

Florida Virtual School
Flex Student and Parent Handbook
2024-25 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). 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 valuable 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

I. Introduction

Since 1997, Florida Virtual School (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 online providers in the country. Without the support of students and parents like you, reaching this milestone would not have been possible, and 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.

Mission, Vision, Commitment, and Values

Our Vision

To lead online education worldwide with transformative digital solutions – personalized to every student.

Our Mission

To deliver high-quality digital learning on a robust online platform to achieve content mastery for student success.

Our Commitment

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

Our Values

- Excellence - Deliver the best. Always.
- Innovation - Lead transformative learning.
- Community - Build meaningful connections.
- Balance - Embrace flexibility.
- Communication - Listen, share, and collaborate openly.

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. Communication may also occur via email and text message and should be responded to as well.
- **Live Lessons** – Students should make efforts to attend and participate in their course Live Lessons. Attendance and participation in Live Lessons lead to student success in courses. Students in grades K-5 are encouraged to have regular attendance to their class time/live lessons. For student in grades 6-12, live lesson attendance is strongly encouraged but not required.
- **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. Any assignment which is required to be submitted as written work, must be submitted in the student's handwriting. For K-5 students, examples would include English Language Arts written responses and essays and Math printed assignments. Violations of academic integrity will follow the [academic integrity matrix](#) for next steps.
- **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, live lesson chat boxes, 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.

FLVS Flex Contact Information

- Toll Free: 800-374-1430
- Phone: 407-513-3587
- Fax: 407-513-3480
- Technical and General Support/Help: 800-374-1439 or help.flvs.net
- Information: info@flvs.net*
- Student Services: Studentservices@flvs.net
- Non-Florida residents: info@flexpointeducation.com

If you need to contact your teacher or principal/instructional leader directly, you can find his/her contact information on the course announcement page. Please note that email addresses are public records.

Social Media

FLVS does not use social media for educational purposes. The social media details below share resources for general information about FLVS programs.

- Facebook: facebook.com/FLVS
- Instagram: Instagram.com/FloridaVirtualSchool
- Twitter: twitter.com/FLVS
- YouTube: youtube.com/FLVS

II. 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](#)
- If you have questions about FLVS courses or programs, please send an email to info@FLVS.net.

III. Florida Virtual School as a School Choice Option

FLVS is a public school district providing schools of choice for Kindergarten through 12th grade students in the state

of Florida. Florida law establishes FLVS as an educational choice and an acceleration option for students. Approximately two-thirds of FLVS students are public school students, and Flex enrollment at FLVS provides a seamless partnership for students and their home school district.

School Choice

All Florida public school 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 call 800-374-1430.

Please reference F.S. 1002.20(6) and Florida Statute Chapter 1014.

The state of Florida provides a variety of school choice options, including programs at FLVS. For more information regarding scholarship options, and compliance with the same, please visit [FDOE K-12 Scholarship Programs](#).

Accreditation

FLVS (the district) is accredited by Cognia. 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.

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.

IV. FLVS Flex K-12

FLVS Flex is available to students enrolled in home education programs, district public and charter schools, and affiliated private schools in the state. Eligibility is detailed in [F.S.1002.455 - Student eligibility for K-12 virtual instruction](#). Specific details on eligibility can also be found in the sections below. Students may enroll in as few as one course, or more depending upon their particular mode of schooling and educational needs.

Application is made by registering online with FLVS at [www.flvs.net](#). Request(s) for course(s) follow a process that is determined by the type of student making the request.

Home Education – The zoned district home education office must verify that the enrolling student is a registered and in good standing Home Education participant. The parent must approve the course request(s) and provide proof of residency to be an eligible Florida resident. Student placement for FLVS Flex home education students is determined by the parent, student, FLVS staff, and homeschool office. The placement for private or public schools is determined by the school administration.

Public/Charter School – The certified school counselor at the student’s school of enrollment must confirm that the course request is academically appropriate for the student.

Private School – The private school must be affiliated with FLVS. The certified school counselor, or other appropriate staff, at the private school of enrollment must confirm that the course request is academically appropriate for the student. The parent must provide proof of residency to be an eligible Florida resident.

Students who qualify for FLVS Flex are accepted into the program. However, as a school choice program, FLVS reserves the right to deny enrollment to students based on their disciplinary history. In addition to our statute language regarding our high-priority students (Low Performing, High Minority, and Rural), FLVS also gives priority to graduating seniors for placement with an instructor. Students may be placed to meet graduation requirements, need for acceleration, and/or need for remediation. Students may also take courses in FLVS Flex to have access to courses their school does not offer. Students are asked to provide the preferred starting date for the course, and every effort is made to meet that request. Students may start a course on any day of the year, although some restrictions may apply to courses tied to a specific testing date, e.g., Advanced Placement (AP) courses. Students must have easy access to an online computer, either personally or through their school or public library, as most FLVS coursework is done online.

FLVS Flex courses require time and learning commitment throughout a student's enrollment. As such, students who are enrolled in a public or private traditional school are limited to three simultaneous FLVS Flex course enrollments. Homeschooling students are limited to six simultaneous FLVS Flex course enrollments. However, FLVS maintains ultimate discretion concerning any deviations from this policy.

FLVS Terminology

District of Enrollment - this term refers to where the student physically attends school, usually a county in Florida, where the parent/guardian has residency and where the student is or would be enrolled.

School of Enrollment - (Public/Charter/Private School Students only) this is the physical school in Florida where the student is enrolled. For FLVS Flex students, this is the school where the student attends or where the student would attend if enrolled in public school. This term is not used in the context of home education or private school students.

School of Record - Primarily used in the context of FLVS Flex, this title indicates which FLVS (or District Virtual) school taught the student for one or more specific course(s). The School of Instruction for FLVS Flex students is one of the three FLVS Flex schools.

Virtual Learning Lab (VLL) - this term applies to public and private schools that offer online courses taught by FLVS certified instructors in a lab setting at the student's school of enrollment. The lab course is taken during the regular school day, facilitated by physical school staff, and follows a traditional 180-day school calendar. The FLVS instructor supports the lab and students virtually follow FLVS procedures. Students may also access the course from home as needed.

Blended Learning Community (BLC) - public/charter school students, this term applies to public districts/schools that offer online courses taught by FLVS certified instructors in a lab setting at the student's school of enrollment. The official FLVS definition is: Courses that include a blended environment, which includes online instruction and face-to-face instruction.

V. 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 request 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 with a copy of the student's most current Individual Educational Plan (IEP), Section 504 Plan or any other ESE documents with accommodations. 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.

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. In order to have a successful experience in the online educational environment, all students should meet the **Profile for Success** noted in the *Introduction* section of this handbook.

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.

Please note that FLVS is a fully virtual educational environment. All materials for curriculum, assignments, and assessments are presented online and therefore do not exist in the format of a textbook, workbook, etc. Certain materials may be printed from courses as allowable per FLVS policy. 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.

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, 504 Plan, or any other ESE documents with accommodations if the accommodation(s) is/are applicable to the online educational environment. Please note that some accommodations may not be possible to implement as indicated due to the unique online educational setting. A parent/guardian/learning coach may need to assist in providing some accommodations to the student on their own while the student is working in their home setting at FLVS Flex. ESE Specialists are available at FLVS Flex to assist students, parents, and teachers with suggestions for accommodating students in an online classroom.

Please note that FLVS does **not** provide any Access Points of the Florida State Standards which offer 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 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 to ensure successful student outcomes.

VI. Students Who are Hospital/Homebound through Their Home District

All FLVS students have remote access to curriculum, assessments, and instructors. Students who are hospitalized or homebound may have additional opportunities for flexibility in scheduling and completion of assignments per their district approval. Please refer to the FLVS Flex Exceptional Student Education (ESE) Manager for specific questions/concerns.

VII. FLVS Flex English Language Learner (ELL)

ELLs are provided with equal access to all FLVS courses. Upon enrollment ELLs are asked to self-report as an ELL and submit ESOL documentation to the ESOL team at ESOLTeam@flvs.net. Teachers use ESOL strategies to make courses and instruction comprehensible. All courses are delivered in English. Students are required to complete Welcome Calls, Discussion Based Assessments (DBAs) and assignments in English. Appropriate accommodations are provided to ELLs based on their ESOL Level. All students at FLVS have access to many accommodations that naturally occur in the virtual setting. In the FLVS Flex program if the student is registering as Home Education or Local District Virtual Programs, the family must work with their district of enrollment to request any necessary English proficiency assessments. FLVS Flex does NOT provide any of these services or evaluations. Open communication between student/parents and teachers is vital to the students' success. Please view the [ESOL Parent Guide](#) for more information.

VIII. 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, Zoom).

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. Lastly, parents/guardians are also responsible for monitoring student work to ensure compliance with [FLVS Flex - 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 are recommended to have their student complete the following minimum hours of schooling each week. On a weekly basis, hours involve live virtual class sessions, independent work on assignments outside of live instruction with support from a learning coach/parent/guardian, and additional instructional time tailored to individual needs.

Grade(s)	Recommended Hours Per Day	Recommended Hours Per Week	Recommended Hours Per Year
K – 3	4	20	720
4 – 12	5	25	900

Note that these are the minimum hours required by the state and that students are responsible for mastering all material, which may require additional time.

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.

Flex 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 home education students and parents/guardians with course selection, college and career planning, interpersonal counseling, and general academic guidance. A School Counselor or other qualified team 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.

However, because FLVS Flex School Counselors do not 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
- Accommodations for assignments / assessments for students with documented special needs
- Testing
- Grading and progress reports
- Help with an assessment or skill

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.

IX. Student Organizations and Activities

FLVS Clubs and Activities

FLVS offers a wide range and many opportunities and activities for students to get involved with their peers throughout the year. Please visit the [FLVS Clubs and Activities](#) page 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 principal/instructional leader. An instructional team 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 K-12 grade. Written consent from parents will be required for students to participate in FLVS clubs. FLVS is proud to offer educational opportunities that extend beyond the virtual classroom with many involving field trips. For more information, please see [FLVS Board Policy 5840 – FLVS Sponsored Student Groups](#).

Participation in Extracurricular Activities

Florida law allows students meeting specific academic and conduct requirements to participate in any interscholastic extracurricular activity at the public school to which the student would be assigned according to district school board attendance area policies or which the student could choose to attend pursuant to Florida Statute 1002.31 (controlled open enrollment at the school district).

1. During the period of participation in the interscholastic extracurricular activity, meets the requirements in Florida Statute 1006.15(3)(a).
2. Meets any additional requirements as determined by the Board of Trustees of Florida Virtual School.
3. Meets the same residency requirements as other students in the school at which he/she participates.
4. Meets the same standards of acceptance, behavior, and performance that are required of other students in extracurricular activities.
5. Registers his/her intent to participate in interscholastic extracurricular activities with the school before participation. A Florida Virtual School student must be able to participate in curricular activities if that is a requirement for an extracurricular activity.
6. A public school or private school student who has been unable to maintain academic eligibility for participation in interscholastic extracurricular activities is ineligible to participate in such activities as a Florida Virtual School student until the student successfully completes one grading period in the Florida Virtual School pursuant to Florida Statute 1006.15(3)(g).
7. A school district or charter school may not delay eligibility or otherwise prevent a student participating in controlled open enrollment, or a choice program, from being immediately eligible to participate in interscholastic and intrascholastic extracurricular activities

X. In-Person Events

FLVS provides opportunities for in-person events throughout the school year. This includes but is not limited to field trips, meet-ups, and testing at a local school in the student's home district.

Field Trips / Meet-Ups

By signing and electronically submitting the Parent/Guardian Field Trip permission form made available for each event, 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.
- If a trip must be canceled, 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.
 - Students and Parents will be notified in 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.

Parents/guardians are required to attend FLVS field trips/meet ups to supervise their students. FLVS does not utilize chaperones. This responsibility remains with the parents/guardians. For full details, please visit our [Student Resource Center](#). For more information, please see [FLVS Board Policy 5850 – School Social Events](#).

Emergency Medical Authorization

To ensure the safety of students while attending FLVS sponsored events when FLVS is responsible for the care and custody of the students attending the event, all parents/guardians must complete an Emergency Medical Authorization. The Emergency Medical Authorization will be completed during the enrollment process by the parents of FLVS Flex students in grades K-12. This authorization is not applicable for any in-person event held or sponsored by FLVS where the student is accompanied by a parent, legal guardian, or other person responsible for the care of the student. For more information, please refer to [FLVS Board Policy 5341 – Emergency Medical Authorization](#).

Restroom Policy

FLVS prohibits anyone from entering restrooms or changing facilities designated for the opposite sex during FLVS events, except under specific circumstances. Violations of this policy will result in disciplinary actions for students and FLVS personnel. Non-FLVS individuals may be charged with trespassing. For detailed definitions and exceptions, please refer to [FLVS Board Policy 7421 – Restrooms and Changing Facilities](#).

Transportation

FLVS does not provide, and does not have any responsibility or liability, for transportation to or from any FLVS sanctioned event. FLVS recommends to parents/legal guardians that students not be permitted to drive unaccompanied to FLVS sanctioned events. Preferred options include having parents, legal guardians, or designated adults drive and supervise students, or having students use public transportation options.

XI. 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 FLVS holidays.

XII. 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 consent and 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 <https://www.flvs.net/student-parent-resources/family-support/parent-guardian-account>. 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**

XIII. 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. You are

bound by the policies in this document, so please refer to this 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.

- [High School Page](#)
- [Middle School Page](#)
- [Elementary School Page:](#)

****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.

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.

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.

XIV. Course Information at FLVS

Curriculum and Instruction

FLVS is a public school and as such, it must adhere to the Florida statutes that guide public school instruction for student progression and receipt of a diploma. FLVS is required to teach (and students are required to meet) state standards as defined by the Florida Department of Education (FDOE). Florida's B.E.S.T. Standards challenge

perspective and promote civic-minded, goal-oriented students, and are built on a foundation of the basics of reading, writing, and vocabulary. Standards must be rigorous and relevant and provide for the logical, sequential progression of core curricular content that incrementally increases a student's core content knowledge and skills over time. Curriculum for all subjects must integrate critical-thinking, problem-solving, and workforce-literacy skills; communication, reading, and writing skills; mathematics skills; collaboration skills; contextual and applied-learning skills; technology-literacy skills; information and media-literacy skills; and civic-engagement skills. The standards must include distinct grade-level expectations for the core content knowledge and skills that a student is expected to have acquired by each individual grade level from kindergarten through grade 8. The standards for grades 9 through 12 may be organized by grade clusters of more than one grade level, except as otherwise provided for visual and performing arts, physical education, health education, and world language standards.

Curriculum Concerns

There may be situations that arise regarding stakeholder concerns with curriculum. In those instances, the instructors should fully understand the following:

- The scope of the concern - limited to one learning object/assignment, several learning objects/assignments, etc.
- The reasons for the concern - content error, standards misalignment, content is considered too mature, personally offensive, counter to personal religious beliefs, etc.

Parents of FLVS students may submit Instructional Materials Objections by completing the [Instructional Materials Objections form](#) in the FLVS Help Center.

For more information, please refer to [FLVS Board Policy 2522 - Challenges to Use of Instructional, Library, or Reading List Materials](#).

Pursuant to s. 1002.20, F.S.; A public school student whose parent makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, in accordance with the provisions of s. 1003.42(3). Click [here](#) to learn more about the process and which courses contain subject matter where an exemption request can be made.

Course Information

To see the curriculum available through FLVS Flex, please visit [FLVS Flex Courses](#).

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

World Language Courses

FLVS World Language courses are designed to provide students opportunities to communicate in the target language and be provided feedback from an instructor on that ability to communicate. To meet these standards and successfully complete the course, students are expected to complete 60% of their World Language Presentational Oral/Signed Assessments (Voice Activity, Oral Presentation, Evaluación oral, Presentational Speaking, Signing Activity, Presentational Signing) activities, each with a minimum grade of 60%.

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.

Advanced Placement® (AP®) Courses

Students entering high school grades 9-12 have access to Advanced Placement courses that may result in earning college credit for high school coursework. These courses are used to calculate overall Grade Point Average (GPA) and typically count extra in the calculation. These courses are also available at no charge to Florida public school students, whereas they may have a tuition cost if taken in college.

A passing grade in the course will be accepted for high school credit. Students are not required to take the Advanced Placement Exam prior to receiving credit for the course; they may receive half credit at the end of each semester. However, students enrolled in a traditional school while taking an AP course with FLVS should reference their school district's policies related to credit weighting and exam requirements to determine how their grade will be weighted by their school district. Postsecondary institutions determine college credit awarded based on the AP Exam score earned. FLVS strongly encourages students who take AP courses to sit for the course AP Exam in May. Students shall be exempt from payment of any fees or costs associated with AP Exam participation, with the following two exceptions: students who incur late registration fees will be responsible for fee payment, and non-military family students who take the test outside the United States will be responsible for registration costs.

Advanced Placement Age Expectations

Per College Board policy - The AP designation may only be applied to courses offered at or above the ninth-grade level that have received authorization through the annual AP Course Audit process. The AP label cannot be affixed to courses and transcripts earlier than ninth grade. There is one exception to this policy: AP world language and culture courses. These courses focus on linguistic proficiency and cultural competency, so in rare situations these courses can be successfully offered earlier than ninth grade among students who can already speak, read, and write the language with fluency. For more information, please visit the College Board® website.

Advanced Placement Capstone Diploma

The AP Capstone Diploma is a designation earned from and distributed by the College Board®. Students successfully complete AP Seminar and AP Research and two AP courses of their choice through FLVS, as well as two additional AP courses with FLVS or their local school. Once a student completes all six AP exams for these courses and achieves at least an exam score of three on each, all program requirements will be met. Students will still need to earn a traditional high school diploma through a chosen Florida high school for graduation purposes.

Honors Courses – High School

Almost all our core 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 would like Honors credit after registering for the regular option for the course, simply inform your teacher and school 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.

Advanced Courses – Middle School

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

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

Physical Education

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 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)
- Outdoor Education
- Personal Fitness

In addition to the physical activities described in the lessons, students have the option to participate in Yoga or individual or team sports. 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.

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 Florida's standards for health and fitness. These standards may be found at:

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

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.

FLVS Flex Elementary Program

Florida Virtual School may provide full-time or part-time instruction for students in Kindergarten through grade 12.

All Florida students are eligible to receive virtual instruction in Kindergarten through grade 5. For more information, please visit [F.S.1002.455 - Student eligibility for K-12 virtual instruction](#). See [Attending an FLVS School – State Requirements](#) to review eligibility rules for virtual education. This applies to all home education students as well. Home education students attending the FLVS Flex Kindergarten-5 school are not considered public school students for purposes of eligibility.

FLVS Flex Elementary offers core courses as well as electives and is open to all eligible students for enrollment. Flex Elementary courses are not supplemental, as the courses are assigned the same course codes as all public-school courses.

Flex Elementary Acceleration

Public school students may enroll in FLVS elementary course(s) if they have been approved by the school of record for acceleration. The school of record verifies the course(s) to acknowledge the course is both academically appropriate and FTE will be received by FLVS. FLVS may serve as an acceleration option for students.

Flex Elementary Enrichment

Public school students may enroll in FLVS Elementary Computer Science or Elementary Spanish as an enrichment option. Students may enroll in the course(s) throughout the year.

Public school students who successfully complete a grade level and were promoted may not enroll in FLVS courses(s) in the summer. This will prevent the student from enrolling in the same courses in the school of record when they return in fall.

Flex Elementary Remediation

Public school students who did not pass a subject or grade level and the school of record requests the student retake the course(s) with Flex Elementary during summer for promotion consideration may enroll. If the student successfully completes the course(s), the promotion or retention decision will be made by the school of record.

FLVS cannot provide remediation in same grade level courses if the student has successfully completed those courses in a public school and was promoted to the next grade level. Upon promotion, a student may not enroll back in the previous grade level.

Flex Elementary Kindergarten Admission

Any child who has attained the age of 5 years on or before September 1 of the school year is eligible for admission to public Kindergarten during that school year under the rules prescribed by the district school board.

Flex Elementary First Grade Admission

Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school, or who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for Kindergarten in a private school from which the district school board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar or applicable to other grades, shall progress according to the district student progression plan.

Flex Elementary Withdrawal of Non-Working Students

Any student who is inactive (failure to submit daily assignments) for more than 14 days, the teacher will notify the parent that the student will need to submit work, or he/she will be recommended for withdrawal from the program. Student work expectations include submitting multiple assignments per week for each course enrollment. If the student continues to be inactive, the Teacher on Assignment (TOA) will contact the parent and discuss a learning plan specific to the student's needs. If the student continues to be inactive after the learning plan is discussed, the Instructional Leader / Principal will request a withdrawal from FLVS Flex Elementary. Only the parent/guardian who enrolls the student may withdraw the student from FLVS Flex Elementary.

Flex Elementary Attendance and Absences

Parents should email a teacher if the student is going to be absent from course work and not submitting work during the week. It is important that students submit work daily for timely and specific feedback from the teacher.

Flex Elementary Course Completion and Issuing a Final Grade

Students who successfully complete a course with a 60% or higher are provided documentation (transcript) for completion. For homeschool students, maintaining the educational portfolio is the responsibility of the parent and the district homeschool office. FLVS Flex Elementary does not promote, retain, or allow students to skip a grade. Those decisions are made by the parent and local school district. The instructor of record is responsible for issuing the final grade and must call parent to verify final grade, home address, and school of record.

Flex Elementary Maximum Course Load

Public / Charter school elementary students must work through their certified school counselor when requesting courses to ensure they are academically appropriate and may take up to three additional courses. Home education students can take six individual courses per segment or 12 individual courses per school year. Reach out to your local homeschool district and school certified counselor for more information.

Flex Elementary State Testing

FLVS Flex Elementary public/charter 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/private school 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.

Flex Elementary Handwriting Standards and Expectations

FLVS Flex Elementary students in Kindergarten through grade 3 are required to submit handwritten work for all assignments in the enrolled student’s own handwriting. Grades 4 and 5 may submit typed assignments with the exception of the assignments that include handwriting standards. The requirement of students submitting work in their own handwriting is in alignment with FLVS Academic Integrity policies.

Students who have an IEP, 504 Plan, or other ESE documentation on file at FLVS may require accommodations for the response options for class assignments. The teacher or parent should contact the grade-level ESE Specialist to discuss any necessary accommodations.

Flex Elementary Literacy Skills Assessment

Language Arts Literacy Skills Assessments are quarterly assessments that evaluate sight word fluency, reading accuracy, and comprehension. Literacy Skills Assessment *must be* completed in Zoom. Literacy Skills Assessment is *required* in Zoom.

Flex Elementary Communication - Monthly Progress Contact Requirement

The home educator is required to complete a voice-to-voice monthly call regardless of academic standing, to discuss student progress. Two-way text messaging or email communications will not be an option for the elementary monthly call.

Flex Elementary: Kindergarten - Grade 5 Writing Assignments

Students completing any of the K-5 courses may be assigned writing and/or drawing assignments. Parents may be contacted to review and discuss any content submitted with the assignment that the teacher deems of a sensitive nature.

XV. Minimum Length of Courses

Another aspect of the FLVS commitment to student learning is the seat-time policy for each segment of every course. Student mastery of the course material is the goal of FLVS Flex. To ensure adequate time for comprehension and mastery, students must work in a course segment consistently for a minimum of 14 days starting from the date of the first submission. There is a separate 14-day time period for each segment and these time periods cannot overlap. Twenty-eight days of work is required, at minimum, for a two-semester course. Based on content, some courses have longer seat time policies. For example, Health Opportunities through Physical Education (HOPE) and Personal Fitness have a seat time policy of 28 days per segment. Consistent submission of assessments will ensure the student is engaged and learning.

This policy provides students the opportunity to receive ongoing feedback and remediation while demonstrating their learning through several required checkpoints. DBAs are limited to no more than one per day. The Instructional Leadership Team reserves the right to evaluate a student’s gradebook to determine when the work habits show consistent progress, thus beginning the count towards the 14-day minimum and may require a student to take a proctored exam in order to complete the class. All assignments must be completed prior to taking the segment exam. Students/Parents with questions about a specific course’s seat-time policy are encouraged to contact their instructor for details.

XVI. Grading

The grading system and interpretation of letter grades used to measure student success for students in Kindergarten – Grade 12 shall be as follows:

Percentage	Grade	Definition
90-100	A	Outstanding Progress
80-89	B	Above Average Progress

70-79	C	Average Progress
60-69	D	Lowest Acceptable Progress
0-59	F	Failure

Elementary Special Areas:

Percentage	Grade	Definition
60-100	S	Satisfactory
59 and below	U	Unsatisfactory

Weights for high school courses may be different depending on student's district of enrollment. Please reference [FLVS Board Policy 5421 - Grading](#).

Grade Forgiveness Policies

In all cases of grade forgiveness, only the new grade shall be used. Please note that FLVS is required to keep a record of courses taken and a record of achievement, such as grades, unit, or certification of competence. Student records cannot be altered at any time unless it has been determined that the information is inaccurate or in violation of the privacy or other rights of the student. For information on Grade Forgiveness, please reference [FLVS Board Policy 5421 – Grade Forgiveness](#).

Note: For FLVS Flex students, progression at FLVS is measured within the context of the course(s) taken at FLVS. The district and school of enrollment determine all other progress of the student.

Resubmissions

As part of the FLVS commitment to mastery learning as a process, students may remediate to gain additional understanding with the option to re-attempt a formative assessment in their course. Limits are imposed for resubmissions.

Formative assessments in a course may include worksheets, quizzes, written compositions, lab reports, short answer paragraphs, essays, book responses, slide presentations, projects, etc. Students are permitted three attempts when submitting formative assessments. Students are allowed one attempt at summative assessments. Summative assessments are utilized to prove mastery, not attempt mastery.

	Allow exams to be accessed once?	Allow submissions with unanswered questions?	Allow <u>student</u> to reset the exam and retake?
Pre-tests	Yes	Yes	No
Module Exam	Yes	No	No
Final exam	Yes	No	No
Quizzes	No	No	Yes – three attempts
Auto-graded Exams	No	No	Yes – three attempts
Assignments	NA	NA	Yes – three attempts

XVII. Course Progress

The standard semester pace in most FLVS courses is 18 weeks to complete; while some courses may have a different standard pace, every course has its own unique pace chart to guide students and parents to succeed in the course. Students whose enrollment in their course segment exceeds an appropriate and agreed-upon pace for learning and retaining course material (as determined by the course pace chart and instructor) will be contacted and offered help. Students who do not respond to teacher-led interventions by regularly submitting course assessments, as indicated through those interventions, will be withdrawn. Instructional Leadership may exercise discretion in varying from this policy in certain student situations and as needed in courses associated with state or Advanced Placement assessments.

Withdrawals during the first 14 days of a course enrollment will result in a grade of W sent to the student's school of record. Withdrawals are processed as WP for students who are earning a passing grade (59.5% or above, overall) at the time of withdrawal and as WF for students who are earning a failing grade (59.4% or below, overall) at the time of withdrawal. All final grades and withdrawals are sent to the student's school of record. Each school district determines the information that is added to the student's transcript.

XVIII. Academic Integrity

Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with academic integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens. FLVS Flex 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.

Any assignment which is required to be submitted as written work must be submitted in the student's handwriting. Violations of academic integrity will follow the academic integrity matrix for next steps.

As they progress through their courses, students will engage in several possible types of formal and informal evaluations assignments that are submitted for instructor evaluation and scoring are required to be typewritten and submitted directly through the Assessment page within the course. Handwritten assignments will not be accepted unless the assignment explicitly requires the assignment to be handwritten.

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. Academic Integrity expectations can be found on the FLVS website: [FLVS Flex – Academic Integrity](#).

XIX. Assessments

It is essential that student performance is regularly assessed. FLVS uses several types of assessments to determine students' skill levels, 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 FLVS Instructors

- **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)** – 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. 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 voice-to-voice conversation. DBAs in K-5 will take place via Zoom. To ensure academic integrity Flex 6-12 DBA's may be required to be completed via an application using video and audio. DBAs in K-5 are required to take place via Zoom. Students may remediate and re-attempt unsuccessful DBAs (below 60%) at the discretion of their instructor. A student who does not complete and pass (60% or higher) every DBA is not eligible for course credit. Depending on the grade level, DBAs are varied throughout the course and/or FLVS program. ESOL students receive certain accommodations in class and in DBAs, including extra time on DBAs. DBAs are conducted in English. Teachers use ESOL strategies in class and

during DBAs to assist ELLs in accessing the course and DBA content.

- **Flex K-5 Literacy Skills Assessment** - Language Arts Literacy Skills Assessments are quarterly assessments used to evaluate sight word fluency, reading accuracy, and comprehension. The Literacy Skills Assessment must be completed in Zoom as the assessment requires screen sharing the visual aids for the student to complete.
- **Collaboration Projects** –To foster 21st Century Skills and build real-world competencies, FLVS courses contain opportunities for collaboration in learning with peers. While completing a collaboration assessment is not a requirement for earning completion credit for an FLVS course, it is highly recommended that all students complete these assessments.
- **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 FDOE website.

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

End-of-Course Assessments

All public school and charter school students are required to take these EOC assessments for certain courses when instructed by their districts. Exact dates are determined by your school district of residence.

EOC assessments must be rigorous, statewide, standardized, and developed or approved by the Florida Department of Education. The content knowledge and skills assessed by EOC assessments must be aligned to the core curricular content established in the Florida Standards. Students enrolled in Civics, Algebra 1, Geometry, U.S. History, Biology 1, or an equivalent course with a statewide, standardized EOC assessment are required to take the specific EOC assessment at their school of enrollment or at a location agreed upon by their zoned district and FLVS. For information on the EOC Assessments and available study materials, visit <https://www.flvs.net/student-resources/flex/eoc>.

Statewide Comprehensive Assessment Program

[F.S. 1008.22 Statewide Comprehensive Assessment Program.](#)

Students attending FLVS Flex are subject to the statewide assessment program based upon the status of their school of enrollment. FLVS does not administer any statewide assessments as part of the FLVS Flex program. Students are expected to adhere to the policy of their local district or private school regarding testing. Home education students who desire to take and use statewide assessments as their annual education evaluation must request that testing through the Home Education office in their district of residence.

Mandatory Final Exam Policy – FLVS Students Grades 6-12

The purpose of the final exam is to assist in validating that students have demonstrated mastery of key course concepts and standards. The final exam, unto itself, is not the sole determiner of student achievement, however, students are required to take a final exam in all FLVS courses in order to be eligible for course credit.

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% or higher) in order for a student to be eligible for course credit.

XX. Transcript and Other Requests

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.

Please note, however, that FLVS provides the student's education performance to the student's home district/private school, and the home district/private school determines the final grade to be assigned to the student's official transcript.

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

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 / district of record transcript practices. The teacher will call, email, or text the parent (using the parent's preferred method of contact) and the student to verify the final grade, home address, and school of record.

Letters of Recommendation

Students may request letters of recommendation from teachers and other staff members for post-secondary institutions, scholarship committees, and potential employees. However, the decision to write a letter of recommendation is at the teacher's or staff member's sole discretion. To ensure that application deadlines are successfully met, we request 30-day notice for letters of recommendation.

XXI. 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 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](https://www.flvs.net/student-resources) 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, 8.1, 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
- Video: Flex elementary students require a camera for Literacy Skills Assessment and DBAs

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
- Video: Flex elementary students require a camera for Literacy Skills Assessment and DBAs

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

XXII. Communication Requirements

It is FLVS expectation that FLVS Flex teachers **complete** a Welcome Call with each student and **attempt** to contact the parent of each student in the first several days of enrollment to establish a partnership leading to student success. Instructors will call and email, using the information provided by students and parents at registration, to attempt to complete this communication. A student's enrollment will not be permitted to remain active if the student does not complete a course Welcome Call with the instructor. Instructors will also contact students and attempt to contact parents as often as necessary to provide an update on student course progress and grade.

Monday-Friday: Instructors will provide assignment feedback and assignment grades within 48 hours of an assignment's submission. Instructors will return written and phone contact from students and parents within 24 hours.

XXIII. 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 Headquarters (HQ) 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 HQ closes due to hazardous weather or other emergencies, students not impacted should continue working in their courses.

XXIV. 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.

Enrollment of Students Expelled from Another School

If a district has found probable cause for an expulsion/alternative placement but has offered the student an alternative program, FLVS Flex may be utilized as a solution for providing instruction for said student. FLVS reserves the right to deny enrollment depending on the nature of the misconduct that resulted in the student being considered for expulsion.

Parents/Guardians must share with the FLVS school district if the student has experienced a previous school expulsion, suspension, threat management, or law enforcement encounter. FS 1006.07 requires each student to note previous school expulsions, alternative placements, arrests resulting in a charge, juvenile justice actions, and any corresponding referral to mental health services by the school district, and have the authority as the district school board of a receiving school district to honor the final order of expulsion.

A student seeking to enroll at FLVS who has been expelled by an in-state or out-of-state public district school board, private school, or lab school for an act that would have been grounds for expulsion according to the FLVS student *Code of Conduct* may be denied admission to FLVS for a period equal to that of that expulsion. Prior to making a recommendation regarding admission or denial thereof, the student will be offered an opportunity for a hearing to review the circumstances of the expulsion and any other relevant factors. The final order of expulsion from the student's previous district of attendance may be honored thereby resulting in denial of the student's admission to FLVS, or the final order of expulsion may be waived thereby resulting in the student's admission to FLVS (including conditions relating to the admission). For additional information, please see [Board Policy 5610 – Removal, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students](#).

Homeschool Verification Form

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>.

XXV. Enrollment Eligibility, Residency, and Age

FLVS Flex is a public-school program providing middle school curriculum to children of Florida residents at no additional taxpayer expense. Florida law provides FLVS as a school choice option for parents and students. If the course is appropriate for the student, the school or district may not deny the student's access to the FLVS course. This is true even if the course is offered at the student's traditional school. Further information on this may be found on the FDOE website, [Florida Virtual School](#). Students may enroll by going to www.flvs.net.

Eligibility

Students must be considered Florida students in order to qualify for free access to FLVS courses. A student is eligible

if the student meets any of the following criteria:

- The student enrolled in a Florida public/charter school, or
- The student is enrolled and in good standing as a homeschool student with a Florida public school district, or
- The student is enrolled in an affiliated Florida private school and whose legal guardian is a representative of the school or a Florida resident, or
- The student is the child of a parent who is stationed at a Florida military base (the legal guardian must be the person who is stationed at the Florida military base), or the child of a parent stationed at a military base outside of Florida but still maintains Florida residency.

Required Documents

Students enroll and request courses online. Parents of home education students must verify for *each* enrollment that their student is registered with the Home Education office in the county in which they reside. This parent verification is online and occurs during the course registration process for each enrollment. School counselor consent for the course request(s) is the only requirement for FLVS Flex public/charter/private school students. **Note that parental/guardian involvement is expected and required to participate in FLVS courses.** FLVS also requests the student's social security number to ensure unique identification. Please note that some agencies, for example, Florida Bright Futures, require this number to apply for scholarships. FLVS uses all possible safeguards to ensure this number is secure, including encryption in our database and masking only to display the last four digits.

You may need to provide additional documentation if any of the following circumstances apply:

- **Student Number Identifier, Florida:** If your child previously attended a Florida public school or is attending public school now (besides FLVS), we must use the same number for our state data reporting.
- **Custody order:** If your legal guardianship is determined by a court order, please submit a copy of the order. This will ensure that proper contact is maintained, as FLVS does require that each instructor speak with the parent or guardian as often as necessary.
- **IEP or 504 Plan:** If a student has a disability or impairment, this must be indicated in the appropriate section during registration, and a copy of the most current IEP/504 or any other ESE documentation with accommodations must be submitted directly to FLVS by the student/family.
- **Military orders:** If you are enrolling your student under the exception for children of the U.S. Armed Forces, families must maintain Florida residency or provide appropriate military documentation, if requested.

For information on Educational Opportunity for Military Children, please reference [FLVS Board Policy 5111.02 – Educational Opportunity for Military Children](#).

Proof of Residency (POR) - Florida Students

Proof of residency is a state requirement for homeschool/private school students enrolled in FLVS Flex courses. Students must complete the proof of residency step to continue enrollment in courses. Homeschool and private school students registering for FLVS courses will be asked to provide proof of residency during the registration process. Public and charter school students are not required to submit proof of residency.

Proof of Residency for Flex homeschool students

You will [register for your courses](#) as normal, however before parents approve courses in the [Virtual School Administrator \(VSA\)](#) student information system, proof of residency will need to be submitted. Upon logging into VSA, you will be prompted to upload your approved residency document (See Acceptable Forms of Proof of Residency below). Parents can approve the courses and once the Florida residency is verified by FLVS staff, students will be placed with teachers.

Proof of Residency for Private school students

You will [register for your courses](#) as normal but students are required to have POR approved before being placed in a course. Once POR is verified, the enrollment will be moved to CRC and placed with an instructor. The course will move to CRC status overnight after POR is verified. Please follow the steps provided below to upload your proof of residency document:

- [Log in to VSA](#)
- Click on the menu bar at the top left-hand side of the page
- Click “Student Records”
- Click on “My Documents”

- Choose files to upload
- Please designate your file type as “Proof of Residence”

You are only required to submit ONE form of proof of residency unless otherwise requested by our Proof of Residency Team. All documents must be in the name of the parent/guardian on the student’s account, must match the physical address on the student’s account (PO boxes are not acceptable), and must be dated within 30 days from course registration or newer. Below are the acceptable forms of proof of residency:

- Property appraiser tax statement
- Lease agreement with signatures, name of lessee, and contact information
- Mortgage statement
- Homeowner’s Insurance statement (must be dated within 12 months)
- Current Parent/Guardian Florida driver’s license or Florida identification card
- Vehicle Registration (must be dated within 12 months)
- Automobile insurance statement (must be dated within 6 months)
- Utility Bills - Gas, water, sewage, electric, cable/internet or home/cellular telephone bill (must be dated within 60 days)

**Dates listed above are based on the course registration date.*

For military families, please upload your military orders along with one of the following documents:

- DD Form 2058
- State of Legal Residency Certificate
- Leave and Earning Statement (LES)
- Defense Finance and Accounting Service (DFAS) Form 702

Proof of Residency documents are reviewed and verified manually by our Proof of Residency Team. Please follow the steps provided below to check your proof of residency status:

- [Log in to VSA](#)
- Click on the menu bar at the top left-hand side of the page
- Click “Student Records”
- Click on “Academic Profile”
- Scroll down to “Proof of Residency Status”
- Here you will see your “Verification Status” (Not Verified or Verified)

Please email our Proof of Residency Team at POR@flvs.net to further discuss.

Age Limitations

FLVS Flex will enroll students through age 19. The student's age on the date of the course enrollment may not be older than 19. For the purposes of this policy, "date of course enrollment" refers to the date on which a complete registration or course request for the course segment is made. Students must complete all coursework, including the final exam, before their 21st birthday.

Any student enrolled in FLVS Flex who has an IEP (Individual Educational Plan) and has not yet earned a standard diploma will need to work with their district of record to determine the policy outlined in their district's ESE SP&P (Special Policies and Procedures Manual) that has been approved by the Florida Department of Education for providing services through age 22. FLVS will work with the student's district of record to honor the policy in place.

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.

In addition, Florida Statute 1000.071 - “Personal titles and pronouns,” provides the following:

- (1) ... [a] student of a public K-12 educational institution may not be required, as a condition of ... enrollment or participation in any program, to refer to another person using that person’s preferred personal title or pronouns if such personal title or pronouns do not correspond to that person’s sex.

...

(4) A student may not be asked by an employee or contractor of a public K-12 educational institution to provide his or her preferred personal title or pronouns or be penalized or subjected to adverse or discriminatory treatment for not providing his or her preferred personal title or pronouns

If you approve of your child being called a name other than your child's legal first name, then please complete and sign the form located in the link below and email it to NicknameApproval@flvs.net. The form must be completed and signed by a parent/guardian that is listed on the student's FLVS account. Please reference [FLVS Flex Consent to Deviate from Student Legal Name](#).

XXVI. Student Conduct

Each year, the FLVS Board of Trustees approves the student Code of Conduct, which sets forth expectations - and consequences - for student behavior in accordance with federal and state law. The student Code of Conduct also sets forth zero tolerance policies where Florida law requires expulsion for specified conduct.

FLVS Flex students are expected to follow the expectations of the student code of conduct. Disciplinary responses may include, but are not limited to, withdrawal of the student from current course(s) and/or the inability of the student register for new FLVS courses for a period of time. 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 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).

Please review and become familiar with the 2024-2025 [FLVS Code of Conduct](#).

Anti-Harassment, Bullying and Harassment, Dating Violence and Abuse, and Student Hazing

Anti-Harassment

The FLVS Board of Trustees adopted Policy 5517 Anti-Harassment. Reports of noncompliance are made to the "Compliance Officers" set forth in the policy. For more information, the full text of the policy is here: [FLVS Board Policy 5517 – Anti-Harassment](#), and the contact information for the Compliance Officers is set forth in the policy and set forth below in the Non-Discrimination Statement for 2024-25 in the Appendix of this Handbook.

Bullying and Harassment

The FLVS Board of Trustees adopted Policy 5517.01 Bullying and Harassment. Certain programs for staff and students vary from time to time. The full text of Policy 5517.01 Bullying and Harassment is set in the student Code of Conduct, and is available here: [FLVS Board Policy 5517.01 – Bullying and Harassment](#).

Reporting

Students and parents must immediately report all bullying, harassment, cyberstalking, cyber sexual harassment and hazing incidents to the principal/instructional leader. Complaints against the principal/instructional leader must be reported to the FLVS President and Chief Executive Officer's (CEO) designee via email at HRProfessionalStandards@flvs.net. Complaints against the CEO should be filed with the Board of Trustees Chair via email to BoardClerk@flvs.net.

Anonymous Reporting

Students and parents/guardians are able to anonymously report an incident of bullying and/or harassment by submitting an [Anonymous Reporting Form](#).

1. Every effort will be made to maintain anonymity; however, formal disciplinary action may not be based solely on the basis of an anonymous report.
2. Instructors are not able to report anonymously in the event they are witness to bullying and/or harassment incident involving a student.
3. Instructors are able to anonymously report bullying and/or harassment incidents by an FLVS staff member which do not involve students by visiting the [Anonymous Reporting Form](#).

Dating Violence and Abuse

The FLVS Board of Trustees adopted Policy 5517.03 Dating Violence and Abuse. Reports are made to the principal/instructional leader or any FLVS staff member. For more information, the full text of the policy is here: [FLVS Board Policy 5517.03 – Dating Violence and Abuse](#).

Student Hazing

The FLVS Board of Trustees adopted Policy 5516 Student Hazing. Students and parents must immediately report incidents to the principal/instructional leader. Complaints against the principal/instructional leader must be reported to the FLVS President and Chief Executive Officer's (CEO) designee via email at HRProfessionalStandards@flvs.net. Complaints against the CEO should be filed with the Board of Trustees Chair via email to BoardClerk@flvs.net.

For more information, the full text of the policy is here: [FLVS Board Policy 5516 – Student Hazing](#).

XXVII. Student Emotional and Physical Safety

Student Services Team

Florida Virtual School's Student Services Department encompasses programs and professionals that provide prevention and intervention services to students in grades K-12. Services center around students' skill development are delivered by an integrated team of student services professionals who are uniquely trained to address the academic, personal/social, and mental health needs of all students.

Florida Virtual School's Student Services team is composed of Certified School Psychologists, Certified School Social Workers and Licensed Mental Health Counselors. These professionals work to meet the unique mental health needs of students by providing Brief Solution Focused Counseling, Dialectical Behavioral Therapy and linking families to outside services.

Our team works collaboratively with school-based counselors and administrators to help meet the unique social/emotional and mental health needs of students. We also believe parents/guardians are an integral part of meeting the student's needs and encourage students to discuss issues relating to their well-being with parent(s)/guardian(s). For more information regarding services available for students, parents/guardians are encouraged to visit the [FLVS Student Services Website](#) or contact studentservices@flvs.net.

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. All members of school staff complete the training annually. The FLVS Child Abuse Reporting Policy is available at [FLVS Board Policy 8642 - Student Abuse, Abandonment, and Neglect](#). For questions about this policy, contact info@flvs.net.

FortifyFL

Florida Virtual School is a part of a statewide initiative called FortifyFL, an anonymous reporting app that allows anyone to report a threat involving schools. Any student, educator, parent, or member of the community can report school safety concerns directly to law enforcement and school administrators anonymously and easily through the FortifyFL app or www.getfortifyfl.com. The app, which is available for download on Apple and Android mobile devices, is critical to ensuring all Florida schools are safe environments where students and educators can experience and share the joy of learning without fear. Let's Work Together to Keep Our Students Safe – If you See Something...Say Something!

Student Suicide Prevention, Awareness, and Screening

FLVS recognizes that suicide is one of the leading causes of death for Florida's youth. To address the prevalence of student suicide, FLVS believes there must be a partnership among families, the community, and schools. It is critical for families and community members to communicate with and provide information to FLVS staff to identify students at risk of suicide. FLVS provides access to suicide prevention educational resources to all instructional and administrative staff as part of FLVS's professional development program. For more information, please see [FLVS Board Policy 5350 - Student Suicide Prevention, Awareness, and Screening](#).

FLVS recognizes the importance of mental wellness. Pursuant to Florida Statute 1012.584, FLVS provides continuing education and in-service training for youth mental health awareness and assistance by utilizing the evidenced-based Youth Mental Health First Aid (YMHFA) training program. YMHFA facilitates mental health literacy and gives adults the necessary skills to interact with youth who are developing a mental health problem or experiencing a mental health crisis, including helping adults working with youth identify, understand, and respond to signs of mental illness. In addition, FLVS:

- Incorporates two hours of suicide awareness and prevention training for all instructional personnel
- Adopted a policy and/or standard operating procedures mandating the use of an approved suicide risk assessment instrument prior to an involuntary examination; and
- Identifies at least two school-based staff members certified to administer the C-SSRS and SAFE-T risk assessment instruments.

FLVS believes that it is of the utmost importance that our teachers and staff are trained to respond to students and

situation which require immediate action to ensure that safety and well-being of our students and our communities.

Prevention and Intervention Services

Florida Virtual School provides a full continuum of prevention and intervention services to meet the social/emotional needs of our elementary, middle, and high school students. These services work to support students and families be the best version of themselves. While we encourage students to discuss issues relating to their well-being with parent(s)/guardian(s) we also offer, upon prior written parent consent, open groups for students, monthly parent workshops, and solution focused brief therapy. In accordance with the rights of parents specified in ss. 1002.20 and 1014.04, as the parent/guardian you have the right to opt out of these services. To opt out of these services for your student for the 2024-2025 school year, please contact the Student Services Team at studentservices@flvs.net

XXVIII. Parent Rights

The FLVS Board of Trustees adopts policies to implement the Parents' Bill of Rights set forth in Chapter 1014, Florida Statutes. For more information about Florida Statute 1014.04 - "Parental rights," please see [FLVS Board Policy 5780.01 – Parents' Bill of Rights](#). For additional information, please also see [FLVS Board Policy 5780 - Student/Parent Rights](#).

XXIX. Student Education Records and Privacy

Family Educational Rights and Privacy Act (FERPA)

Student records are confidential and can only be released by written consent from the parent or legal guardian unless an exception under FERPA is applicable. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a federal law that protects the privacy of student education records. The FLVS "*Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) and Florida Student Education Records Law Relating to Student Education Records for Elementary and Secondary Schools and Annual Notification for Directory Information*" is set forth in the Appendix of this Handbook.

FLVS provides a final grade report 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.

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.

For more information, please also see [FLVS Board Policy 8330 – Student Records](#).

Privacy

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.

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."

All the data provided 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!

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.

APPENDIX

The following annual notices are provided in this Appendix:

- Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) and Florida Student Education Records Law Relating to Student Education Records for Elementary and Secondary Schools and Annual Notification for Directory Information
- Annual Notification of Non-Discrimination Statement
- Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
- Social Security Numbers of Students and Parents Collection, Use, and Release

Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) and Florida Student Education Records Law Relating to Student Education Records for Elementary and Secondary Schools and Annual Notification for Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 30 days after the day Florida Virtual School ("FLVS") receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the appropriate FLVS official a written request that identifies the records they wish to inspect. The FLVS official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are provided, a minimal duplication fee may be charged. NOTICE: Both parents' right of access will be honored by FLVS unless: a) there is a legally binding document or court order on file at FLVS that specifically denies the right of access to one or both parents, or b) another exception under FERPA exists. If you have questions, please contact the appropriate FLVS official.

Please note that any access to FLVS's electronic education systems (such as VSA) does not equate to access to the student's educational records pursuant to FERPA, and access to VSA may be granted or removed at the discretion of FLVS. Student education records may be requested at any time by contacting Florida Virtual School at FLVS Registrar at registrar@flvs.net.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the FLVS to amend their child's or their education record should write the appropriate FLVS official, clearly identify the part of the record they want changed, and specify why it should be changed. If FLVS decides not to amend the record as requested by the parent or eligible student, FLVS will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before FLVS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to "school officials" with "legitimate educational interests." The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by FLVS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Trustees. A school official also may include a volunteer, contractor, or consultant who, while not employed by FLVS, performs an institutional service or function for which the FLVS would otherwise use its own employees and who is under the direct control of the FLVS with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the FLVS discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer, including but not limited to, FLVS disclosing education records of students enrolled in FLVS Flex courses to the student's home school district. FLVS intends to forward records on request or if the disclosure initiated by the parent/guardian or eligible student.

In addition to the above, FLVS may disclose PII from the education records of students without obtaining

prior written consent of the parent/guardian or eligible student as follows:

- To other school officials, including teachers, within the educational agency or institution whom the FLVS has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the FLVS has outsourced institutional services or functions, including consultants, student assessment evaluators, outside online service providers (including Google), companies monitoring student activity on any FLVS-owned computers, providers providing services allowing FLVS to obtain data on subsequent enrollment and educational achievements of students at postsecondary institutions, FLVS's health care partners and other governmental, private, and social agencies jointly serving students, crisis planning and response companies, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1))
 - Threat management team members and law enforcement officers assigned to FLVS by contract, to the extent student records information is needed to provide and/or evaluate educational, health, and governmental/social services to students, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1))
 - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
 - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§99.31(a)(3) and 99.35)
 - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
 - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
 - To organizations conducting studies for, or on behalf of, the FLVS, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§99.31(a)(6))
 - To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
 - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
 - Information the FLVS has designated as "directory information" if applicable requirements under §99.37 are met. (§99.31(a)(11))
 - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. §1232g(b)(1)(L))
 - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. §1232g(b)(1)(K))
4. The right to receive annual notice of their rights with respect to education records.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the FLVS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

6. FERPA requires that FLVS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, FLVS may disclose appropriately designated "directory information" without written consent, unless you have advised FLVS to the contrary in accordance with FLVS's procedures. The primary purpose of directory information is to allow FLVS to include information from your child's education records in certain FLVS publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want FLVS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you may opt out during the compliance paperwork process that takes place upon enrollment within the first month of school in FOCUS. Should changes need to be made after that time, parents and guardian can contact the enrollment technician to update the disclosure of directory information.

FLVS has designated the following information as directory information pursuant to [FLVS Board Policy 8330 – Student Records](#):

- student's name;
- photograph; address;
- telephone number, if it is a listed number;
- e-mail address;
- date and place of birth;
- participation in officially-recognized activities and sports;
- height and weight, if a member of an athletic team;
- dates of attendance; grade level;
- enrollment status;
- date of graduation or program completion;
- awards received; and
- most recent educational agency or institution attended.

Copies of this information and Board Policy 8330 Student Records can also be obtained from the FLVS Department of Records Management at CustodianOfRecords@flvs.net.

Non-Discrimination Statement for 2024-25

Florida Virtual School prohibits discrimination against a student or employee in admission to or access to, or employment in its programs and activities, on the basis of race, color, ethnicity, national origin, sex, pregnancy, disability, age, religion, or marital status, or any other characteristic prohibited by law. Florida Virtual School also provides equal access to the Boy Scouts and other designated youth groups.

Lack of English language skills will not be a barrier to admission and participation. Florida Virtual School may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. Further information can be found [here](#).

The contact information listed below have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance, and/or the grievance procedures, etc. The address for all contact information is Florida Virtual School, 5422 Carrier Drive, Suite 201, Orlando, Florida 32819. A link to the full text of each policy is provided below.

[FLVS Board Policy 5517 - Anti-Harassment:](#)

FLVS designates the following individuals to serve as the FLVS Compliance Officers, Section 504 Compliance Officer/ADA Coordinator, and Title IX Coordinator:

Title IX: FLVS Senior Manager of Professional Standards or authorized designee. Contact information: hrprofessionalstandards@flvs.net; 407-513-3550.

Section 504, IDEA, and ADA: FLVS Senior Director of Instruction or authorized designee. Contact information: equaleducationopportunity@flvs.net; 407-513-3517.

[FLVS Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#)

FLVS designates the following individuals to serve as the FLVS Compliance Officers, Section 504 Compliance Officer/ADA Coordinator, and Title IX Coordinator:

Title IX: FLVS Senior Manager of Professional Standards or authorized designee. Contact information: hrprofessionalstandards@flvs.net; 407-513-3550.

Section 504, IDEA, and ADA: FLVS Senior Director of Instruction or authorized designee. Contact information: equaleducationopportunity@flvs.net; 407-513-3517.

[FLVS Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#)

FLVS designates the following individual to serve as the FLVS Compliance Officer for receiving complaints pertaining to Section 504 and/or the ADA:

FLVS Senior Director of Instruction or authorized designee. Contact information: equaleducationopportunity@flvs.net; 407-513-3517

[FLVS Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs and Activities](#)

Title IX: FLVS Senior Manager of Professional Standards or authorized designee. Contact information: hrprofessionalstandards@flvs.net; 407-513-3550.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDOE) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;¹ and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional materials² used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or is an emancipated minor under State law.

Florida Virtual School (FLVS) has developed and adopted policies (and will continue to develop and adopt policies in consultation with parents) regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

FLVS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. FLVS will also directly notify, such as through a notice in this Handbook or the U.S. mail or e-mail, the parents of students who are scheduled to participate in specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. FLVS will make this notification to parents (such as through a notice in this Handbook) at the beginning of the school year if FLVS has identified the specific or approximate dates of the

¹ Per 2022 Florida legislation, written parent/guardian consent is required for non-emergency medical services provided by FLVS.

² Academic tests/assessments are not instructional materials and are not available for inspection.

activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales or other distribution.
- Administration of any protected-information survey not funded in whole or in part by USDOE.
- Any non-emergency, invasive physical examinations or screenings as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Collection, Use and Release of Social Security Numbers of Students and Parent

Florida Virtual School (FLVS) is authorized to collect, use or release social security numbers (SSN) of students and/or parents as either required or authorized by law, or as imperative for FLVS's duties and responsibilities as required by law. This statement may be updated from time to time in this Handbook.

- *Reports on students required to be submitted to the Florida Department of Education (FDOE).* (Authorized by F.S. 119.071(5)(a)2.&6.)
- *Student registration and student identification numbers.* (Required to request by F.S. 1008.386 and F.S. 119.071(5)(a)6.; however, F.S. 1008.386 notes that the SSN is not required as a condition for enrollment or graduation.)
- *Criminal history, Level 1 and Level 2 background checks/Identifiers for processing fingerprints by Department of Law Enforcement/Registration information regarding sexual predators and sexual offenders* (Authorized by F.S. 943.04351 and F.S. 119.071(5)(a)2.&6.)
- *Tort claims and tort notices of claim against FLVS.* (Required by F.S. 768.28(6), and F.S. 119.071(5)(a)6.)
- *Reports to/from the Florida Department of Highway Safety and Motor Vehicles (DMV) of each student whose driver's license is suspended for excessive unexcused absences and reports to DMV of non-enrollment or non-attendance upon the part of a student who is required to attend school.* (Required by F.S. 322.091(5), F.S. 1003.27, and F.S. 119.071(5)(a)6.)
- *Information received from the FDOE to locate missing Florida school children.* (Required by FAC 6A-6.083 and F.S. 119.071(5)(a)6.)
- *National School Lunch Act application verification process/Eligibility for Free and Reduced-Price Meals and Free Milk in Schools.* (Required of the adult, if the person has a number, by 42 U.S.C. 1751 et seq. and 7 C.F.R. 245.2 and F.S. 119.071(5)(a)6.)
- *Written verification from employer for career/vocational education, student follow up.* (Required by FAC 6A-10.0341 and F.S. 119.071(5)(a)6.)
- *Child abuse report to the Florida Department of Children and Families, of student victim and subjects of report.* (Required by FAC 65C-29.002 and F.S. 119.071(5)(a)6.)
- *The disclosure of the social security numbers is expressly required by Federal or State law or a court order.* (Required by F.S. 119.071(5)(a)6.)
- *Collection and/or disclosure are imperative or necessary for the performance of FLVS's duties and responsibilities as prescribed by law, including but not limited for password identification to FLVS's network.* (Authorized by F.S. 119.071(5)(a)6. and required by F.S. 119.071(5)(a)2.)
- *The individual expressly consents in writing to the disclosure of his or her social security number.* (Authorized by F.S. 119.071(5)(a)6.)
- *Income for Medicaid eligibility, determine the amount of medical assistance payments, process Medicaid billing, and provide program follow-up.* (Required by 42 C.F.R. 435.910, unless student applicant for Medicaid refuses to obtain a social security number, based on well-established religious objections)
- *The disclosure of the social security number is made to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56 or Presidential Executive Order 13224.* (Required by F.S. 119.071(5)(a)6.)
- *The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of F.S. 119.071(5)(a)5.* (Authorized by F.S. 119.071(5)(a)6.)