will be withdrawn from the course(s). Please submit ONE of the following documents. All documents must be in the name of the parent/guardian on the student's account and dated within 30 days.

- Gas, water, sewage, electric, or home/cellular telephone bill
- Rent receipt with name of lessee and contact information
- Lease agreement with name of lessee and contact information
- Mortgage statement or mortgage commitment
- Home purchase contract, including specified closing date, with copy of deed to be provided within 60 days of closing date
- Property tax statement
- Automobile insurance statement
- Current Florida driver's license or Florida identification card
- Bank account statement

Additional 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

Nondiscrimination Statement

FLVS is committed to 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.
- 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. 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.

Zero Tolerance for School-Related Violent Crime

Florida Virtual School, in accordance with state statute, Section 1006.13 F.S., has developed a Zero Tolerance Policy, which can be found in the FLVS Code of Conduct published on our website at <https://www.flvs.net/about/instruction/policies>. The intent of this policy is to 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.

FLVS Privacy

FERPA – Family Educational Rights and Privacy Act

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)]. 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 provide to FLVS is protected to ensure both the privacy and security of student data. FLVS uses state-of-the art technology to keep personal information as secure as possible to ensure that no one will be able to tamper with, intercept, or access data. Remember to keep account information private and secure; do not share passwords with anyone!

Cookies

FLVS may, from time to time, use cookies when a student logs in to his/her account. These cookies allow FLVS to remember the visit to its site. Although one cookie would reside on the computer so that FLVS can recognize the user each time he/she visits the site, any session-specific cookies will expire once the browser is shut down.

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 Senior 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 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. If any adult other than the parent/guardian requests to access the student grades and coursework, then it is the responsibility of the custodial parent/guardian to add the information to VSA.

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.

FLVS Code of Conduct

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. For additional information, please visit our Code of Conduct on our website at <https://www.flvs.net/about/instruction/policies>.

FLVS Code of Conduct Overview

FLVS staff members seek to maintain orderly conduct among Kindergarten-12 students in all FLVS programs 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). For additional information, please visit our Code of Conduct on our website at <https://www.flvs.net/about/instruction/policies>.

Appendix A: Refund Request Form

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

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

Club Sponsor/Instructor/IL:	
Name of Club/Activity:	
Date of Field Trip:	
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)	
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