



CALHOUN COUNTY
SCHOOL DISTRICT

Virtual Instruction Program

2017-2018

Policies & Procedures

Ralph Yoder

Superintendent of Schools

Approved by the Calhoun County School Board

July 13, 2017

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practice conducted by this School District, except as provided by law. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

CALHOUN COUNTY VIRTUAL INSTRUCTION PROGRAM

POLICIES & PROCEDURES

2017-2018

STUDENT ELIGIBILITY

Calhoun County School District provides students with the option of participating in virtual instructional programs. The school district virtual program shall consist of the following:

- Full-time and part-time virtual instruction for students in grades K-12;
- Full-time or part-time virtual instruction for students enrolled in dropout prevention and academic intervention programs under s. 1003.53, Department of Juvenile Justice programs under s. 1003.52, core-curricula courses to meet class size requirements under s. 1003.03, or Florida College System institutions.

A **full-time** virtual school student is defined as one who spends the majority of their time in the virtual school. There may be times when a full-time virtual student comes on to the local campus to take courses.

A **part-time** student is defined as one who spends the majority of their time on the local campus but takes some classes virtually.

Virtual Instruction Provider Options for Calhoun County Students

Provider	Grades	Full-Time	Part-time
K-12/FuelEd	K-12	X	X
Florida Virtual School	K-12	X	X
FLVS Franchise through PAEC	6-12	X	X
Calhoun County Virtual School	6-12	X	X

Student Eligibility Requirements

All students, including home education and private school students, are eligible to participate in any of the following virtual instruction options for which this eligibility section applies include:

- School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs
- Full-time virtual charter school instruction authorized under s. 1002.33 to students within the school district or to students in other school districts throughout the state pursuant to s. 1002.31. 5961
- Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state pursuant to s.1003.498.
- Florida Virtual School instructional services authorized under s. 1002.37.

ENROLLMENT IN THE CALHOUN VIRTUAL INSTRUCTION PROGRAM

_____Parent's Initial Enrollment in the Full-Time Calhoun Virtual Instruction Program is available before the start of each semester. Student/parent should complete the enrollment packet and submit it to the Special Programs Office. Students who plan to attend the Full-Time Calhoun Instructional Program can enter the program during an open enrollment period.

Students are required to complete courses within the parameters of the Calhoun County School Calendar.

Once a student has entered the Calhoun Virtual Instruction Program, they are no longer a student at any of the local brick and mortar schools. Students will have up to 5 days into the semester in which to withdraw from the program. If students continue in the virtual program after the 5 day drop option, they will not be allowed to return to the local district school and must remain in the virtual instruction program until the end of the semester. Individual Education Plan teams will determine the appropriate placement for students with disabilities. (See Attachment A)



ENROLLMENT PERIODS

Start Date	Primary Registration Window
August 10, 2017	March 27-August 4, 2017
January 8, 2018	November 6-January 8, 2018

Flyers are sent home to parents with the 3rd grading period report card outlining virtual enrollment options and enrollment dates. Parents interested in choosing this educational option for their student can apply during the enrollment windows. Flyers are also posted on the district website.

CURRICULUM

Curriculum for all students enrolled in the Calhoun County Virtual Instruction Program is governed by the district Student Progression Plan; <http://calhounflschools.org/curriculum-and-instruction>. Curriculum is aligned to the Florida Standards and/or Next Generation Sunshine State Standards for each grade level and subject.

REQUIREMENTS FOR TESTING

_____ Parent's Initial

All courses include meaningful assessments of student learning. Teachers are in regular contact with all students. Periodically, standardized testing and academic interventions require students to attend face-to-face activities. Teachers may exercise the option of having students take face to face proctored assignments and exams to ensure fidelity. Students are expected to actively participate in all courses on a weekly basis in order to maintain educational integrity.

In addition to the virtual school assessments, full time students are required to take state assessments to meet promotion and graduation standards so that their learning can be compared to students statewide. These assessments include, but are not limited to Florida Assessments and End of Course Assessments. **All statewide assessments will be taken at the school in the student's district, at another school in the district, or at a location established by the district.**

PROMOTION/RETENTION

All students who choose to participate in Calhoun Virtual Instruction Program are governed to the district Student Progression Plan; the plan may be reviewed at: <http://calhounflschools.org/curriculum-and-instruction>. Students must meet all of the local and state requirements for promotion, retention, and good cause exemptions.



ATTENDANCE

_____ Parent's Initial

All students enrolled in a virtual school program are subject to compulsory attendance requirements of s 1003.21 Florida Statues. The Calhoun Virtual Instructional Program offers a true distance learning experience that does not require seat time as in a traditional classroom.

Students are considered truant if there is no participation in the online courses for more than one week without prior approval and will be reported as truant to the proper authorities. Students who have not worked in a course for 4 weeks will be dropped from that course without prior notice. Middle school and high school students will typically spend 5-6 hours daily on coursework and homework.

INSTRUCTORS

All online courses are taught by in-field/highly qualified teachers who are certified to teach in Florida. Students are assigned an instructor for each course. Instructors are available via web conference, email, or telephone. Support services are available to all students through the virtual instruction provider.

All Calhoun Virtual Instruction Program teachers have met all required background screening and certification requirements. The Assistant Superintendent reviews each teacher's background screening and certification credentials. Each teacher's background screening and a copy of their Florida Teaching Certificate is kept on file at the District Office.

CALHOUN VIRTUAL INSTRUCTION PROGRAM ALTERNATIVE PLACEMENT

Students may choose to attend the Calhoun Virtual Instruction Program in lieu of CARE. However, a student who attends Calhoun Virtual School instead of CARE must serve their time at CARE before returning to their home school. Students attending Calhoun Virtual School as an alternative to CARE will not be allowed to participate in interscholastic/extracurricular activities or other student functions in their home school such as, but not limited to, graduation exercises, senior trip, prom, pep rallies, sports, marching band, clubs, etc. Students may be allowed to attend school events open to the public not occurring during school hours unless that privilege has been revoked.

EXTRACURRICULAR ACTIVITIES

_____ Parent's Initial
A student who has chosen to be enrolled in the Calhoun Virtual School is no longer associated with a brick and mortar school. Students enrolled in Calhoun Virtual School may participate in interscholastic extracurricular activities. Interscholastic extracurricular activities are school-authorized, athletic or education-related activities for students that occur during or outside of the regular instructional school day. Such activities include athletics, marching band, chorus, and academic clubs. Students must meet specific academic and conduct requirements during the period of participation, must meet any additional requirements set by the school, must meet the same residency requirements as other students in the school at which he or she participates, and must have the same standards of acceptance, behavior, and performance that are required of other students in extracurricular activities. The student must register his or her intent to participate in interscholastic activities with the school before the beginning date of the season for the activity in which he or she wishes to participate. **Activities such as prom and Sr. Trip are not considered interscholastic extracurricular activities. Calhoun Virtual School does not publish the pictures of seniors.**

GRADUATION

_____ Parent's Initial
Calhoun Virtual School awards a high school diploma that can be used for entry into a university, community college, vocational school, or the military. The diploma will read graduate of Calhoun Virtual School.

The following options are available to students who graduate from the Calhoun Virtual Instruction Program

1. Walk in graduation exercises through the Calhoun Alternative Education Program;
2. Receive their diploma and forego graduation exercises.

Students who complete their 12th grade year at Calhoun Virtual School in lieu of CARE will not be eligible to participate in graduation exercises at their home school.

USE OF TECHNOLOGY F.S. 1002.45(10)(d)

If requested, Calhoun County School District can provide a computer, computer monitor, printer and/or reimbursement for Internet services to qualified students who do not have computer or Internet access in his or her home. Students requesting the use of technology must qualify for free or reduced-priced school lunches under the National School Lunch Act, or on the direct certification list.

If issued equipment, it is the responsibility of the parent/guardian to return all equipment undamaged. If the equipment is damaged, the parent **WILL** be held financially responsible for the repair and/or replacement. The parent is also responsible for monitoring their child's access to appropriate content on the Internet. Students and parents are required to sign **Calhoun County School District Student Internet Use/Access Permission Form (Attachment B)**

Reimbursement for internet services will be given at a rate of \$21.95 per month. In order to receive reimbursement, parents will be required to submit a signed and dated invoice with a copy of the internet bill showing the parent's name and address. The invoice must be turned in to the Special Programs Office by the 2nd day of each month in order for reimbursement to be approved by the School Board. The internet reimbursement is only available for August through May. **The school district does not offer the stipend for the summer months. (Attachment C)**

ACADEMIC INTEGRITY

_____ Parent's Initial
Calhoun County Virtual Instruction Program expects a full commitment to academic integrity from each student.

Academic Integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.

***It is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation. Any person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.**

PARENT INVOLVEMENT

As the parent, you will continue to receive updates and information about your child's progress. We strongly feel that a parent's involvement in a child's education is critical. Virtual education teachers provide frequent online reports for parents. Parents can always see how their child is performing. **The parents or a responsible adult must be available to assist the student as a learning coach.** The learning coach is an adult who can monitor and assist the student with the online instruction.

VIP CONTRACTS

All VIP contracts will comply with district policies and the requirements of **s. 1002.45 F.S.**

Each contract with an approved provider must at minimum:

- Set forth a detailed curriculum plan that illustrates how students will be provided services and be measured for attainment of proficiency in the Next Generation Sunshine State Standards for each grade level and subject.
- Provide a method for determining that a student has satisfied the requirements for graduation in **s. 1002.3105(5), s. 1003.4281, or s. 1003.4282** if the contract is for the provision of a full-time virtual instruction program to students in grades 9 through 12.
- Specify a method for resolving conflicts among the parties.
- Specify authorized reasons for termination of the contract.
- Require the approved provider to be responsible for all debts of the virtual instruction program if the contract is not renewed or is terminated.
- Require the approved provider to maintain significant amounts of education data to support the VIP administration and to meet District reporting needs for compliance with State funding, information, and accountability requirements in State law. **(State of Florida Auditor General Report 2016-088, Finding 2)**
- Specify a method to implement, maintain, and use appropriate, administrative, technical, or physical security measures to the full extent required by Federal law at a minimum to maintain the confidentiality of education records and protect the confidentiality, availability, and integrity of critical and sensitive education data. **(State of Florida Auditor General Report 2016-088, Finding 2)**

The Assistant Superintendent and Director of Finance will monitor each provider's compliance with contract terms and quality of instruction to include confirmation or verification that the VIP provider: **(State of Florida Auditor General Report 2016-088, Finding 2)**

- Protected the confidentiality of student records.
- Supplied students with necessary instructional materials.
- Maintained data to support the District's reporting needs for compliance with State funding, information, and accountability requirements in State law.

The Assistant Superintendent will also review and document the established student-teacher ratios, provided in the VIP contract to determine the reasonableness of the ratios. **(State of Florida Auditor General Report 2016-088, Finding 2)**



CALHOUN COUNTY VIRTUAL INSTRUCTIONAL PROGRAM CONTACTS
Roles and Responsibilities

Name	Title	Contact Information	Email	Roles and Responsibilities
Ralph Yoder	Superintendent of Schools	850-674-5927	ralph.yoder@calhounflschools.org	Superintendent of Schools
Vicki Davis	Assistant Superintendent	850-674-8733 ext 33	vicki.davis@calhounflschools.org	Administrator for Virtual Instruction Programs Reviews: -Provider Contracts -Teacher Background Screenings -Teacher Certification -Review/Approves Student Enrollment -Handles Parent Complaints
Tracie Taylor	Director of Curriculum and Instruction	850-674-8734 ext 232	tracie.taylor@calhounflschools.org	Ensures Curriculum is aligned to state standards
Elaine Barber	Director of Finance	850-674-8123 ext 24	elaine.barber@calhounflschools.org	Reviews Provider Contracts to ensure compliance
Robin Richards	District Reading Coach; MTSS	850-674-8734 ext 230	robin.richards@calhounflschools.org	Provides MTSS support as needed
Renee Harrell	Administrative Assistant	850-674-8734 ext 221	renee.harrell@calhounflschools.org	Coordinates Student Services and Technology Resources
Beth Newsome	Student Records Assistant	850-674-8734 ext 222	beth.newsome@calhounflschools.org	Maintains and reviews students records
Amy Calhoun	Student Records Clerk	850-674-8734 ext 224	amy.calhoun@calhounflschools.org	Enrolls students in District Student Management System Enters Final Grades
Alice Marshall	Virtual School Teacher	850-674-8734 ext 237	alice.marshall@calhounflschools.org	-Provides parents and students with individual one-on-one assistant and help as needed and requested -Enrolls ALC & DVS students in program software -Assists ALC & DVS teachers with technical issues as needed.

Attachment A

**CALHOUN VIRTUAL INSTRUCTION PROGRAM PARTICIPANT
AGREEMENT/ENROLLMENT FORM**

Calhoun Virtual Instruction Program offers two start dates for the 2017-2018 school year. Submission of materials does not guarantee acceptance. All materials will be reviewed and eligibility confirmed. Notification of acceptance will be emailed to the parent/guardian at the email address provided below.

Indicate your preferred start date:

Select Start Date	Start Date	Primary Registration Window
<input type="checkbox"/>	August 10, 2017	March 27-August 4, 2017
<input type="checkbox"/>	January 8, 2018	November 6, 2016-January 8, 2018

Please indicate the provider that you intend to enroll with:

- K-12/FuelEd (Grades K-12)
- PAEC Franchise for FLVS (Grades 6-12)
- FLVS (Grades K-12)
- Calhoun Virtual School (Grades 6-12)

Enrollment in the Calhoun Virtual Instruction Program is a commitment by both the student and family. Failure to meet program requirements may jeopardize eligibility for the following year. By signing below, you are indicating your knowledge of the commitment necessary and your agreement with the program policies and expectations.

Student Name	Current Grade Level	Date
Parent/Guardian Name	Parent/Guardian Signature	
Parent/Guardian Email	Parent Address	Phone #

Students will have up to 5 days into the semester to withdraw from the virtual program. If a student withdraws from Calhoun County Virtual School within the 5 days, they will be required to return to the traditional school setting.

***If enrolling more than one student, this agreement MUST be signed and submitted for each child.**

Attachment B

**CALHOUN VIRTUAL INSTRUCTIONAL PROGRAM
STUDENT INTERNET USE/ACCESS PERMISSION FORM**

Student's Name _____ Grade _____

STUDENT/PARENT AGREEMENT

I understand that Internet access and use of these resources are designed solely for educational purposes. Calhoun County Schools take reasonable precautions to supervise Internet usage by students. I have read and understand the **CALHOUN COUNTY SCHOOLS NETWORK/ INTERNET ACCEPTABLE USE POLICY** printed on the reverse side of this form.

PARENTAL CONSENT

As a parent or guardian, I understand that Network/Internet access is designed for educational purposes. I also recognize it is impossible for the School Board of Calhoun County to restrict access to all controversial materials and I will not hold the Board or its employees responsible for materials acquired on the network or Internet.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA) allows Calhoun County Schools to disclose appropriately designated directory information without written consent unless the parent has advised the school's principal in writing to the contrary. From time to time directory information is used on school and district websites. Examples of directory information that may be used on school or district websites could be a picture of your child participating in a school event or activity, your child's creative efforts such as story or artwork, or honor roll list. Directory information is generally not considered harmful or an invasion of privacy if released. You must notify your child's school principal in writing within thirty (30) calendar days after receipt of this notice if you do not want Calhoun County Schools to disclose directory information without your prior written consent.

BASIC INTERNET ACCESS

I hereby consent for my child to use the Calhoun County Schools' Network/Internet services. I also consent for use of directory information when related to an activity or an academic assignment with Calhoun County Schools, in accordance with the Family Educational and Privacy Rights Act, 20 USC §1232g.

Parent/Guardian Signature

Date

Student Signature

Date

Attachment C

CALHOUN VIRTUAL INSTRUCTIONAL PROGRAM REQUEST FOR TECHNOLOGY

Section 1002.45 (3)(d), of the Florida Statutes states that each virtual instruction program operated or contracted by a school district must provide “each full-time student enrolled in the program who qualifies for free or reduced-price school lunches under the national School Lunch Act, or who is on the direct certification list, and who does not have a computer or Internet access in his or her home:

1. All equipment necessary for participants in the virtual instructional program, including, but not limited to, a computer, computer monitor, and printer; and
2. Access to reimbursement for all Internet services necessary for online delivery of instruction.”

Households requesting the equipment and/or Internet reimbursement must complete the information below and submit with registration materials.

Does your home have Internet access? Yes No

Does your home have a working computer? Yes No

Does your child qualify for the free/reduced lunch program? Yes No

On behalf of my student, I am requesting (Check all that apply):

- Computer, monitor, and printer**
- Internet stipend (\$21.95 per month)**

If issued equipment, it is the responsibility of the parent/guardian to return all equipment undamaged. If the equipment is damaged, parent WILL be held financially responsible for the repair and/or replacement. **By signing below, I accept responsibility for monitoring my child’s access to appropriate content on the Internet and will return all issued equipment to Calhoun County Schools undamaged when my student’s enrollment ends.** I understand that I will be financially responsible for any damage to the equipment issued to my student.

Internet reimbursement will be denied if the student is not logging on and completing assignments as outlined by the provider.

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date

***This request will be reviewed to determine eligibility for equipment and/or Internet services.**

EQUIPMENT DAMAGE/REPLACEMENT SCHEDULE

Central Processing Unit	\$700
Monitor	\$150
Keyboard	\$75
Mouse	\$25
Power Cord	\$50
Speakers	\$25
Printer	\$150

CALHOUN COUNTY VIRTUAL INSTRUCTION PROGRAM

POLICIES & PROCEDURES

2017-2018

I have read and understand the Calhoun Virtual Instructional Program Policies & Procedures.

Parent Signature

Date