

# **Florida Virtual School Flex Student and Parent Handbook**

2022-23 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 one-stop resource for all your FLVS questions and needs.

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

Sincerely,

FLVS Leadership Team

# FLVS Vision, Mission, Values, Commitment, and Introduction

## 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 Values

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

## Our Commitment

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

## Introduction

Since 1997, FLVS has served students around the state, the country, and the world. FLVS has grown to be one of the largest public Kindergarten through 12<sup>th</sup> grade online providers in the country. Without the support of students and parents like you, reaching this milestone would not have been possible, and for that we thank you!

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

## Student Profile for Success

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

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

expected to work in their courses regularly each week.

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

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

## FLVS Flex Contact Information

Toll Free: 800-374-1430

Phone: 407-513-3587

Fax: 407-513-3480

## Email

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

Florida residents: [info@flvs.net](mailto:info@flvs.net)

Non-Florida residents: [info@flexpointeducation.com](mailto:info@flexpointeducation.com)

## Social Media

Facebook: [facebook.com/FLVS](https://facebook.com/FLVS)

Instagram: [Instagram.com/Florida Virtual School](https://Instagram.com/FloridaVirtualSchool)

Twitter: [twitter.com/FLVS](https://twitter.com/FLVS)

YouTube: [youtube.com/FLVS](https://youtube.com/FLVS)

If you need to contact your teacher or Instructional Leader/Principal directly, you can find his/her contact information on the course announcement page.

## Help Desk Info

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

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

Our Technical Support Help Center is available to 7 days a week and 365 days per year: Monday-Friday 7 a.m.-9 p.m. ET; Saturday-Sunday 9 a.m.-5 p.m. ET:

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

- PHONE: Call Toll FREE 800-374-1430 and select #2 for technical support.

Do you have questions about FLVS?

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

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

## District Organization

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

## Attending an FLVS School – State Requirements

FLVS is a public school. As such, it must adhere to the Florida Statutes that guide public school instruction. Although FLVS serves all students in the state, funding is provided by public tax dollars and FLVS is required to comply with the Florida Department of Education policies. Regardless of whether a student is attending FLVS Flex or FLVS Full Time, Florida laws and policies must be honored. The statutes identified below are incorporated into all FLVS programs. Compliance will be dictated by the district and school of enrollment.

## Student Progress through Mastery Learning

For information on Student Progress through Mastery Learning, please reference [FLVS policy 5440 – Student Progress Through Mastery Learning](#).

## Right to Access FLVS Courses

### Florida Virtual School as a School Choice Option

The Florida School Code establishes FLVS as an educational choice and an acceleration option for parents and students. Approximately two-thirds of FLVS students are public school students. Articulation agreements are in place between FLVS and all school districts to develop a seamless partnership for students.

All Florida 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 visit [Student and Parental Rights and Educational Choices](#) or call 866-644-8475.

## Application and Acceptance into FLVS Programs

The state of Florida provides a variety of school choice options, including programs that give precedent where FLVS may be an option. FLVS is a school of choice for students in the state of Florida. As such, there are compliance requirements depending upon which program is requested. For more information visit [FLDOE K-12 Scholarship Programs](#).

## Placement Priority

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

## FLVS Flex K-12



FLVS Flex is available to students enrolled in home education programs, district public and charter schools, and 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](http://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.

Any student who qualifies for FLVS Flex based on the eligibility statute is automatically accepted into the program. Course requests are filled on an as possible basis. 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 are asked to provide the preferred starting date for the course and every effort is made to meet that request. Students may start in a course on any day of the year, although some restrictions 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 a 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. FLVS Instructional Leadership maintains ultimate discretion over situational deviation from this policy.

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. For more information please reference [F.S.1002.37 - Florida Virtual School](#).

## FLVS Terminology

Specific terms will be used throughout this document to indicate where the accountability lies per Florida Statute.

**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 Instruction** - 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** - 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 following by FLVS policy. Students may also access the course from home as needed.

**Blended Learning Community** - 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.

## FLVS Flex K-12 Exceptional Student Education (ESE)

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

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

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

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

Please note that FLVS does not provide any Access Points of the Florida State Standards which provide modified curriculum and assessment options for students with intellectual disabilities or significant cognitive disabilities. FLVS teachers are unable to make changes to courses or alter the course format to provide such modifications. Placing a student in a lower grade level online course is not a viable option for students in need of modified curriculum and assessment options. Parents are encouraged to discuss Access Point options that are available in the district of record for students with significant cognitive disabilities who need reduced levels of complexity/reduced academic expectations.

## 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.

## 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](mailto: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 [FLEX ESOL Welcome Packet](#) for more information.

## 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. Directions for creating an account are provided here: <https://www.flvs.net/flex/resources/parent-guardian-account>. Lastly, parents/guardians are also responsible for monitoring student work to ensure compliance with Academic Integrity [flvs.net/academic-integrity](https://www.flvs.net/academic-integrity).

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

### Student – Flex K-12

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

### Recommended Elementary Instructional Hours

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

Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, and 3<sup>rd</sup> grade:

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

4<sup>th</sup> and 5<sup>th</sup> grade:

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

### School Principal/Instructional Leader (IL)

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

### 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 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. Since 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.

## 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 and is 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 comprised 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 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 our team encourages students to discuss issues relating to their well-being with parent(s)/guardian(s).

## 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 concept

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

## FLVS Student / Parent Media Release Form

FLVS is proud to promote the success of its students, staff, and programs. FLVS uses many innovative activities to support student learning. To illustrate these innovative activities, we may publish exemplary student stories and work that demonstrate learning in the online environment. These accomplishments may also draw the attention of newspapers, television stations, and other media who visit our learning environments to photograph, film and identify students and staff during various activities. FLVS may also use names, images, and video clips of students in materials such as newsletters, website content and postings to our official social media platforms.

To restrict FLVS from featuring your student, please complete the Media Release Form during the registration process in VSA. If FLVS does not receive this form, your student may be included in highlights. A separate signature form is required for each child enrolled during the VSA registration process.

## Teacher Qualification Information

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

## Letters of Recommendation

Students may request letters of recommendation as needed from teachers. However, the decision to write a letter

of recommendation is at the teacher's discretion.

## Student Support Teams

FLVS also has several support teams that are responsible for helping your student succeed. If your student needs additional support, please contact FLVS at 800-374-1430.

## Student Organizations

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

Visit [flvs.net/myFLVS/get-involved/clubs](https://www.flvs.net/myFLVS/get-involved/clubs) for more information or to join one of the FLVS clubs. When conducted under the name of the school or school district or any class or organization thereof, extracurricular activities shall be under the general supervision of the school authorities. School organizations and activities designed for students shall be approved by the IL/Principal. An instructional 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 Kindergarten-12th grade.

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

## Field Trips / Meet-Ups

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

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

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

## School Holidays

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

## NCAA

FLVS core course curriculum has been approved by [NCAA](#). Elective courses are not approved by NCAA as they are not part of their college entrance requirements. To see NCAA-approved courses, visit the [NCAA website](#) and enter your school information.



## Accreditation

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

## Parent/Guardian Account

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

With your Parent/Guardian Account you will have:

- 24/7 online access to submitted and/or graded assignments and your child's grade book
- Extensive access to teachers (8 a.m. to 8 p.m., Monday through Friday)

If Parent/Guardian would like another adult to have access to the student information, it is the responsibility of the Parent/Guardian to add this information in VSA.

## How to create your Parent/Guardian Account

1. **Student Completes Application:** First, the student must complete the sign-up process at <https://www.flvs.net/flex/resources/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:** We have created a video to demonstrate how to create your Parent/Guardian Account. To view the video, visit <https://www.flvs.net/flex/resources/parent-guardian-account>

## 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](#) - The Flex/Full Time PDF Supplies List is linked [here](#)
- [Middle School Page](#) - The Flex/Full Time PDF Supplies List is linked [here](#)
- [Elementary School Page](#): The Flex PDF Supplies List is linked [here](#)

**\*\*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](https://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.

## Grade Forgiveness Policies

For information on Grade Forgiveness, please reference [FLVS policy 5421 – Grade Forgiveness](#)

## Dedicate a Space for School Materials and Supplies

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

## Meet Your Teacher and Explore Your Virtual School

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

## Course Information at FLVS

### Curriculum and Instruction

FLVS is a public school. As such, it must adhere to the Florida Statutes that guide public school instruction. Although FLVS serves all students in the state, funding is provided by public tax dollars and FLVS is required to comply with the Florida Department of Education (FLDOE) policies. Regardless of whether a student is attending FLVS Flex or FLVS Full Time, Florida laws and policies must be honored. The statutes identified below are incorporated into all FLVS programs. Compliance will be dictated by the district and FLVS is required to teach, and students are required to meet, state curriculum standards as defined by the FLDOE. Florida State Standards establish the core content of the curricula to be taught in the state and specify the core content knowledge and skills that Kindergarten through 12th grade public school students are expected to acquire. 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. Curricular content 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, and foreign language standards.

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

### Course Information

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

## 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. ([S.1003.02, F.S.](#))

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 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 Expectation

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

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

- Defines "PE" as "the development and maintenance of skills related to strength, agility, flexibility, movement, and stamina, including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle; and the development of positive attitudes regarding sound nutrition and physical activity as a component of personal well-being."
- Requires 150 minutes of PE per week for grades Kindergarten-5th.
- Students enrolled in physical education instruction shall be reported through the periodic student membership survey.
- Records of enrollment in physical education instruction shall be audited pursuant to s. 1010.305, F.S.
- Defines those individuals approved to teach PE in grades Kindergarten-5th as instructional personnel defined in section 1012.01(2), F.S., regardless of certification, who are designated by the school principal. This includes classroom teachers, student services personnel, librarians/media specialists, other instructional staff, and paraprofessionals.
- Requires Sunshine State Standards (SSS) for PE to be reviewed and revised during the 2007-08 school year to reflect state-of-the-art philosophy and practice. The revised standards shall emphasize the role of physical education in promoting the knowledge, skills, and attitudes that prepare students to make healthy lifelong nutrition and physical fitness choices.

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

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

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

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

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

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

## Expected Physical Education Program Outcomes

Each school district is responsible for developing a physical education program that stresses physical fitness, encourages healthy, active lifestyles, and encourages all students in prekindergarten-12th grade to participate in physical education. At FLVS we take this responsibility seriously, actively working with our students to ensure that they are meeting the Florida's standards for health and fitness. These standards may be found at:

- [floridastandards.org](http://floridastandards.org)
- [shapeamerica.org/standards/pe](http://shapeamerica.org/standards/pe)

## Benefits of Physical Education

Proper physical education has lifelong benefits.

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

## How to Choose the Right Physical Education Program for You

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

## 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 falls on 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. If the student continues to be inactive, the Lead Teacher 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 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

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.

## Flex Elementary Maximum Course Load

Public school elementary students must work through their certified school counselor when requesting courses to ensure they are academically appropriate. Students are able to 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 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.

## Minimum Length of Courses

Another aspect of the FLVS commitment to student learning is the seat-time policy for each segment of every course. 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. 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.

## 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.

## 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.

## 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 on a student's transcript. 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.

## 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.net/academic-integrity](https://flvs.net/academic-integrity).

## 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 at the discretion of their instructor. A student who does not complete and pass (60 percent or higher) every DBA is not eligible for course credit. Depending on the



grade level, DBAs are varied throughout the course and/or FLVS program. ESOL students receive certain accommodations in class and in DBAs, including extra time on DBAs, use of a heritage language dictionary, and access to online translation tools. However, 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 FLDOE website ([fcit.fldoe.org/eoc](http://fcit.fldoe.org/eoc)).

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

## End-of-Course Assessments

During the 2010 legislative session, Governor Crist authorized the implementation of EOC Assessments in several courses. All public school and charter school students are required to take these assessments when instructed by their districts. Exact dates are determined by your school district of residence.

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

[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.

## Transcript Request

### Unofficial FLVS Transcript

You may access your FLVS transcript in the following way:

- Log in to your account
- Click on the "Student Records" link in the navigation bar.
- Click on the "Cumulative Academic Report" link.
- Click on the link in the middle of the page that reads "Print Unofficial Transcript."
- Flex Elementary transcript requests are sent to school counselors. Then the Flex Elementary leadership team forwards to the requesting party.

### Official Cumulative FLVS Transcript

Students may request an Official Cumulative FLVS Transcript at any time. For information on how, visit

### The Transcript Includes:

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

### Requests for Official Transcripts Procedure Fees:

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

## Final Grade Report

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

## Study Tools at FLVS

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

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

## Computer Requirements, Specifications

### Technology

A virtual school requires the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use the Florida Virtual School Student Information System and Learning Management System as well as the Internet to communicate and share information. Hardware and software requirements for accessing your Student Information System and your Learning Management System can be met by using your family's personal computer, a computer in a public library, or any other computer as long as the equipment used meets the 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](#) 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](https://mozilla.com/firefox) to download) or Google Chrome (visit [www.google.com/chrome](http://www.google.com/chrome) or Safari (visit <http://www.apple.com/safari/download> to download)
- Students need a method to save work to a portable medium (USB drive, Zip file, CD)
- Audio: Sound card with speakers and microphone or headset

### Macintosh Requirements

- MacOS (10.8) or higher
- High Speed such as Cable or DSL (Using dial-up is possible but you may experience performance issues with certain course features)
- Microsoft Office, Open Office, or Google Docs (Some Business courses require Microsoft Office which will be notated within course registration)
- Students need a method to save work to a portable medium (USB drive, Zip file, CD)
- 256 MB Ram
- Minimum of 10 gigabytes free HDD space
- 12x CD ROM (CD/DVD Recommended)
- Display setting 1024x768 resolution
- Printer access required
- Firefox (visit [mozilla.com/firefox](https://mozilla.com/firefox) to download) or Safari (visit <http://www.apple.com/safari/download> to download) or Google Chrome (visit [www.google.com/chrome](http://www.google.com/chrome))
- Audio: Speakers and microphone or headset

If you have questions or need assistance, please visit [help.flvs.net](http://help.flvs.net).

## Communication Requirements

It is FLVS policy 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.

## Emergency Plans

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

Please note that the FLVS Virtual Learning Center (VLC) and our teachers may be located in places where conditions are different from those in the student's location. Such services may be occasionally interrupted when school operations are running as usual or vice versa. Even if the VLC closes due to hazardous weather or other emergencies, students not impacted should continue working in their courses.



## Enrollment

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

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

## Enrollment of Students Expelled from Another School Pre-Expulsion

If a district has found probable cause for an expulsion but has offered the student an alternative program, FLVS may be utilized as a solution for providing instruction for said 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 school district if the student has experienced a previous school expulsion. FS 1006.07 require each student at the time of initial registration for school in the school district to note previous school expulsions, 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 or dismissal of a student by any in-state or out-of-state public district school board or private school, or lab school, for an act which would have been grounds for expulsion according to the receiving district school board's code of student conduct, in accordance with the following procedures:

1. A final order of expulsion shall be recorded in the records of the receiving school district.
2. The expelled student applying for admission to the receiving school district shall be advised of the final order of expulsion.
3. The district school superintendent or CEO of the receiving school district may recommend to the district school board that the final order of expulsion be waived and the student be admitted to the school district, or that the final order of expulsion be honored and the student not be admitted to the school district. If the student is admitted by the district school board, with or without the recommendation of the district school superintendent, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district pursuant to s. 1012.584(4), when appropriate, at the direction of the district school board

## FLVS Expulsion Policy

If a student has been expelled from a public school, the Superintendent of the district may request that the student be enrolled with FLVS **prior to the student registering**. All requests should be made to the FLVS Regional Counselor and approved by the Director of Instruction. FLVS requires expulsion documents. FLVS reserves the right to deny enrollment depending upon the nature of the misconduct that resulted in the student being expelled.

## Homeschool Verification Form

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

## Eligibility, Residency, and Age

### Initial Entry Requirements

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 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 FLDOE website, [Florida Virtual School](#). Students may enroll by going to [www.flvs.net](http://www.flvs.net).

## Geographic Limitations

Students shall be considered Florida students and thus qualify for free access to FLVS courses if any of the following criteria are met:

- Be enrolled in a Florida public/charter school, or
- Be enrolled and in good standing as a homeschool student with a Florida public school district, or
- Be enrolled in an affiliated Florida private school and whose legal guardian is a representative of the school or a Florida resident, or
- Be 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 does also request 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 to only display the last four digits.

### Other Documentation

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 are required to 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 speaks 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 Plan must be submitted directly to FLVS by the student/family.
- **Military orders:** If you are enrolling your student under the exception for children of U.S. Armed Forces, families must maintain Florida residency or provide appropriate military documentation, if requested.

## Educational Opportunity for Military Children

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

***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 based on the information contained below.***

## Proof of Residency (POR) - Florida Students

Proof of residency is a state requirement for homeschool/private school students enrolled in FLVS Flex courses. Students will need to 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 have 30 days to upload your proof of residency document for verification, to avoid being withdrawn. Please note that final grades will not be issued without proof of residency being verified if the course is being completed within that 30-day timeframe. 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](mailto:POR@flvs.net) to further discuss.

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

## **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.

FLVS will provide access of a student's records to the parent of any student who is enrolled in our program after the student turns 18 years of age. Students 18 years or older may submit a formal request specifically directing FLVS to restrict his/her parent's access. Should a student choose to invoke that right, the parent would then need to provide their tax return evidencing the student is a current dependent to gain access back to the student's records.

## Non-Discrimination Statement

FLVS is committed to educational and workplace equality. FLVS shall admit students to district schoolhouses and programs without regard to race, color, religion, age, sex, national origin, gender identity, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law (F.S. 1003.21, sections 1002.2(7), 760.01, 1000.05, 1001.41, 1001.43, and 1003.21).

- All activities, curricular and extracurricular, which are sponsored by FLVS shall evidence respect for the individual student. Every reasonable attempt shall be made to ensure that activities do not disparage or offend any student because of race, color, religion, age, sex, national origin, marital status, disability, language spoken, homelessness, or any other reason prohibited by law. It is the responsibility of the school principal to monitor all school activities for compliance.
- It is recognized that opinions differ concerning appropriateness of school activities. Occasionally, an individual or group may find an activity in conflict with the views of such individual or group. The following procedures have been established to provide a means for receiving, considering, and responding to written complaints regarding activities sponsored by the FLVS school district:
  - All complaints must be immediately presented to the Principal/IL and will include the precise nature of the objection. In the event the complaint is against the Principal/IL or other employee, the complaint shall be presented to the designated FLVS Equal Opportunity Officer, 407-513-3550. All complaints will be handled promptly, and an efficient and timely investigation will take place, in accordance with applicable Board policies and FLVS rules and regulations.
  - When a complaint is received by a Principal/IL, he/she will acknowledge the receipt of the complaint and answer any questions regarding procedure. The Principal/IL will then notify the administrators and/or teachers involved and collect information related to the complaint. After reviewing this information in comparison with all applicable nondiscrimination laws, he/she will forward all information and recommendation to the Senior Manager of Professional Standards for student-on-student related incidents. If the allegation involves an employee, the Principal/IL will forward all information to Professional Standards. The complainant may request that an additional review be conducted by the FLVS Equal Opportunity Officer, 407-513-3550.
  - During the investigation, the FLVS Equal Opportunity Officer shall consider the educational philosophy of the school district, the professional opinions of competent authority, and the individual school's stated objectives in using the activity, and the objectives of the complainant and applicable laws and regulations.

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

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

## Zero Tolerance for School-Related Violent Crime

Florida Virtual School, in accordance with state statute, Section 1006.13 F.S., has developed a Zero Tolerance Policy, which can be found in the FLVS Code of Conduct published on our website at <https://www.flvs.net/about/instruction/policies>. The intent of this policy is to minimize the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent crime from any further victimization.

## Student Emotional and Physical Safety

## Required Training for School Staff

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

## Child Abuse Reporting Policy

The Child Abuse Reporting Policy is available at <https://www.flvs.net/about/ethical-conduct-for-flvs-employees>. For questions about this policy, contact [info@flvs.net](mailto:info@flvs.net). All members of school staff are expected to complete the training at least once every school year. The school leadership tracks and ensures all staff completion of these trainings, and team members who do not complete the course in the required time frame may be subject to disciplinary action in accordance with FLVS employment policies.

In addition, FLVS recognizes the importance of mental wellness. Pursuant to section (s.) 1012.584, Florida Statutes (F.S.), 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.

FLVS believes that it is of the utmost importance that our faculty and staff are trained to respond to students and situations which require immediate action to ensure that safety and well-being of our students and our communities. Mental Health professionals are on staff to assist students in families cope with social, emotional, and mental health needs. For more information contact [studentservices@flvs.net](mailto:studentservices@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](http://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 will provide access to suicide prevention educational resources to all instructional and administrative staff as part of FLVS's professional development program. The suicide educational resources will include material approved by the Statewide Office for Suicide Prevention, the Florida Suicide Prevention Coalition, and the Coordinated School Health Resource Center. FLVS's Student Services personnel will be responsible for providing suicide prevention, awareness, and screening training and resources to students and staff.

All FLVS school personnel should be alert to signs of suicide ideation and to students who threaten or attempt suicide. Suicide ideation is the process of fantasizing, planning, practicing, and motivating oneself to commit suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. Families, community members, and students are encouraged to report any such signs to the principal/instructional leader.

Professional development training in youth suicide prevention shall be provided to Student Services personnel, administration, and instructional staff. Further, additional professional development training regarding risk assessment and intervention shall be provided to mental health counselors, school counselors, psychologists, and



school social workers.

## **Youth Suicide Awareness, Prevention, and Screening**

### **A. Training**

Two hours of continuing education training will be provided in the area of youth suicide awareness, prevention, and screening, utilizing training materials from the list approved by the Florida Department of Education (FLDOE). Instruction about how to identify appropriate mental health services and how to refer youth and their families to those services shall be included in the program. The training shall be included in the existing continuing education or in-service training requirements for instructional personnel.

### **B. Suicide Prevention Certified Schools**

Any FLVS school that meets the following requirements shall be considered a Suicide Prevention Certified School under Florida law:

0. All instructional personnel at the school have participated in the two (2) hours of youth suicide awareness, prevention, and screening training; and
1. The school has at least two (2) school-based staff members certified or otherwise deemed competent in the use of a suicide screening instrument approved by the FLDOE and has a policy to use such suicide risk screening instrument to evaluate a student's risk before requesting the initiation of, or initiating, an involuntary examination due to concerns about the student's suicide risk.

The President and Chief Executive Officer (CEO) will notify the FLDOE of all schools qualifying for this designation. Each school shall also post on its own website whether it is a Suicide Prevention Certified School, and FLVS shall post on its website a list of the Suicide Prevention Certified Schools.

## **Student Assistance Programs**

The FLVS Board of Trustees has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies, in order to continuously promote the safety and well-being of both staff and students and to maintain an environment conducive to learning.

FLVS seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of severe, immoral, or illegal behavior. Social Emotional and Mental Health programs have been established to promote healthy and productive living. Discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, FLVS recognizes that students may experience difficulties that educational programs and sound discipline may not prevent and that other forms of assistance may be available through FLVS.

The President and Chief Executive Officer (CEO) is authorized to establish assistance programs for students which provide for effective intervention in areas such as substance abuse, mental health, crisis situations, and other situations which have an impact on students' emotional, mental, and/or social well-being and affect their ability to benefit from educational experiences. Administrative procedures are to be prepared which will ensure that:

- a. the rights of both parents and students are protected;
- b. a Threat Assessment Team is established, which is chaired by the FLVS School Safety Specialist and includes administrators, instructional staff school counselors, student services personnel and law enforcement;
- c. staff members are properly trained and skilled for their roles and participate in ways that comply with their certification or licensing and job description as well as with FLVS policies and administrative procedures; and
- d. outside community resources and agencies are properly certified or licensed to provide services and have a history of effective assistance.

## **Parental-Married Status of Students**

For information on Parental-Married Status of Students, please reference [FLVS policy 5751 – Parental-Married Status of Students](#).

## Parent Rights

The Legislature finds that it is a fundamental right of parents to direct the upbringing, education, and care of their minor children. The Legislature further finds that important information relating to a minor child should not be withheld, either inadvertently or purposefully, from his or her parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district. All parental rights are reserved to the parent of a minor child in this state without obstruction or interference from the state, any of its political subdivisions, any other governmental entity, or any other institution, including, but not limited to, all the following rights of a parent of a minor child in this state:

- a. The right to direct the education and care of his/her minor child.
- b. The right to direct the upbringing and the moral or religious training of his/her minor child.
- c. The right, pursuant to s. 1002.20(2)(b) and (6), to apply to enroll his/her minor child in a public school or, as an alternative to public education, a private school, including areligious school, a home education program, or other available options, as authorized by law.
- d. The right, pursuant to s. 1002.20(13), to access and review all school records relating to his/her minor child.
- e. The right to make health care decisions for his/her minor child, unless otherwise prohibited by law.
- f. The right to access and review all medical records of his/her minor child, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released.
- g. The right to consent in writing before a biometric scan of his/her minor child is made, shared, or stored.
- h. The right to consent in writing before any record of his/her minor child's blood or deoxyribonucleic acid (DNA) is created, stored, or shared, except as required by general law or authorized pursuant to a court order.
- i. The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of his/her minor child unless such recording is made during or as part of a court proceeding or is made as part of a forensic interview in a criminal or Department of Children and Families investigation or is to be used solely for the following:
  1. A safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
  2. A purpose related to a legitimate academic or extracurricular activity.
  3. A purpose related to regular classroom instructions.
  4. Security or surveillance of buildings or grounds

## FLVS Privacy

### FERPA – Family Educational Rights and Privacy Act

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

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

FLVS provides 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.

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

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

FERPA maintains some exceptions that allow the release of Personally Identifying Information (PII) to partner researcher organizations, for the purpose of improving instruction, without express consent. In some instances, FLVS will partner with research institutions and enter into agreements under FERPA's Studies Exception [see 20 U.S.C. 1232g(b)(1)(F) and 99.31(a)(6)]. Any researchers with access to PII via the Studies Exception enter into a written agreement with FLVS and are also required to clear Level 2 background screening

(fingerprinting/criminal history) in accordance with state legislation [see 1012.465, F.S., 1012.467, F.S., 1012.468 F.S.].

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

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

## Statistical Information

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

## Security Information

All the data 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!

## Cookies

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

## Student Records

### Improper Use of School Records

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

### Legal Name of Student

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

### The Permanent Cumulative Pupil Record

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

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

### Person Standing in Loco Parentis to Student



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

## Access to Student Records

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

In cases where a parent does not have custody, the Instructional Leader/Principal shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with evidence that there is a legally-binding instrument or court order which provides to the contrary. If any adult other than the parent/guardian requests to access the student grades and coursework, then it is the responsibility of the custodial parent/guardian to add the information to VSA.

## Right to Contest the Contents of Student Records

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

## Release of Student Discipline Records

In accordance with FERPA and the federal regulations issued pursuant to FERPA, an agency, as defined in s. 1002.22, or a public school, center, institution, or other entity that is part of Florida's education system under s. 1000.04(1), (3), or (4) may release a student's education records without written consent of the student or parent to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. The purpose of such an agreement and information sharing is to reduce juvenile crime, especially motor vehicle theft, by promoting cooperation and collaboration and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out of-school suspensions and expulsions, which provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions and that support students in successfully completing their education.

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

## FLVS Code of Conduct

### FLVS Student Conduct Philosophy

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

The FLVS school district believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment. All FLVS students are expected to follow the expectations of the student code of conduct. Disciplinary responses outlined in the code of conduct will apply to FLVS Full-Time students as FLVS is the school/district of record for these students. For Flex students, disciplinary response may include but is not limited to withdrawal from current course(s) and/or the inability to register for new FLVS courses for a period of time.

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

## FLVS Code of Conduct Overview

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

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

## FLVS and Investigations Involving Students

For information on Investigations Involving Students, please reference [FLVS policy 5540 – The Schools Investigations Involving Students](#).

## Student Standards for Participation in Interscholastic and Intrasccholastic Extracurricular Student Activities (Craig Dickinson Act)

Interscholastic extracurricular student activities are an important complement to the academic curriculum. Participation in a comprehensive extracurricular and academic program contributes to student development of the social and intellectual skills necessary to become a well-rounded adult. Please see [F.S.1006.15 - Craig Dickinson Act](#) for more details.

### Home Education Student Eligibility

A home education student is eligible to participate in the interscholastic extracurricular activities at the public school that he/she would be assigned to attend based on a district's attendance area policies and meets the requirements of the home education program described in [F.S.1002.41 - Home education programs](#). Any public school or nonpublic school student who has been unable to maintain academic eligibility for participation in interscholastic extracurricular activities is ineligible to participate as a home education student until the student has successfully completed one grading period in home education, fulfilling the requirements for interscholastic extracurricular eligibility, [F.S.1006.15 - Craig Dickinson Act](#), to become eligible to participate as a home education student.

### Student Athlete Eligibility

The term "eligible to participate" is defined to include student participating in tryouts, off-season conditioning, summer workouts, preseason conditioning, in-season practice, or contests. Term does not mean student must be placed on any specific team. Technical changes to homeschool, and charter school student participation can be found at [F.S.1002.31 - Controlled open enrollment; Public school parental choice](#).

In order to participate in interscholastic, extracurricular student activities, per [F.S.1002.3105\(5\) - ACCEL](#) or [F.S.1003.4282 - Requirements for a standard high school diploma](#). A student must:

- maintain a cumulative GPA of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by statute for high school graduation [F.S.1002.3105\(5\) - ACCEL](#) or [F.S.1003.4282 - Requirements for a standard high school diploma](#).
- must fulfill the requirements of an academic performance contract between the student, the district school board, the appropriate governing association, and the student's parents. If the student's cumulative GPA falls below 2.0, or its equivalent, on a 4.0 scale in courses required for high school graduation specified in the above statute, then at a minimum, the contract must require that the student attend summer school, or its grade equivalent, between grades 9 and 10 or grades 10 and 11, as necessary.
- must have a cumulative GPA of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required for high school graduation, specified in [F.S.1002.3105\(5\) - ACCEL](#), or [F.S.1003.4282 - Requirements for a standard high school diploma](#) during his/her junior or senior year.

- must maintain satisfactory conduct, including adherence to appropriate dress and other codes of student conduct policies described in [F.S.1006.07 - District school board duties relating to student discipline and school safety](#). If a student is convicted of, or is found to have committed, a felony or a delinquent act that would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities is contingent upon established and published district school board policy.

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 paragraph (a) (see [Policy 16.3.5.1 Requirements for Participation](#)).

For specifics related to this statute, visit [F.S.1006.15 - Craig Dickinson Act](#).

## Appendix A: Refund Request Form

### Clubs and Activities Kindergarten-12 (FLVS Flex and FLVS Full Time)

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

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

Club Sponsor/Instructor/IL signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activities Coordinator signature: \_\_\_\_\_ Date: \_\_\_\_\_

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