

2019 - 2020

Indian River Virtual Instruction Programs



K-12 Program Information, and Expectations

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Kindergarten through 12th Grade Program Information and Expectations

The School District of Indian River County 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.

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 Indian River Virtual School. 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 interact 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 per 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 like that in a traditional school environment. Elementary (K-5) students will spend approximately five 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 all before enrolling in the program.

Enrollment Options

The School District of Indian River County offers eligible students multiple virtual school options. Indian River Virtual School offers full-time enrollment from kindergarten through 12th grades part-time enrollment from 6th grade through 6th grade. The School District of Indian River County offers enrollment in partner virtual instruction programs. These partnerships are pending School Board approval. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment.

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

Indian River Virtual School serves students in public school. The student's classification in membership determines which Indian River Virtual grade levels are available. Indian River Virtual is a publicly funded institution and therefore all instruction and courses are provided to any eligible student tuition-free.

Our Academic Program

Code of Student Conduct: The School District of Indian River County Code of Student Conduct applies to all students enrolled in the school district. Please refer to this document through the school districts website: <https://www.indianriverschools.org/>

Instructional Staff: The teachers who serve students in the Indian River Virtual Instruction Programs 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 Indian River 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 Indian River Virtual.

Asynchronous Online Sessions: Some elementary classes will have teachers that 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.

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. To complete all coursework on time, students must maintain adequate, minimum pace. Teachers, guidance and administration will be monitoring student pace regularly.

Remaining on pace is essential to the success of virtual school students. Failure to remain on pace will result in removal from the program at the semester or denial of reenrollment.

Promotion/Graduation: The School District of Indian River County's virtual instruction school is a public school and therefore full-time students will be held to the promotion and graduation requirements of the School District of Indian River County 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 the Florida Department of Education website at www.fldoe.org and refer to Graduation Requirements in the search engine

High School Diploma: Indian River Virtual offers a School District of Indian River County diploma to eligible students. Diplomas are mailed to the student's home address. 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 the School District of Indian River County and the state of Florida in accordance with the Student Progression Plan available at the School District Website at www.indianriverschools.org.

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. To receive a high school diploma, School District of Indian River County students must complete the districts sequences while in high school.

Dual Enrollment Classes: Indian River Virtual students may be eligible to participate in Dual Enrollment courses at Indian River State College (IRSC) if the enrollment requirements for the college program are met. These courses are taught by IRSC, will be included on the student's high school transcript and the IRSC 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 Indian River Virtual School administrator at 772-564-3196.

Advanced Placement Classes: Advanced Placement (AP) classes 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, 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.

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. 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. At this level, students are not successful if they are monitored by a learning coach from a distance, therefore the learning coach must be 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 Virtual Instruction website and the 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 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 each Learning Coach, 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 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 Free and Reduced application found at the School District of Indian River County's website: www.indianriverschools.org.

Attendance: Full-time students enrolled in Indian River 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). Attendance is recorded when the student logs into a class each school day.

School Day / School Calendar: Although students are working from home, the overall time spent engaged in school activities is like that in a traditional school environment. Elementary students will spend approximately five 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.

All Indian River Virtual Instruction Programs follow 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 Indian River 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. Most assessments will be administered by School District of Indian River County staff at the student's zoned 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 per the schedule provided. It is the responsibility of the family to make the arrangements to be in Indian River County during these scheduled events. 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. 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: FSA, End of Course Exams (EOC), and Advanced Placement (AP) Exams.

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. Indian River Virtual School 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 because 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 Indian River Virtual staff at the office in Vero Beach. 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.

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 one of the school district's virtual instruction programs and 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-12 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

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 Indian River Virtual.

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.

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 Indian River 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 an Indian River Virtual student is on a campus, he/she must abide by the Code of Student Conduct and 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.

Indian River 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.

Full-Time Registration / Enrollment

Full-Time Registration / Enrollment Windows: The virtual instruction office offers full-time students two start dates for the 2019-2020 school year. Two application windows for each start date have been provided. Enrollment during the Open Enrollment Window is preferred to allow adequate time for completion of the enrollment process. Enrollment during the Late Enrollment Window may result in a delayed start to the academic program.

Start Date	Open Enrollment Application Window
12-Aug-201	April 1, 2018 - June 30, 2019
7-Jan-2020	October 1, 2019 - November 30, 2019 (Grades 6 - 12)
Application due by 11:59 p.m.	

Program Reenrollment: Students who are successful in the virtual instruction program and meet all program requirements and expectations will be able to continue enrollment in the program. Students who are not academically successful, who do not demonstrate

appropriate attendance or who fail to abide by program policies and expectations explained within this document may be denied enrollment in subsequent years. Students will be required to return to their assigned school or the parent can opt for home school education.

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.