




2018-2019

Brevard Virtual School

K-12 Program Information, Policies
and Expectations

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Virtual Learning
Education Beyond Boundaries



K-12 Program Information, Policies and Expectations

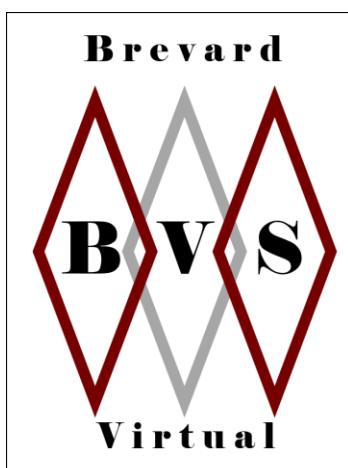
Brevard Public Schools offers eligible students full and part-time virtual school options each school year. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment. We offer solutions for students enrolled in public school and home education. Our office staff is available to meet with families to discuss the programs and what might best meet 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 Virtual School (BVS). 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 teachers who interact with students via the internet, email, phone, web conference and text. 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 and remain enrolled.

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 (K-5) students will spend approximately 5-6 hours per day, five days a week. Secondary students (6-12) will spend approximately 7-8 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 the entire family before enrolling in the program.



☞ Enrollment Options ☞

☞ **Our Programs:** Brevard Public Schools offers eligible students multiple virtual school options each school year. Brevard Virtual School offers full-time enrollment for grades K-12 and part-time enrollment for grades 6-12. In addition to our local program, Brevard will offer enrollment in partner district virtual instruction programs (DVIP). These partnerships are pending School Board approval and vary each year. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment.

☞ **Age Requirements:** Brevard Virtual offers grades K-12 and serves only school-aged children. We do not offer an adult education program or a pre-kindergarten program.

☞ **Student Membership Options:** Brevard Virtual serves students in public school and home education. The student's classification in one of these membership groups determines which Brevard Virtual grade levels are available. Regardless of membership group, Brevard Virtual is a publically funded institution and therefore all instruction and courses are provided to eligible students tuition-free.

Our mission is to inspire and empower students for success through an engaging virtual learning experience.



☞ Our Academic Program ☞

☞ **Instructional Staff:** Brevard School teachers hold valid Florida certification and have completed all necessary fingerprinting and background checks.

☞ **Online Curriculum:** The curriculum utilized in our programs will vary, based on approved contracts. All curriculum is aligned to state and/or national standards and is designed to prepare students for state assessments, college and careers. Students enrolled full-time with Brevard Virtual are prohibited from accessing other online curriculum or courses at the traditional schools. Students who wish to be enrolled in courses at traditional schools should consider a part-time enrollment with Brevard Virtual.

☞ **Face-to-Face Sessions:** Our teachers will provide opportunities for instruction, assistance, assessment and/or enrichment in a face-to-face environment at the Clearlake Education Center in Cocoa. Select face-to-face activities will be mandatory. Examples of mandatory sessions include, but are not limited to orientation, academic assistance for a struggling student, SOS Lab sessions, K-5 instructional activities (up to once per month), elementary portfolio reviews and required testing. Additional, optional face-to-face sessions will also be offered and advertised. Failure to participate in mandatory sessions will result in removal from the program at the semester or denial of reenrollment.

☞ **Synchronous Online Sessions:** Our program offers students opportunities to participate in synchronous, live online sessions. Select sessions are instructional and will therefore be mandatory. Examples of mandatory sessions include but are not limited to: grade-level online lessons, Turbo Time sessions, Intensive Reading sessions and small-group, intervention sessions. Each teacher will develop the schedule of events and topics to be covered. Additional, optional online sessions will also be offered and advertised. Failure to participate in mandatory sessions will result in removal from the program at the semester or denial of reenrollment.



☞ **Asynchronous Online Sessions:** Teachers will provide asynchronous (recorded) online sessions for students. These lessons provide students with additional instruction or content to assist in their mastery of standards. Select sessions will be mandatory and students must view the recording and complete/submit all required assignments in the time frame indicated. Failure to participate in mandatory sessions will result in removal from the program at the semester or denial of reenrollment.

☞ **Enrichment Opportunities:** Brevard Virtual attempts to provide families with meaningful opportunities to engage with other students in our program. Teachers will schedule field trips and other enrichment opportunities for students. Students are required to be accompanied by an adult for all enrichment activities held in the community, if they choose to participate. Enrichment activities and field trips are always optional.

☞ **Pace:** One benefit of a virtual instruction program is a family's ability to influence their student's schedule. Many aspects of the student's day are determined by the learning coach; however students are expected to be working each school day. All full-time programs 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, guidance and administration will be monitoring student pace regularly. Students who are significantly behind pace are required to work face-to-face with their teachers in a computer lab at the Clearlake Education Center until adequate pace is achieved (SOS Lab). If this is necessary, participation is mandatory and transportation is the responsibility of the parent/guardian or learning coach.

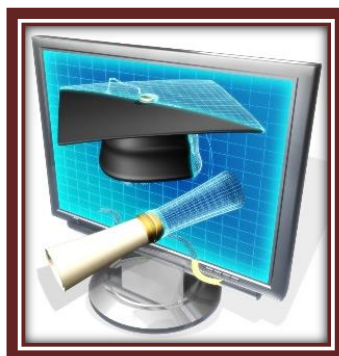
Remaining on pace is essential to the success of virtual school students. Failure to remain on pace and/or attend mandatory face-to-face sessions will result in removal from the program at the semester or denial of reenrollment.

☞ **Promotion/Graduation:** Brevard's Virtual School is a 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. Part-time students will be held to the promotion and graduation requirements of the school of membership (public school or home education). For more information, visit: <http://elementarypgms.sp.brevardschools.org/Home/Documents/Student%20Progression%20Plan.pdf>

☞ **High School Diploma:** Brevard Virtual offers a Brevard Public Schools' diploma to eligible students and holds a face-to-face graduation ceremony. In order to receive a high school diploma a student must be enrolled full-time 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://elementarypgms.sp.brevardschools.org/Home/Documents/Student%20Progression%20Plan.pdf>

☞ **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 the learning coach to provide the necessary materials and supervision to complete the experiments.

☞ **Dual Enrollment Classes:** Brevard Virtual students may be eligible to participate in Dual Enrollment courses at Eastern Florida State College (EFSC) if the enrollment requirements for the college program are met. These courses are taught by EFSC, will be included on the student's high school transcript and the EFSC transcript. A variety of college credit and certification courses are available. Transportation to the college campus is the responsibility of the parent/guardian. For more information, please contact the Brevard Virtual guidance counselor at 321-633-3660 x292.



☞ **Advanced Placement Classes:** Advanced Placement (AP) classes are available to students enrolled in the high school programs. Students enrolling in an AP class are expected 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, 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.

☞ **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 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 limited. Due to limitations in the courses offered in the virtual environment, students may be contacted regarding alternate methods for meeting this requirement.

Our vision is a community of life-long, independent learners prepared to lead in an evolving global environment.



☞ Program Requirements ☞

☞ **Learning Coach:** 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 required/optional activities at the Clearlake Education Center. Brevard Virtual School combines online instruction with face-to-face activities. All students will be required to come to campus at various times throughout the year. Therefore, all learning coach commit to providing transportation to those events.

It is not recommended that children of any age be working from home on a regular basis without proper supervision.

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 may be required. At this level, students are not successful if they are monitored by a learning coach from a distance, therefore it is a requirement that the learning coach be someone who is in the home with the student every school day and engaged in the daily, educational activities.

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 to students and parents/guardians or learning coach in all programs will be handled electronically via email, the student Blackboard website and the BVS Buzz newsletter website, whenever possible. Additional communication by phone will also be required, especially between students and teachers. It is necessary that current telephone numbers and email addresses 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. Student communication with teachers will be through the internal email system located within our course platform. A personal email must be provided for each Learning Coach and parent/guardian. It is essential for the success of the program that students and parents/guardians monitor email accounts each school day, read communications from the BVS Office, check the BVS Buzz website frequently and respond accordingly. Additionally, all learning coaches are required to establish a Parent/Guardian account to adequately monitor student progress.

☞ **Technology:** To be successful in our 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.

☞ **Attendance:** Full-time students enrolled in Brevard Virtual School 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 when students log into the Brevard Virtual Blackboard site.

☞ **School Day / School Calendar:** 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 5-6 hours per day, five days a week. Secondary students will spend between 7-8 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.



Brevard Virtual School follows the traditional school calendar. Students and teachers will follow the same semester start and end dates and holidays.

☞ **Mandatory Testing and Progress Monitoring:** Students enrolled full-time in the Brevard Virtual School 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.** Most assessments will be administered by Brevard Virtual staff at the Clearlake Education Center in Cocoa. In some instances tests may be administered at a traditional school.

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 Brevard Virtual School, 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 the denial of reenrollment for the following school year. Examples of required testing include, but are not limited to: PSAT (10th grade), SAT (11th grade), FSA, FCAT, End of Course Exams (EOC), Advanced Placement (AP) Exams, Elementary District Assessments, Diagnostic testing, other assessments that may be required by the district or state.

☞ **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. Utilizing online sources to copy and paste work is not acceptable. Brevard Virtual 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.”

☞ **Transportation Requirements:** At various times each year, students will be required to meet with their teacher or other Brevard Virtual staff at the Clearlake Education Center. By enrolling in the program, the family is committing to providing transportation when necessary. A lack of transportation is not grounds to be excused from mandatory, face-to-face activities.

Virtual Learning ~ Education Beyond Boundaries



❧ Additional Information ❧

❧ **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 Brevard Virtual 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 Brevard Virtual. Full-time 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 Brevard Virtual.

❧ **Educational Program Opportunity (EPO) / Educational Location Option (ELO):** Students who participated in an EOP prior to enrollment as a full-time student in a virtual instruction program will forfeit their seat in that program upon enrollment. Students who are attending a school on an approved Educational Location Option assignment will forfeit their assignment upon full-time enrollment in a virtual instruction program. Students and parents/guardians must reapply for any EPO or ELO for subsequent years, if leaving the virtual instruction program.

❧ **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 Brevard Virtual 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.

Brevard Virtual 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.

Brevard Virtual Eagles



☞ Full-Time Registration / Enrollment ☞

☞ **Full-Time Application Windows:** The virtual instruction office offers full-time students two start dates each 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 completion of all stages of the enrollment process. Application during the Late Enrollment Window will result in a delayed start to the academic program. Submission of an application does not guarantee acceptance.

Start Date	Open Enrollment Application Window	Late Enrollment Application Window
August 10, 2018	April 1, 2018 – June 30, 2018 Application due by 11:59 p.m.	July 1, 2018 – July 27, 2018 Application due by 11:59 p.m.
January 10, 2019	October 1, 2018 – October 31, 2018 Application due by 11:59 p.m.	November 1, 2018 – December 1, 2018 Application due by 11:59 p.m.

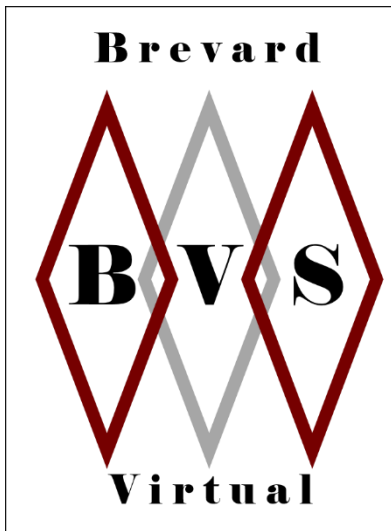
☞ **Process:** Students interested in enrolling full-time must complete all stages of the application, registration and enrollment process.

- **Stage 1-Application:** Complete the online Application for Enrollment, available on the Virtual Instruction website. Completion of this form will authorize Brevard Virtual School 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, notification will be emailed to the parent/guardian.
- **Stage 2-Paperwork:** Complete all necessary registration forms. Submission of all required documentation must be completed prior to enrollment. All forms and instructions will be provided electronically to the parent/guardian. Registration materials must be completed by a custodial parent/guardian and submitted with original signatures during the intake meeting (stage 3).
- **Stage 3-Intake Meeting:** Every new Brevard Virtual family must participate in a face-to-face intake meeting with school staff. The purpose of this intake meeting is to obtain information from the family, provide information about the program and establish a learning plan for the student. These meetings will be held at the Clearlake Education Center in Cocoa. Returning Brevard Virtual families are not required to complete an intake meeting, unless there has been a break of a semester or more between enrollments. These meetings must be completed by August 2, 2018 (fall enrollment) or December 15, 2018 (spring enrollment).
- **Stage 4-Orientation:** Attendance at the face-to-face orientation is required for all Brevard Virtual families. Details will be provided during the intake meeting. The K-5 orientation is up to 4 hours and is attended by the child and learning coach. The 6-12 orientation is a full school day for students, a portion is also attended by the parent/learning coach.

Failure to complete all stages of this process by established deadlines will result in your student’s application/registration being voided and he/she will not be permitted to enroll.

☞ **Eligibility:** 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. In addition, specific 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 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. To be accepted, each student must have a positive history of attendance, be on track for graduation/promotion and be eligible to enroll in a traditional Brevard Public School. 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.

☞ **Program Reenrollment:** Students who are successful in Brevard Virtual 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 do not demonstrate appropriate attendance, who do not attend mandatory activities or who fail to abide by program policies and expectations explained within this document may be denied enrollment in subsequent years.



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