



Indian River Virtual School

Parent - Student Handbook

2022-2023



Coordinator
Heather Holden
772-564-3033

School Counselor
Andrea Cosner
772-564-3156

Policy 2370
Revised 4/20/2022

Table of Contents

Welcome to Our School	4
General Information	5
Staff Directory	5
General Program Overview.....	5
School Program and Student Progression Plan	5
Online Curriculum	5
Asynchronous Online Sessions.....	6
Science Instruction.....	6
Dual Enrollment Classes.....	6
Promotion/Graduation	7
School Counseling Mission.....	7
Teacher Role	7
School Calendar	7
State Assessment Requirements	8
FERPA	9
Policy of Non-Discrimination	10
Parent Information	10
Parent Responsibilities.....	10
Student Admission and Enrollment	11
Eligibility.....	11
Immunization Requirements	11
Enrollment Process	12
Program Reenrollment.....	12
Withdrawal.....	12
Focus	12
Student Information Changes	12
Transportation Requirements.....	12
Communication.....	12
Part-Time Students	13
Deadlines for Part-time Enrollment 2022-2023.....	13
ESE/504 Students.....	13

McKay Scholarship/Family Empowerment Scholarship	13
Gifted Students	13
Choice Program / Out of Area Assignment	14
Student Information	14
Student Responsibilities.....	14
District Student Code of Conduct	14
Student Attendance and Truancy Policies	15
Grading Policy	15
90-100 A.....	15
80-89 B.....	15
70-79 C.....	15
60-69 D.....	15
0-59 F.....	15
On Campus Activities	15
Academic Integrity Policy.....	16
Technology - Code of Conduct.....	16
Materials and Computer Policy.....	16
Transcript Requests	17
Athletics	17
National Collegiate Athletic Association Eligibility	17
Anti-Bullying Statement.....	17
District Calendar.....	Error! Bookmark not defined.

Welcome to Our School

August 2022

Dear Students, Parents and Guardians:

On behalf on Indian River Virtual School, welcome!

As the virtual school for Indian River County, we believe that we are Stronger Together! Our goal is to provide a virtual learning platform that prepares our students for the next level. We hold our students to high expectations and provide them with the support they need to be successful.

IRVS students have access to high quality instruction through our board approved Virtual Instruction Providers. Students have additional support from our school counselor, who has a wealth of experience and resources to help students at all levels find success. Our unique learning model is an asset to Indian River County students who need a virtual learning experience for a variety of different reasons. Indian River Virtual School prepares students for the path to college and career readiness.

The parent – student handbook is a comprehensive guide to our school policies and procedures. This handbook will review the expectations and responsibilities of the student, parent, and school stakeholders to ensure a successful school year.

We are here for you.

Sincerely,

Heather L. Holden

Coordinator of Virtual Education

School District of Indian River County

General Information

Staff Directory

Coordinator	Heather Holden	heather.holden@indianriverschools.org	772-564-3033
School Counselor	Andrea Cosner	andrea.cosner@indianriverschools.org	772-564-3156
Administrative Assistant	Deanna Rooney	deanna.rooney@indianriverschools.org	772-564-3124

Website: <https://virtual.indianriverschools.org/>

Twitter: @IR_Virtual

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). Their learning is facilitated, monitored, and assessed by their teacher(s) who interact(s) 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 every assigned class per their learning plan. **Students must maintain minimum pace and demonstrate mastery on individual assignments to be successful and remain enrolled for the following semester/year.**

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 of a traditional school environment. Elementary (K-5) students should plan to spend approximately five to six hours per day, five days a week engaged in coursework. Secondary students (6-12) should plan to spend approximately 7-8 hours per day, five days per week engaged in coursework. Virtual learning is a significant departure from traditional schooling and should be considered carefully by all before enrolling in the program.

School Program and Student Progression Plan

The SDIRC Student Progression Plan can be found at:

<https://www.indianriverschools.org/common/pages/DisplayFile.aspx?itemId=11525145>

Online Curriculum

The curriculum utilized in our programs will vary, based on approved contracts. All curriculum is aligned to state 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 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.

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. 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

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 Indian River Virtual School at 772-564-3156.

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.

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. In order to receive a high school diploma a student must be enrolled full-time for at least one semester (Home School students 1 year) 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 on the School District Website at www.indianriverschools.org.

School Counseling Mission

Students in Indian River Virtual will receive intentional evidence-based data driven interventions to remove academic and social emotional barriers to inspire them to reach their fullest potential.

Teacher Role

- Monitor course activity & attendance
- Provide remediation & enrichment
- Grade activities & give feedback
- Offer ongoing progress updates to students, families & mentors

School Calendar

Although students are working from home, the overall time spent engaged in school activities is like that in a traditional school environment. The learning coach will establish the actual working hours each day. Although students have access to the curriculum 24 hours per day, seven days a week, students are expected to work in courses each school day (approximately 60 minutes per course per day). 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.

Indian River Virtual School is a public school within the School District of Indian River County and follows the traditional school calendar. Students and teachers will follow the same semester start and end dates and holidays.

The SDIRC calendar can be found at the following link:

https://p19cdn4static.sharpschool.com/UserFiles/Servers/Server_1549441/File/Students%20and%20Families/Calendars%20and%20Schedules/2022-2023%20Final%20Board%20Approved%20Calendar.pdf

All district calendars can be found at:

<https://www.indianriverschools.org/calendars>

State Assessment Requirements

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. 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 via e-mail 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. It is the responsibility of the parent to read all e-mails that are sent and ask questions right away if any arise.

- **FSA/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 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.

- **SAT/ACT/PSAT Testing**

- College /Career Bound Assessments: SAT and ACT. Colleges use scores from these tests for admission decisions and merit-based scholarships. They can also be used to meet state testing concordant scores if needed.
- SAT is administered on specific test dates throughout the school year at various locations. There are 3 sections – Reading, Writing & Language and Math with an optional Essay section. For the most up to date SAT schedule visit:
<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>
- ACT is administered on specific test dates. There are 4 sections – English, Math, Reading and Science plus an optional essay. A calculator can be used for the entire Math section.
- PSAT is administered each year. For the 2022-2023 school year it will be given on October 1st to all 10th grade students for free. Any 11th grade student wishing to take this test to possibly qualify for national merit would be required to pay the fee collected at the zoned school. Please see the School Counselor in August to arrange for your child to take this test if interested. More information about PSAT can be found at: <https://satsuite.collegeboard.org/psat-nmsqt>

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of Personally Identifiable Information (PII) in student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest, including contractors, consultants, or other parties to whom the school has outsourced institutional services or functions
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. You will find a FERPA Opt-Out Form at the back of this handbook.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Policy of Non-Discrimination

IRVS is committed to providing an environment that prohibits discrimination in access to education programs and activities and prohibits harassment of any individual or group based on race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's non-discrimination policies).

Parent Information

Parent Responsibilities

- Enrollment in the virtual instruction program is a commitment by the student, family and learning coach.
- **DROP DATE:** Students must be making adequate progress by **day 20 of full-time enrollment**. If a student is not on track with a minimum of 6 hours of work per weekday in those first four weeks, they will be dropped from all courses and returned to their zoned school.
- 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 6 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.

Student Admission and Enrollment

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 grade and part-time enrollment from 6th grade through 12th grade. The School District of Indian River County offers enrollment in partner virtual instruction programs. These partnerships are pending School Board approval each year. All programs were created in accordance with Florida Statutes to provide our students in grades K-12 with high quality instruction in an online environment. Virtual Instruction Providers are state approved. We do not offer an adult education program or a pre-kindergarten program.

Indian River Virtual School serves students in public school who reside in Indian River County or who have been granted a waiver based on their original school enrollment. Indian River Virtual is a publicly funded institution and therefore all instruction and courses are provided to any eligible student tuition-free.

Full-Time Registration / Enrollment Windows

The virtual instruction office offers full-time students two start dates for the 2022-2023 school year. Two application windows for each start date have been provided. All enrollment information is due by midnight on the end dates posted.

Start Date:	August 10, 2022	Enrollment Window:	April 4, 2022- July 8, 2022
Start Date:	January 9, 2023	Enrollment Window:	November 1, 2022- December 9, 2022

Eligibility

- All students, including home education and private school student transfers are eligible to participate in the school district operated full-time kindergarten through grade 12 virtual instruction programs under §1002.45.
- Students must have a 2.0 GPA and be on track in their coursework to enroll with IRVS.
- Students must live in Indian River County.
- 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.

Immunization Requirements

Students must comply with immunization requirements and physical requirements. Students take statewide assessments at their zoned school so the documentation of up-to-date immunizations and a physical must be provided at enrollment or within 30 days of enrollment. Please visit our [Health Services website](#) for more information.

Enrollment Process

Parents or Guardians of students interested in enrolling full-time must complete all stages of the application, registration, and enrollment process. The virtual instruction programs are public schools and therefore all enrollment requirements established by the Florida Department of Education and the School Board of the School District of Indian River County must be met.

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 for the following semester/year. 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 (such as taking mandatory state assessments) may be denied enrollment in subsequent semesters/ year. It is expected that all mandatory testing and progress monitoring at a student's zoned school is completed as applicable. Students who do not meet these expectations 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.

Focus

All parents and students are required to have a Focus Account. Parent Focus Accounts can be set up by going to: <https://sdirc.focusschoolsoftware.com/focus/auth/>

Student Information Changes

In the event your address, email, or phone number changes, please send these updates immediately to the IRVS office to ensure the school always has the best way to reach you.

If the physical address changes for your student, please send 1 proof of address with updated information such as a lease, utility bill, or homestead exemption to IRVS.

Transportation Requirements

At various times each year, students will be required to meet with 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.

Communication

Communication in a virtual format is extremely crucial in order for students to be successful.

Communication to students and parents/guardians or learning coach in all programs will be handled electronically via email, and the Indian River Virtual School website. 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.

Part-Time Students

Students may enroll part-time with Indian River Virtual School if they are:

- eligible to attend a school in the School District of Indian River County
- in membership with a public school in our district, and the course request has been approved by the student's school counselor
- registered with the district as a home education student.

Deadlines for Part-time Enrollment 2022-2023

Fall – August 24, 2022

Spring – January 20, 2023

ESE/504 Students

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.

McKay Scholarship/Family Empowerment 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.

Gifted Students

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. Parents must provide transportation to and from the zoned school in order to receive the services.

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.

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.

Student Information

Student Responsibilities

The goal of every child should be that of a “model student.” A model student is expected to be present at school every day, follow scheduled courses, and demonstrate appropriate behavior and a readiness to learn.

Student’s responsibilities as defined by Board Policy 5200 - Attendance:

- Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends.
- Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class within three (3) days. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed. Failure to make-up all assignments will result in lower assessment of the student's academic progress and/or effort grade.
- Participate in appropriate State of Florida tests.
- Complete all required school days, assignments, quizzes, tests, and projects prior to the end of each semester.
- Do your own work. If you have to use someone else’s words when writing, you must give proper credit using citations. Assignments that are plagiarized receive no credit and a grade of 0. Plagiarism is an academic integrity violation.

District Student Code of Conduct

IRVS Students are held to the district code of conduct.

The district student code of conduct can be accessed at this link.

https://www.indianriverschools.org/students_families/code_of_conduct

Student Attendance and Truancy Policies

Student attendance is a very important factor in student success and achievement.

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.

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.

To avoid truancy, the parent/guardian must ensure that the following activities are taking place:

The student must

- Complete assigned lessons and assessments.
- Participate in educational activities for an appropriate number of hours, as outlined in the required Instructional Hours section.
- Maintain weekly communication with teachers
- Attend all required live lessons.
- Can demonstrate that he/she is doing his/her own schoolwork.
- Attend all mandatory state testing, including progress monitoring

“Habitual truant” means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent. The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

Grading Policy

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

On Campus Activities

Full-time students will return to school campuses for select assessments and may participate in Exceptional Student Education services and after school extracurricular activities if permission is granted or as applicable.

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.

Academic Integrity Policy

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."

Technology - Code of Conduct

To be successful in our program, students must have daily, dedicated access to a computer and the internet. Laptops are available each semester to check out and use. They must be used in accordance with district guidelines and rules contained in the Code of Conduct. Each laptop is the property of Indian River County and must be returned at the end of the year or upon withdrawing from Indian River Virtual.

Materials and Computer Policy

IRVS provides books when needed. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted; unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student while enrolled in Indian River Virtual.

Each family will also be required to have a computer system that meets the minimum specifications necessary to access FOCUS and their VIP platform. Families must also have internet access.

Communications and Internet access should be conducted in a responsible and professional manner reflecting the school's commitment to honest, ethical, and non-discriminatory practice. Therefore, the following is prohibited:

- Any computer use that violates federal, state, or local law or regulation.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks
- The use of IRVS Internet-related systems to access, transmit, store, display, or request inappropriate materials.
- Any use that is deemed to adversely affect IRVS or its students.

If a student or family abuses or destroys any part of the computer or peripherals, they may be held responsible for payment to fix or replace the unit.

Transcript Requests

High school students will need an official transcript for each college application submitted. Transcript requests should be made by filling out a transcript request form which can be found on our website at:

<https://virtual.indianriverschools.org/guidance/forms> and emailing the form to

andrea.cosner@indianriverschools.org. You should allow at least 4 to 6 days for processing. Students should follow up with the institution(s) to verify receipt of the transcript.

Athletics

Students may participate in athletic programs at their zoned boundary school. Parents must call their zoned school to get information for try-outs if applicable and declare their child's intention to participate if they qualify before the beginning of the season. Physicals and other documentation may be required.

National Collegiate Athletic Association Eligibility

IRVS contracts online providers that are approved by the state of Florida. The online provider we use is approved by the National Collegiate Athletic Association (NCAA). Therefore, IRVS students using said provider will be eligible for NCAA. The following are two providers that we currently utilize that provide NCAA approved courses.

<https://www.edgenuity.com/solutions/ncaa/>

<https://www.flvs.net/online-courses/ncaa>

Anti-Bullying Statement

IRVS has a zero-tolerance policy for bullying in our school. If a student feels that he/she is being bullied it should be reported immediately to the IRVS office. There are resources available at

<https://www.stopbullying.gov/>

IRVS encourages parents to utilize the lessons available to students on this website.