

Okeechobee Virtual Instruction Programs 2016 - 2017



Policies and Procedures

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Okeechobee Virtual Instruction Programs

Policies and Procedures

The Okeechobee County School District offers eligible students full and part-time virtual school options each school year. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment. We offer options for students enrolled in public school, private school, or home education.

Our Programs

The Okeechobee County School District offers eligible students multiple virtual school options each school year. The Okeechobee Virtual Franchise (OVF) and the Okeechobee Virtual School (OVS) are programs that have been created in accordance with applicable Florida Statutes.

- **OVF (Okeechobee Virtual Franchise-7004)** was created on 4/1/14 in accordance with s. 1002.37 of the Florida Statutes. OVF is a fully online program for students in grades Kindergarten through 12th grade. OVF is a franchise of the Northeast Florida Educational Consortium (NEFEC) which has contracted with Florida Virtual School (FLVS). All instructors are employed by NEFEC and are highly qualified, Florida certified teachers who have undergone a background check.
- **OVS (Okeechobee Virtual School-7001)** was created on 9/11/2010 in accordance with s. 1002.45 of the Florida Statutes. OVS is a full-time educational program serving eligible students in grades K-12. OVS is a franchise of the Northeast Florida Educational Consortium (NEFEC) which has contracted with K12/Fuel Education (PT & FT Enrollments) and Connections Academy. All teachers in OVS are employed by K12/Fuel Education or Connections Academy and are highly qualified, Florida certified teachers who have undergone a background check.

Evaluation of VIP Providers

In the event the district contracts with a VIP provider, the Okeechobee County School District will comply with all aspects of Board Policy and s. 1002.45 F.S.

Teacher and Staff Evaluation Information

Employees of the Okeechobee County School District are evaluated in accordance to the contracts collectively bargained for instructional and non-instructional staff.

VIP contracts

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

Program Administration Information

Okeechobee Virtual Instruction Programs will operate under the direct supervision of the Director of Student Services or designee. The Director of Student Services or designee is supervised by the Assistant Superintendent of Instructional Services who is under the direction of the Okeechobee County School District Superintendent.

Attendance and Academic Progress

Full-time students enrolled in Okeechobee Virtual Instruction Programs are enrolled in a public school and therefore must meet the attendance requirements pursuant to School Board Policy. Students' attendance will be monitored by them maintaining adequate pace in all courses. The pace of all students will be monitored by the classroom teacher, guidance counselor and district office designee. Students, who are not maintaining adequate pace, will be referred to the Director of Student Services or designee for appropriate interventions. Failure to abide by the policies and expectations may result in probationary status, removal from the program, or denial of reenrollment. Attendance in the program is expected to be for the entire school year (or semester if granted mid-year enrollment).

The Academic Program

Instructional Staff

Employees of The Okeechobee County School District are subject to School Board Policy and Employment of Instructional Staff guidelines. Qualification and background screening process information can be found in each provider contract.

Promotion and Retention Decisions

Full-Time Students are governed by the district Student Progression Plan; the plan may be reviewed at:

http://www.okee.k12.fl.us/files/_tODeV_/450ec392c501d04b3745a49013852ec4/2013-14_Student_Progression_Plan_Board__Approved_as_of_October_2013.pdf.

Promotion and retention decisions will be made by the staff of the Okeechobee County School District.

Part-Time Students are receiving instruction in one or more courses through Okeechobee Virtual; however they are not in full-time membership with OVF or OVS. Therefore, all promotion, retention decisions and graduation requirements are made by each student's school of membership.

Advanced Placement Classes

Advanced Placement (AP) courses are high school classes taught at a college level. Students participate in a national exam upon completion. Depending on the score achieved, a student may be eligible to receive college credit upon enrollment at a college or university. AP courses will receive the 6.0 weighting if the student sits for the AP exam.

AP courses are available to students enrolled in the high school programs. Students enrolling in an AP class will be required to take the AP exam. Tests will be administered at the student's home school, however if the zoned school will not be administering a certain subject area exam, then an alternate testing location will be determined. In some instances a test may be offered at only one school in the district. Transportation to the testing site, regardless of distance from the student's home, is the responsibility of the parent/guardian.

High School Diploma

Students that have met the graduation requirements will participate in the Okeechobee High School Graduation Commencement Ceremony. Students will be notified through their school email about cap and gown ordering, graduation practice. Students must participate in all events pertaining to graduation which will be determined by Okeechobee High School. Students graduating from Okeechobee Virtual School will not be included in the class rankings.

Instructional Materials and Computing Resources

Okeechobee Virtual Franchise (OVS) is a franchise of the Northeast Florida Educational Consortium (NEFEC) which has contracted with Florida Virtual School (FLVS). All curriculum utilized in this program is the creation of NEFEC and FLVS.

Okeechobee Virtual School (OVS) is a program in contract with NEFEC & K12 Fuel Education. All curriculum utilized in this program is the creation of K12 Fuel Education.

In accordance with s1002.45 F.S., eligible students will be provided with computers and other necessary equipment through the district for participation in our full-time program, and reimbursement for internet services will be provided for eligible students. Computers should not be ordered through providers and if so costs will be the responsibility of the individual family. Families must apply (upon enrollment) for technology assistance and meet the requirements for the Free/Reduced Lunch program to be eligible to receive computer and internet assistance.

Elementary students and their parents who have received materials from an online provider and who withdraw or are dropped from the program MUST return all materials to the provider within 30 days of the withdrawal/drop. Failure to return materials will result in the parent being responsible for the curriculum fee as determined by the NEFEC contract (approx. \$2100).

Equipment

Students will need access to a computer and internet on a daily basis. Students that qualify 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 will be supplied with:

- All equipment necessary for participants in the virtual instruction program, including, but not limited to, a computer, computer monitor, and printer, if a printer is necessary to participate in the program; and
- Access to or reimbursement for all Internet services necessary for online delivery of instruction.
- All equipment must be returned to the Office of Student Services at the end of the school year or after withdrawal from the program. Failure to return materials will result in the parent being responsible for the cost as determined by the district.

Course Requirements & Grades

Students will be required to take the same required courses just as students who attend a brick and mortar school. Students that are in their senior year of high school or are Dual Enrolled through Indian River State College may not be required to take the full amount of courses depending on graduation requirements.

The following is a list of considerations when determining if online instruction is appropriate:

- Students who are not progressing within the first 28 days of the semester will be dropped from the virtual program and will need to enroll at their home school.
- Students will need to complete all coursework within the 180 day school year. Students have a flexible day, but must follow the traditional school calendar. Students in K-3 should plan to spend four hours a day on instruction. Students in Grades 4-8 would need to spend about five hours a day for instruction to be able to keep pace. Students in Grades 9-12 may need as much as six hours of instructional time per day to meet the pacing requirements of online courses.
- Students with failing grades will be dropped from the virtual program and be required to enroll at their home school. A student may drop a course without penalty within the first 14 days. Dropping a course after the 28th day will result in a WF (withdrawal F). If a course is dropped after completing over 50% of the coursework and if the student fails to take the final exam, a final grade of F (Course Failed) will be issued. When a course is dropped, another course must be added to continue to be enrolled full-time.
- Grades cannot be transferred from VIP except at the semester upon completion of a course.
- All course selections for full-time VIP students must be approved by the district VIP coordinator to ensure they meet the district and state requirements for the student.

Selection of Classes

Upon enrollment students in Kindergarten through 8th grade will be counseled on the appropriate courses as defined by the Student Progression Plan. Students in grades 9-12 will be given a graduation audit to help determine which classes are the most appropriate for the student.

Family Responsibility/Learning Coach

- A virtual instructional option is home-based. This gives the learning coach additional responsibilities for providing instructional support, monitoring student engagement and progress, and communicating with teachers via e-mail and telephone.
- Maintain contact with the virtual school teacher when appropriate.
- Current contact and address information must be kept up to date through the Office of Student Services. All changes to contact information by the parent and/or guardian must be done in person at the office. Please bring proof of identification (Driver's License), and proof of residence to change your address. Proof of residence would include a bill that provides service to the residence which includes the parent/guardians name.

- Parents/Guardians will have to store and maintain instructional materials (if applicable), and set up the computer and printer.
- Parents/Guardians must monitor their student's progress and attendance (completion) of courses. A student's failure to sign in to his or her learners account daily and/or demonstrate academic progress may have a negative impact on a student's driver's license status [F.S. 1003.27 (2b)].

Eligibility and Enrollment

Online enrollment in the selected program must be completed with two weeks of enrollment at the school board office. Failure to enroll within this time frame will require the parent/guardian to enroll the student back in the home school.

Full-Time Students

- **Eligibility:** Eligibility for our program is established by sections 1002.45 and 1002.37, Florida Statutes. The specific eligibility requirements vary by program and/or grade level and are subject to change each legislative session. Regardless of program, all students must reside in Okeechobee County and maintain residence within the county for the entire enrollment period. If a family moves out of the county, the student will be required to withdraw. In addition, students in an Exceptional Student Education (ESE) program with an active IEP or students with a 504 plan, must also have their plan reviewed by the IEP or 504 team to determine if the virtual school is an appropriate learning environment prior to acceptance being granted.
- Full-time VIP students will only be enrolled during the enrollment periods. Late registration will continue through the first two weeks of the school year if space is available.
- To be accepted, each student must have a positive history of attendance (if applicable) for the semester prior to enrollment, be on track from graduation/promotion and be eligible to enroll in a traditional Okeechobee County Public School.
- The following additional requirements may be a determining factor in enrollment (s1002.455, F.S.):
 - a) The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district for funding during the preceding October and February for the purposes of the Florida Education Finance Program (FEFP) surveys **OR**
 - b) The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Florida from another state or foreign country pursuant to the parent's permanent

- change of station orders **OR**
- c) The student was enrolled during the prior school year in a School District virtual instruction program under F.S. 1002.45, a K-8 virtual school program under F.S. 1002.415, or a full-time Florida Virtual School program under F.S. 1002.37(8)(a) **OR**
 - d) The student has a sibling who is currently enrolled in the School District virtual instruction program and that sibling was enrolled in such a program at the end of the prior school year **OR**
 - e) The student is eligible to enter kindergarten or first grade **OR**
 - f) . The student is eligible to enter grades 2 through 5 and is enrolled full-time in a District virtual instruction program, virtual charter school, or the Florida Virtual School.
- **Enrollment Process:** Students interested in enrolling full-time must complete all stages of the application, registration and enrollment process. Failure to complete all stages of this process will result in the student's application/registration being voided and he/she will not be permitted to enroll. The virtual instruction programs are public schools and therefore all enrollment requirements established by the Florida Department of Education and the School Board of Okeechobee County must be met.
 - A parent and student will make an appointment to meet for an orientation meeting outlining requirements and commitments to Okeechobee's Virtual School or Okeechobee Virtual Franchise guidelines and policies. Appointments may be scheduled by calling 863-462-5000 x.260.
 - Parents will complete enrollment forms in Room 305, located on the third floor, in the Okeechobee County School Board Office.
 - Enrollment forms include (but are not limited to) the following:
 - Notice of Intent (Includes equipment qualification information)
 - Enrollment Packet
 - Technology Use Form/Contact
 - Property Loan Form (If Applicable)
 - Statewide Assessment Program Enrollment Form
 - Course Selection (if applicable)
 - The parent and student need to create an account for selected program.
 - Students will complete an online application at www.mydistrictvirtualschool.org for K-12/Fuel Education (K-12).
 - Students will complete an online application at www.okee.k12.fl.us/virtual/app for all other virtual programs.
 - **Full-Time Application Windows:** The virtual instruction office offers full-time students two start dates. Two application windows for each start date have been provided on the district website. Application during the Open Enrollment Window

is preferred to allow adequate time for registration, course selection, material distribution and orientation. Application during the Late Enrollment Window may result in a slight delay in finalizing registration, course selection, material distribution and orientation.

- **Program Reenrollment:** Students who are successful in the virtual instruction program and meet all program requirements and expectations will be able to reapply for continued enrollment in the program. Students who are not academically successful, who express issues with attendance or who fail to abide by program policies and expectations may be denied enrollment in subsequent years.
- **Withdrawal:** Full-time enrollment in a virtual instruction program is expected to be a commitment for one school year (or semester if granted mid-year enrollment). Withdrawals will be permitted at any time; however students are encouraged to do so at the semester, as transition to a new school is typically easier at that time. Students withdrawing from any virtual instruction program will be required to return to their zoned school or enroll in another school or program.

Part-Time Students

Students may enroll part-time with Okeechobee Virtual Instruction Programs if they:

- Reside in Okeechobee County
- Are eligible to attend an Okeechobee Public School
- Are in membership in a public school, registered with the district as a home education student, or enrolled in a private school that has affiliated with Florida Virtual School (FLVS).
- Have completed the part-time virtual application.
- The course request has been approved by the student's guidance counselor.

ESE and ESOL Services

- Students that receive support in special programs are advised to carefully consider the appropriateness of a virtual instruction program.
- Parents of students with IEPs (504 Accommodation Plans) should arrange for an IEP or 504 Accommodation Plan review meeting at their home school prior to enrollment in virtual school.
- The school and/or district will convene an IEP team to discuss the appropriateness of the VIP. If the parent chooses to enroll in the VIP against the recommendations of the IEP team, enrollment may be contingent upon the parent revoking consent for services under IDEA.

- ESE students who require specialized direct instruction and support in one or more academic areas in order to succeed in the general curriculum should be aware that this type of intensity of service is not available through a virtual instruction program.

Notification Policy

Section 1002.45, F.S. requires notification of at least one open enrollment period for full-time students of 90 days or more which ends 30 days before the first day of the school year. Notification of open enrollment for the upcoming year is sent to parents with the third quarter report cards. Notifications for open enrollment will be provided to all schools from the district office in both English and Spanish.

Section 1002.45, F.S. requires notification to parents and students about a student's right and choice to participate in a virtual instruction program at the beginning of each school year.

Requirements for testing

FSA/FCAT/EOC Requirements

Section 1002.45 (6)(b), F.S. requires that each student enrolled in a virtual instruction program must "take state assessment tests within the school district in which such student resides, which must provide the student with access to the district's testing facilities." Each District Virtual Instruction Program (VIP) will establish a process for notifying participating families in schools 7001, 7004, 7006 and/or 7023 of this requirement, the schedule for testing and the location each test will be administered. Upon receipt of test scores, each District VIP office will distribute scores in accordance with district practice. In the event a district contracts with a provider under school 7001, test results will be provided to the vendor. During the annual Student Data Corrections process, each District VIP will review DOE reported data for all programs (7001, 7004, 7006 and/or 7023) and make the appropriate adjustments.

Testing Procedures

Students in grades three and above must take the Florida Standards Assessments appropriate for their grade level, and students taking courses in which an EOC is required (Civics, Algebra 1, Geometry, Algebra 2, Biology, US History). Students must be 80% complete with the course at the time of testing. Upon enrollment parents must select the tests that their student will participate in for that school year. All state assessments will be taken at the student's home school, and parents must provide transportation. For Spring administration of statewide assessment program exams all students will receive a letter

confirming participation at the beginning of the second semester. Advance notice will be provided to families so arrangements can be made, however the testing schedules are not established by the Virtual Instruction Office, changes may be made and families must adjust accordingly. You must respond by the due date in order to ensure participation in the statewide assessment program. Lack of participation will have a direct impact on participation in the virtual program for the following year.

Additional Information

Additional District Testing

If additional testing is required by the district, then full-time students in 7001, 7004, 7006 and/or 7023 may be required to participate. Families will be notified of all necessary testing by the district.

Student Files

All student files will be kept at the student's home school, and all records requests will be given to the home school.

Personnel Responsibilities

All employees of Okeechobee Virtual School and Okeechobee Virtual are held to the expectations of School Board Policies.

NON-DISCRIMINATION NOTICE

The School District of Okeechobee County has adopted Board Policy 6.43, Unlawful Discrimination Prohibited. No person shall, on the basis of race, color, religion, gender, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, disability, if otherwise qualified, social and family background or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, 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 practices conducted by this School District, except as provided by law.

The School Board shall comply with all federal and state laws which include the Title II of the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), Genetic Information Non-Discrimination Act of 2008 (GINA), and the Boy Scouts of America Equal Access Act.

Any employee, student, applicant for admissions, or applicant for employment who believes he/she has been discriminated against or has been harassed by another employee, student, or third party is encouraged to use the Equity Plan Grievance Procedure for filing complaints. You may file with: principal or immediate supervisor, District Equity Coordinator/Director of Human Resources or the Superintendent.

Director of Human Resources

Title II, Title IX and the Florida Education Equity Act Complaints and

ADA/Section 504 Complaints

700 SW 2nd Avenue, Okeechobee, FL 34974

(863) 462-5000 Ext. 267



Curriculum Plan – MDVS Course Offerings

Middle Grades Courses	
English M/J Language Arts 1– 1001010/1001020(Adv) M/J Language Arts 2– 1001040/1001050(Adv) M/J Language Arts 3 – 1001070/ 1001080(Adv)	Science M/J Comprehensive Science 1 – 2002040/ 2002050 (Adv) M/J Comprehensive Science 2 – 2002070/ 2002080 (Adv) M/J Comprehensive Science 3 – 2002100/ 2002110 (Adv)
Mathematics M/J Grade 6 Mathematics – 1205010/1205020 (Adv) M/J Grade 7 Mathematics – 1205040/1205050 (Adv) M/J Grade 8 Pre-Algebra – 1205070	Social Studies M/J World History – 2109010/2109020 (Adv) M/J Civics – 2106010/2106020 (Adv) M/J United States History 2100010/ 2100020 (Adv)
Health/Physical Education M/J Fitness Grade 6 -1508000 M/J Comprehensive PE – Gr. 6/7 - 1508600 M/J Comprehensive PE – Gr. 7/8 - 1508700	World Languages M/J Spanish Beginning - 708000 M/J Spanish Intermediate - 708010
Electives Peer Counseling – 1400300 M/J Critical Thinking, Problem Solving and Learning Strategies - 1700100	

View the online course catalog at <http://app4.fldoe.org/coursecatalog/>.

High School Courses

English English I – 1001310/1001320(H) English II – 1001340/1001350(H) English III – 1001370/1001380(H) English IV – 1001400/1001410(H)	Social Studies World History – 2109310/2109320(H) United States History – 2100310/2100320(H) United States Government – 2106310/2106320(H) Economics with Financial Literacy - 2102335/2102345(H) Psychology – 2107300 Holocaust - 2109430
Mathematics Algebra I – 1200310/1200320(H) Algebra II – 1200330/1200340(H) Geometry – 1206310/1206320(H) Pre-Calculus - 1202340 Calculus – 1202300 Math for College Readiness – 1200700	Science Earth-Space Science – 2001310/2001320(H) Physical Science – 2003310/2003320(H) Biology I – 2000310/2000320(H) Chemistry I – 2003340/2003350(H) Anatomy & Physiology – 200350/200360(H) Marine Science – 2002500/2002510(H)
World Languages Spanish I - 0708340 Spanish II - 0708350 Spanish for Spanish Speakers - 0709300	Health/Physical Education Fitness Lifestyle Design - 1501310 Health Opportunities Physical Education (HOPE) - 3026010 Life Management Skills -0800300 Personal Fitness -1501300 Outdoor Education - 1502480
Electives Career Research & Decision Making Skills 1799380 Critical Thinking & Study Skills - 1700370 Driver's Education - 1900300 Forensic Science - 2002480 Journalism I – 1006300 Leadership Skills Development – 2400300 Parenting Skills – 8500300 Peer Counseling - 1400300	AP Courses AP Language and Composition - 1001420 AP Literature and Composition - 1001430