



BREVARD VIRTUAL INSTRUCTION PROGRAMS

*Information, Policies and Expectations
For Students in Grades K-12*

(Revised 5/6/12)

2012-2013

∞ Virtual Learning ~ Education Beyond Boundaries ∞

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Educational Services Facility
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6601

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Information, Policies and Expectations For Students in Grades K-12

Brevard Public Schools offers eligible students a number of virtual school options for the 2012-2013 school year. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment.

Brevard Virtual Instruction offers students both full and part-time options for enrollment. We have solutions available for students enrolled in public school, private school or a home education program. Our office staff is available to meet with families to discuss the programs and what might best fit your needs.

The following information is provided to allow families to make an informed decision about enrollment in a full-time program and to ensure you are informed of the expectations for successful participation in a Brevard's Virtual Instruction Program for the 2012-2013 school year. Information included below is subject to change, pending School Board action, changes in state statute and contract negotiations.

∞ General Program Overview ∞

In a full-time virtual instruction program, students are in their home each day accessing their curriculum and instruction via the internet. Off line activities and instructional materials may also be provided depending on the grade level of the student and each individual course of enrollment. Students work with the assistance of a responsible adult (learning coach) and their learning is facilitated, monitored and assessed by their teacher(s) who interacts with students via the internet, email, phone, web conference and instant message. Although families will have some flexibility in scheduling within the day, students are expected to work each school day, in each assigned class according to their learning plan. Students must maintain minimum pace and demonstrate mastery on individual assignments to be successful.

Students will be required to participate in both synchronous and asynchronous activities. Synchronous activities are those that are held in real time, online or face-to-face, and are time certain. Select sessions will be mandatory as they will fulfill attendance requirements, provide essential instruction or meet state/district assessment requirements. Students and/or families are expected to attend all mandatory synchronous activities unless excused by the teacher. Families will be provided with these schedules and are expected to make the necessary arrangements for participation. Asynchronous activities are those that students can complete at any time during the day. These activities will be facilitated and scheduled by the learning coach, but are expected to be completed by established deadlines.

Participation in a full-time virtual instruction program is a commitment by the student and entire family. Although students are working from home, the overall time spent engaged in school activities is similar to that in a traditional school environment. Elementary students will spend approximately five hours per day, five days a week. Secondary students will spend between 6-7 hours per day, five days per week on their school work. Virtual learning is a significant departure from traditional schooling and should be considered carefully by all before enrolling in the program.

☞ **Our Programs:** Brevard Public Schools offers students options for their enrollment in a virtual instruction program. Below is an overview; however changes will be made as contracts for the 2012-2013 school year are renewed and finalized.

School Name	Grade Levels	Provider	Instruction Provider	Curriculum Utilized
Brevard Virtual Elementary School (BVES)	K-5	Brevard Public Schools	Brevard teachers	Calvert Education Services
Brevard Virtual Secondary School (BVSS)	6-12	Brevard Public Schools	Brevard teachers	Florida Virtual School supplemented with additional providers
Brevard Virtual Instruction Program (BVIP)	K-8 9-12-Pending	Contracted Service - K12 Florida	K ¹² Florida teachers	K ¹²
Brevard Virtual Instruction Program (BVIP)	K-12	Contracted Service - TBD	Contract pending	Contract pending

- **BVES (Brevard Virtual Elementary School)** was created in 2011 in accordance with s. 1002.45 of the Florida Statutes. BVES is a full-time educational program provided to eligible students in grades K-5. BVES utilizes the curriculum of Calvert Education Services and students are instructed by Brevard teachers. Multiple opportunities will be provided for students to learn together in local, face-to-face activities coordinated by BVES teachers.
- **BVSS (Brevard Virtual Secondary School)** was created in 2011 in accordance with s. 1002.37 of the Florida Statutes. BVSS offers a full and part-time option to eligible students in grades 6-12. BVSS is a franchise of the Florida Virtual School (FLVS), utilizing FLVS curriculum instructed by Brevard teachers. Additional courses, instructed by BVSS teachers, will be offered from other curriculum providers. The full-time program is also supplemented with courses taught by FLVS teachers. Multiple opportunities will be provided for students to learn together in local, face-to-face activities coordinated by BVSS teachers.
- **BVIP (Brevard Virtual Instruction Program)** was created in 2008 in accordance with s. 1002.45 of the Florida Statutes. BVIP is a full-time educational program provided to eligible students through a contracted service. Brevard Public Schools plans to have two contracted services in place for the 2012-2013 school year. As contract negotiations are completed, this section will be updated. At this time, the K-8 contract with K¹² Florida is complete.

☞ **Learning Coach Role:** Enrollment in the virtual instruction program is a commitment by the student, family and learning coach. Every student, regardless of age and grade level, must be provided with adequate daily supervision and support by a responsible adult or learning coach. The learning coach's active participation is essential to ensure the success of the virtual school student. The learning coach will establish the structure necessary for daily, focused participation in classes; will provide motivation and time management; and will regularly communicate with school staff to ensure the student has a positive and productive experience. The learning coach and/or parent/guardian will also be responsible for providing transportation to ESE services, to mandatory testing locations and/or other required/optional activities.

At the elementary level, each family's learning coach must be available approximately 5 hours per day to monitor the student's computer access, engage the student in educational activities, facilitate learning activities, provide support with assignments and manage the receipt/use of instructional materials. Students and learning coaches will also be required to participate in activities with the instructor(s) online or via the phone. Depending on the student performance, additional face-to-face activities will be required. At this level, students are unlikely to be successful if they are monitored by a learning coach from a distance, therefore the learning coach must be someone who is in the home with the student every school day.

At the secondary level, the role of the parent/guardian and learning coach is no less important. Every student must be monitored closely to ensure regular attendance, appropriate participation and timely submission of assignments. Students need significant support throughout the school day from the learning coach. The program requires regular communication between the teacher(s) and parent/guardian or learning coach regarding course progress and content mastery. Regardless of age, students who are not supervised each school day are traditionally less successful than those who have daily structure and support provided by a learning coach.

☞ **Communication:** Communication with students and parents/guardians or learning coach in all programs will be handled electronically via email, the Virtual Instruction website and the school newsletter, whenever possible. Additional communication by phone will also be required, especially between students and teachers. It is necessary that current telephone numbers are provided for school records. Families are required to monitor the communication on a regular basis in order to stay informed about opportunities, deadlines and requirements. If the online school contains an internal email system, then it will be used to communicate with families. If this is not the case, then a personal email must be provided for the Learning Coach, each parent/guardian and each student in grades 6-12. It is essential for the success of the program that students and parents/guardians monitor email accounts each school day, read communications from the Virtual Instruction Office, check the Virtual Instruction website frequently and respond accordingly.

It is also important to notify the Virtual Instruction Office immediately of changes to student contact information.

☞ **Technology:** To be successful in the program, students must have daily, dedicated access to a computer, monitor and the internet. Families of full-time students who do not have this technology in the home may be eligible to receive assistance by completing the Technology Request Application during registration.

☞ **School Day / School Calendar:** Although students are working from home, the overall time spent engaged in school activities is similar to that in the traditional school environment. Elementary students will spend approximately five hours per day, five days a week. Secondary students will spend between 6-7 hours per day, five days per week on their school work. The learning coach will establish the actual hours each day. Although students have access to curriculum 24 hours per day, seven days a week, students are expected to work in courses each school day, at minimum. The established schedule must provide adequate time to complete all coursework to remain on pace, accommodate synchronous activities and provide adequate time to work with teachers during their posted office hours.

All Brevard Virtual Instruction Programs follow the traditional school calendar. Students and teachers will follow the same semester start and end dates and holidays. These programs are prohibited from operating during the summer.

☞ **Integrity of Online Courses:** It is essential for the success of the student, that all coursework be completed by the registered student and that it is an original creation. All work submitted by the student must have been created/completed by the student. Brevard Virtual Instruction reserves the right to have any/all course tests administered in a proctored environment. This may be requested from a random sampling of students, for an entire course or as a result of issues regarding academic integrity. In addition, section 1002.321 (5), Florida Statutes, states, “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.”

☞ **Tuition:** All of Brevard’s virtual instruction programs are public schools, therefore all instruction and curriculum are provided to eligible students tuition-free.

☞ The Academic Program ☞

☞ **Instructional Staff:** The teachers who serve students in the Brevard Virtual Instruction Programs are all highly qualified in the subject areas and grade levels they teach. All teachers hold valid Florida certification and have completed all necessary fingerprinting and back ground checks.

- **BVES** – all teachers are full-time with Brevard Virtual Elementary and are employees of Brevard Public Schools. BVES teachers establish traditional work hours of 8:00am-4:00pm or 8:30am-4:30pm.
- **BVSS** – this program consists of both full-time and adjunct teachers who are employees of Brevard Public Schools. The full-time teachers work solely for Brevard Virtual Secondary School following a fairly traditional work day with office hours scheduled at least one evening a week. Adjunct teachers serve a brick and mortar school during the day and work with the virtual students in the afternoons, evenings, and weekends.
- **BVIP** – All teachers are the employees of the contractor and will establish and communicate their work hours.

☞ Online Curriculum:

- **BVES** is a full-time program for grades K-5 with instruction provided by Brevard teachers utilizing the curriculum of Calvert Education Services. As a full-time program, students will receive all instruction through BVES and will be prohibited from accessing any instructional programs from other public schools. Furthermore, students will not be granted access to any other virtual school programs as a part of the school day. Students will be provided with access to all online curriculum and necessary instructional materials for the program.
- **BVSS** is a franchise of the Florida Virtual School (FLVS) offering full and part-time enrollment for eligible students in grades 6-12. BVSS utilizes FLVS curriculum, which is completely internet based. Each student completes their work, submits it via the online system to the teacher, it is graded by the teacher, and returned via the internet. BVSS supplements its curriculum with additional providers, all of these courses are instructed by BVSS teachers. Full-time students will supplement BVSS courses with those taught by the Florida Virtual School. Courses taken from FLVS are taught by FLVS employed teachers.
- **BVIP** is a full-time program through a contract with online curriculum providers K¹² Florida and an additional provider, yet to be determined. All curriculum and instruction are provided by the contractor and their employees. As a full-time program, students will receive all instruction through BVIP and will be prohibited from accessing any instructional programs from other public schools. Furthermore, students will not be granted access to any other virtual school programs as a part of the school day. Students will be provided with access to all online curriculum and necessary instructional materials for the program.

☞ **Pace:** One benefit of a virtual instruction program is a family's ability to influence their student's schedule. Many aspects of the student day are determined by the learning coach; however students are expected to be working each school day. BVES, BVSS and BVIP all must operate on the traditional school calendar and students are required to have all coursework completed on or before the last day of school. In order to complete all coursework on time, students must maintain adequate, minimum pace. Teachers, the Academic Advisors, guidance and administration will be monitoring student's pace regularly. Students who are significantly behind pace are required to work face-to-face with their teachers in a computer lab at the district offices until adequate pace is achieved. If this is necessary, participation is mandatory and transportation is the responsibility of the parent/guardian or learning coach. Failure to comply with this requirement will result in removal from the program at the semester.

☞ **Synchronous Online Sessions:** Each program offers students opportunities to participate in synchronous, live online sessions. These sessions may be instructional or extra-curricular and will be identified as either mandatory or optional. Each teacher will develop the schedule of events and topics to be covered.

- **BVES** – The teacher(s) will host 1-2 instructional sessions each week for each grade level. The instruction will correlate to the curriculum, address deficiencies in learning, prepare students for a field trip or offer additional assistance. These weekly classes are mandatory for all students. In addition, a student who is struggling academically may be required to attend additional online small-group sessions.
- **BVSS** – Each grade level will be assigned a teacher(s) as an Academic Advisor. The Academic Advisor serves as a primary contact person for the family, monitors student progress in all courses, disseminates information, supports and encourages the student, provides opportunities for enrichment and assistance and takes attendance daily. Each Academic Advisor will meet online with their students every other week. The Academic Advisor will also collect attendance each school day through communication with the student (email, phone, web chat or instant message). In addition to the Academic Advising sessions, teachers may also schedule synchronous activities with students to provide additional assistance in a particular class or provide an opportunity for an alternate assignment or instruction. These schedules will be established by the teacher.
- **BVIP** – Each contractor will provide a schedule for synchronous activities and the policies related to them. Students can expect to attend at least 1-2 each week; however the exact schedule and quantity of sessions will vary by program and grade level.

☞ **Face-to-Face Sessions:** Each program will provide opportunities for instruction, assistance, assessment and/or enrichment in a face-to-face environment. A student who is struggling academically may be required to attend additional face-to-face sessions for assistance, they will be mandatory.

- **BVES** – Opportunities for instruction and enrichment (such as field trips) will be provided to students 1-2 times per month. Additional activities may be scheduled to meet the needs of students and provide extra support and remediation. Some instructional activities will be mandatory. Field trips are always optional.
- **BVSS** – Opportunities for instruction and enrichment (such as field trips) will be provided to students 1-2 times per month. Some instructional activities will be mandatory. Students who are unable to maintain appropriate pace will be required to meet with teachers to regain adequate pace, this sessions will be mandatory. Field trips are always optional.
- **BVIP** – Opportunities for enrichment activities will vary by service provider. Contractors attempt to schedule regional events for students participating in their program throughout the state. Most field trips are open to all students in their program; they are rarely limited to only students from Brevard.

☞ **Mandatory Testing and Progress Monitoring:** Students enrolled full-time in the Brevard Virtual Instruction Programs are considered public school students and are therefore required to participate in all district and state mandated testing and progress monitoring. Transportation to and from the testing site is the responsibility of the parent/guardian. When possible, assessments will be scheduled by the Virtual Instruction Office in centralized locations and are administered by Virtual Instruction staff. Certain tests, including but not limited to FCAT, End of Course Exams, ACT and PLAN, can only be administered on school campuses. In these instances the tests will be administered in the zoned school for each student, which is based on your place of residence determined by the proof of residency

provided during registration. Any change in address should be sent to the Virtual Instruction Office immediately and supported by a new proof of residency documentation.

Scheduling of district and state mandated testing and progress monitoring is defined by the district, the state of Florida, or testing entity and cannot be modified. Within the established testing window, the test site will establish specific dates and times when the tests can be administered to virtual school students. Families will be required to participate according to the schedule provided. It is the responsibility of the family to make the arrangements to be in Brevard County during these scheduled events. Advance notice will be provided to families so arrangements can be made, however when the testing schedules are not established by the Virtual Instruction Office, changes may be made and families must adjust accordingly. Failure to participate in all mandatory testing sessions during the school year will be grounds for removal from the program for the following school year. Examples of required testing include, but are not limited to: FAIR (three times each year), PLAN (10th grade), ACT (11th grade), FCAT, End of Course Exams (EOC), Advanced Placement (AP) Exams, Elementary District Assessments, other assessments that may be required by the district or state.

☞ **Enrichment Opportunities:** The Office of Virtual Instruction attempts to provide families with meaningful opportunities to engage with other students in our programs. BVES and BVSS teachers will schedule field trips and other enrichment opportunities for students in their programs. When appropriate and possible, these activities will be open to students in BVIP. However, some events will be limited to certain schools and/or teachers. The BVIP contractors also schedule events for families; these events are traditionally limited to students enrolled in the contractor's program only.

☞ **Promotion/Graduation:** Brevard's virtual instruction programs are public schools and therefore full-time students will be held to the promotion and graduation requirements of Brevard Public Schools and the state of Florida, available for review at: (<http://secondarypgms.brevard.k12.fl.us/SPP.pdf>). Part-time students will be held to the promotion and graduation requirements of the school of membership (public school, home school or private school).

☞ **High School Diploma:** BVSS and BVIP offer a Brevard Public Schools' diploma to eligible students. In order to receive a high school diploma a student must be enrolled full-time in BVIP or BVSS for at least one semester and fulfill the graduation requirements of Brevard Public Schools and the state of Florida in accordance with the Student Progression Plan, available for review at: (<http://secondarypgms.brevard.k12.fl.us/SPP.pdf>).

☞ **Attendance:** Full-time students enrolled in Brevard Virtual Instruction Programs are enrolled in a public school and therefore must meet the attendance requirements pursuant to School Board Policy 5200. Attendance in the program is expected to be for the entire school year (or semester if granted mid-year enrollment) and attendance will be taken each day.

- **BVES** – Attendance in the synchronous instructional activities each week is mandatory. Daily attendance is also taken based on completion and submission of coursework each day. To be marked present, a student must attend any mandatory online synchronous session for the day and complete the required coursework (check points).
- **BVSS** – Attendance in biweekly synchronous Academic Advising sessions is mandatory. Daily communication with the Academic Advisor is required each school day. To be marked present, a student must attend the mandatory Academic Advising session for the day and/or engage in 2-way communication with the Academic Advisor via email, phone, web chat or instant message.
- **BVIP** – Each contractor will clearly communicate the system for collecting daily attendance and policies related to synchronous activities. These policies and must be followed.

☞ **Science Instruction:** All virtual instruction programs provide students with high quality instruction in science. In some instances, students will be required to complete science labs through virtual simulations or by using common household materials. These labs are a requirement of the program and it will be the responsibility of the parent/guardian or learning coach to provide the necessary materials and supervision to complete the experiments. In order to receive a high school diploma, Brevard Public School students must complete one of the two district sequences while in high school; biology, chemistry and physics or Integrated Science 1, 2, and 3. Students are also required to complete one additional credit in a science elective for a total of four credits. The BVIP programs may only provide instruction in biology, chemistry and physics sequence; they may not offer any courses in integrated science. BVSS plans to offer both sequences. Students who have already started the Integrated Science sequence will be contacted by a guidance counselor to discuss placement in courses in BVIP.

☞ **SSNP Rigorous Course Requirement:** In order to graduate, Brevard Public School students must fulfill specific requirements including three credits in a combination of honors, dual enrollment, AP, IB or AICE courses OR three credits in a Career and Technical Education sequence leading to an industry credential. The academic history and course requests of each student enrolling in BVSS or BVIP will be reviewed by the school guidance counselor. The virtual programs offer a variety of honors, AP and dual enrollment courses; however CTE programs are very limited. Due to limitations in the courses offered in the virtual environment, students may be contacted regarding alternate methods for meeting this requirement.

☞ **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 are available to students enrolled in the high school programs. Students enrolling in an AP class will be required to take the AP exam. Most tests will be administered at the student's zoned 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.

✧ Additional Information ✧

✧ **Guidance Counselor:** The Brevard Virtual Instruction Programs are pleased to have a full-time guidance counselor on staff to serve students in BVES, BVSS and BVIP. The school guidance counselor can offer assistance in selecting a virtual instruction program, choosing courses, fulfilling progression/graduation requirements as well as working with students and families to ensure their success in our programs. The guidance counselor is available mid-July through early June each year. More information is available on our website.

✧ **School Pictures and IDs:** This year, all students in BVES, BVSS and BVIP will be required to receive a school ID. In addition to the ID, families may elect to purchase school pictures. Arrangements are still being made and specific details will be provided in the future.

✧ **Choice Program / Out of Area Assignment:** Students who participated in choice programs prior to enrollment as a full-time student in a virtual instruction program will forfeit their seat in the choice program upon enrollment. Students who are attending a school on an approved out of area assignment will forfeit their assignment upon full-time enrollment in a virtual instruction program. Students and parents/guardians must reapply for any choice or out of area assignments for subsequent years, if leaving the virtual instruction program.

✧ **Exceptional Student Education/Section 504/ADA:** Prior to enrollment as a full-time student, an IEP/504 accommodation plan review will be scheduled to determine if the virtual environment is appropriate for the individual student. As in traditional public schools, not all ESE services are available at every school. Therefore, the review team will determine the location of services, should they be required for the student.

The IEP team may determine the need for additional services beyond those provided in the virtual instruction program. Depending on the nature and extent of those additional services, these exceptional students may be able to participate in one of Brevard's virtual instruction programs and also receive some ESE services, such as therapies and related services. Transportation to the zoned school for therapies and related services will be the responsibility of the parent/guardian.

✧ **Gifted Student Program (GSP):** Full-time students in grades K-6 may participate in the GSP program at the zoned school, if it is offered as a weekly pull-out program. Students who elect to participate in the zoned program must attend on a regular basis and abide by the school dress code and rules while on campus. Full-time students in grades 7-12 may participate in the GSP program provided by BVSS. Full-time BVSS students in grades 7-12 are prohibited from participating in the GSP program offered at the zoned school.

Students who do not wish to participate in the Gifted Student Program available at their grade level must elect for a Temporary Break in Service.

✧ **McKay Scholarship:** Students on a McKay Scholarship will forfeit their scholarship eligibility if they participate full-time in a virtual instruction program. A student may not establish eligibility for the McKay Scholarship based solely upon attendance in BVES, BVSS or BVIP.

☞ **Extracurricular Activities:** With the expansion of the full-time virtual instruction programs, extra-curricular activities are being added each year. If an extra-curricular opportunity, including interscholastic sports, is not provided by Brevard Virtual then full-time students may be eligible to participate at the zoned school. Extracurricular activities are those that take place outside the school day and do not require participation in a course during the day. Students must meet all eligibility requirements to participate, which may include applications and/or tryouts. It is the responsibility of the family to seek out these opportunities at the zoned school.

☞ **On Campus Activities:** Full-time students will return to school campuses for select assessments and may participate in Exceptional Student Education services and extracurricular activities. Anytime a BVES, BVSS or BVIP student is on a campus, he/she must abide by the district dress code, per School Board Policy 5511, follow all school rules and represent the virtual programs well. Failure to abide by these rules and expectations may result in disciplinary action on the school campus and/or in the virtual instruction program. Severe violations may result in suspension, expulsion, legal action and/or removal from the virtual instruction program.

BVES, BVSS and BVIP students are never to be on a school campus without permission of the school administration, unless participating in an event that is open to the public.

☞ Registration / Enrollment ☞

☞ **Eligibility:** Eligibility for our programs is established by sections 1002.45 and 1002.37, Florida Statutes. The specific eligibility requirements vary by program. Regardless of program, all students must reside in Brevard 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/ADA 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.

Below is a summary of the eligibility requirements for each program. The information below is in accordance to s. 1002.45 or s.1002.37, Florida Statutes.

- **BVES (Grades K-5)** – The student must reside in Brevard County, have a positive history of attendance (if applicable) the semester prior to enrollment and be eligible to enter grades K-5 in a traditional public school in Brevard.
- **BVSS (Grade 6-12)** – The student must reside in Brevard County, have a positive history of attendance the semester prior to enrollment, be on track for graduation/promotion and be eligible to enter grades 6-12 in a traditional public school in Brevard.
- **BVIP (Grades K-12)** – The student must reside in Brevard County, have a positive history of attendance the semester prior to enrollment (if applicable) and meet one of the following additional requirements (s1002.455, F.S.):
 - a) The student must have spent the prior school year in attendance at a public school in the state of Florida **OR**
 - b) The student is the dependent child of a member of the military who was transferred in the last 12 months pursuant to the parent's permanent change of station orders **OR**
 - c) The student was enrolled during the prior school year in another school district's virtual instruction program **OR**
 - d) The student has a sibling who was enrolled in a district virtual instruction program during the 2011-2012 school year and the sibling will reenroll for the 2012-2013 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.

The above eligibility requirements are established by state law, therefore the district is not at liberty to allow exceptions.

☞ **Process:** Students interested in enrolling full-time in BVES, BVSS or BVIP must first complete the online Application for Enrollment, available on the Virtual Instruction website. Completion of this form will authorize the Virtual Instruction Office to review the student's records to determine eligibility for the program and to request an IEP/504 review, if applicable. This step will determine acceptance only. If accepted, the parent/guardian will be contacted by email with the remainder of the registration process. Completion of all necessary registration forms, submission of required documentation and participation in the orientation will complete the registration process and allow the student to begin the program. All steps must be completed prior to the first day of classes in the semester for which the student is applying.

The virtual instruction programs are public schools and therefore all enrollment requirements established by the Florida Department of Education and the School Board of Brevard County must be met. Upon

acceptance, all materials and instructions will be provided electronically to the parent/guardian. If necessary, materials will also be made available at the Office of Virtual Instruction, located in the School District Offices at 2700 Judge Fran Jamieson Way; Viera 32940. Registration materials must be submitted with original signatures, therefore emailed/faxed copies cannot be accepted.

☞ **Full-Time Application Windows:** The virtual instruction office offers full-time students two start dates for the 2012-2013 school year. Two application windows for each start date have been provided. 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. Submission of an application does not guarantee acceptance. If accepted, all registration materials must be submitted before the student may begin courses. Notification of acceptance will be emailed to the parent/guardian.

Start Date	Open Enrollment Application Window	Late Enrollment Application Window
August 8, 2012	April 2, 2012 – June 30, 2012 Application due by 11:59 p.m.	July 1, 2012 – July 31, 2012 Application due by 11:59 p.m.
January 8, 2013	September 3, 2012 – October 31, 2012 Application due by 11:59 p.m.	November 1, 2012 – December 2, 2012 Application due by 11:59 p.m.

☞ **Orientation:** All full-time students new to BVES or BVSS will be required to attend a live, face-to-face orientation session. Sessions must be attended by both the student and learning coach. Access to curriculum will not be provided until the orientation is completed. Whenever possible, sessions will be held prior to the start of each semester. The exact schedule will be communicated to families during registration.

☞ **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.

NONDISCRIMINATION NOTICE

It is the policy of the School Board of Brevard County to offer the opportunity to all **students** to participate in appropriate programs and activities without regard to race, color, gender, religion, national origin, disability, marital status, or age, except as otherwise provided by Federal law or by Florida state law.

A **student** having a grievance concerning discrimination may contact:

Dr. Brian T. Binggeli
Superintendent
Brevard Public Schools

Ms. Cyndi Van Meter
Associate Superintendent,
for Curriculum
Division of Curriculum and
Instruction
Equity Coordinator

Dr. Walter Christy
Director
Secondary Education

Ms. Pam Treadwell
Director
ESE Administrative
Support Services
ADA/Section
504 Coordinator

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6601
(321) 633-1000

It is the policy of the School Board of Brevard County not to discriminate against **employees** or **applicants** for employment on the basis of race, color, religion, sex, national origin, participation and membership in professional or political organizations, marital status, age, or disability. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment.

An **employee** or **applicant** having a grievance concerning employment may contact:

Ms. Susan Standley, Director
Office of Compensation
and Benefits

Ms. Joy Salamone, Director
Human Resources Services
and Labor Relations

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6601
(321) 633-1000

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