

iFlagler Virtual School

iFVS

2024-2025

Student and Family

Handbook

Go Knights!!!



Welcome to iFlagler Virtual School (iFVS)

Dear Students and Parents,

I am thrilled to welcome back our returning students and to meet our new students and families for the 2024-2025 school year. As we begin a new school year, it is a great time to reflect on what we learned the previous year and look forward to the growth we'll experience in the coming year.

We are committed to providing an engaging, inclusive, and high-quality educational experience. Our virtual education program is designed with the student in mind. Students have access to curriculum at all times, digital tools, and supportive educators who are here to guide you through your academic journey.

In this handbook, you will find essential information that will help you be a successful virtual school student and learning coach. Learning coaches and students review this handbook together, so expectations and responsibilities are clear as the school year begins. You will find many helpful tips and guidelines that are designed to ensure success for all virtual students. Such as information about our virtual learning platforms, academic expectations, support services, and tips for making the most of this educational experience.

We understand that navigating virtual education can be a new experience, and we are here to support you. Our goal is to create a seamless partnership between home and school, ensuring that your child has the resources and encouragement needed to thrive in an online learning environment. We encourage you to stay involved, provide feedback, and reach out whenever you have questions or need assistance. Your engagement is vital to your child's success.

Thank you for choosing to be a part of our virtual education community. Let's make this a fantastic year of growth, discovery, and achievement!

If you have any questions, or need any help during the school year, please don't hesitate to contact me at 386-447-1520 or quinne@flaglerschools.com

Follow iFlagler Virtual School on Facebook and visit our website iFlagler.org to stay up-to-date on all the latest news and events.

Educationally yours,

Erin Quinn, Principal

iFlagler Contact Information

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General Information

iFlagler Virtual School (iFVS) provides virtual education for students in grades K-12. iFVS is a public school with Flagler Schools. We are a semester based program. Students must complete the entire semester to earn grades and credits. We are aligned to Florida Standards and use online resources, virtual lessons, teacher discussions, and a variety of assessment tools to help follow the students' growth and achievement. In addition to our virtual coursework, we offer face- to- face help sessions or opportunities to interact with teachers on Google Meet to assist our students with organization, study skills, and specific course content. This is a great opportunity to work with a teacher or other students. Flagler Schools provides a laptop for all students who choose to participate in virtual learning. As a Flagler district school, iFVS operates on the same academic school calendar as all Flagler Schools. iFVS students must participate in all state standardized testing and progress monitoring. Full-time iFVS students have the option of participating in before or after-school activities, including athletics, at their zoned school.

When participating in any on campus events (iFlagler events, zoned school activities, athletics, state testing, Fortress Fridays), students must abide by the Student Code of Conduct.

Elementary Program Grades K-5

Our elementary program offers an online curriculum through Florida Virtual School. Parents/guardians are the learning coaches at home that will provide daily instruction, report attendance, ensure student mastery of content, and adhere to the weekly schedule of assignments due. Learning coaches will ensure student participation in small group instruction when scheduled by the iFlagler administration.

Secondary Program Grades 6-12

Our secondary program offers an online curriculum through Florida Virtual School. Secondary teachers are employed by Flagler Schools and are available during school hours, 8:00 am - 3:00 pm.

Enrollment/Registration/Deadlines

Full-time enrollment is available for students in grades K-12. Registration is open from May 1st through August 31st for the 2024-2025 school year. Contact the iFlagler office for details on the registration process.

Seniors must be enrolled in their zoned high school in order to earn a standard high school diploma. Full-time at home virtual schedules are an option. Seniors must schedule a meeting with a school counselor to request virtual classes at home.

iFVS operates on the same academic school calendar as the district schools
All virtual courses follow semester deadlines established by the school district calendar

- Extensions outside of these dates cannot be granted.
- If a student enrolls in iFlagler after the start of school, they are still required to complete all assignments due prior to enrollment.

- The 14-day grace period (drop/add) starts on the first day of activation in courses
- If students are not on pace with the grace period they will be withdrawn to another learning environment where they can be more successful.

Attendance Procedure

Research shows that school attendance and student achievement are directly related. Virtual school attendance is just as important. iFVS full-time students are expected to spend the same amount of time on their virtual classes as they would in brick-and-mortar classes.

Weekly attendance will be monitored according to pacing guides. Students who do not submit assignments (according to the pacing guides) for 3 or more classes per week, will be marked absent for the entire week. Students who do not submit assignments for 10 consecutive days will be considered truant. If contact from the student and family is not made, and absences are not excused, then truancy proceedings will be followed. Keep in mind, students can set their own schedule and access the curriculum 24 hours, 7 days a week.

Pacing Procedure

In order for students to be successful, they need to stay on pace and work on their iFVS class(es) every day.

In order to stay on pace, students need to complete and submit assignments as scheduled for each specific course on the course pacing guide.

- This demonstrates students are capable of being successful students who can work independently.
- Assignments must be completed in order. Assignments build on the knowledge gained as you work sequentially through each module.

Missing/Late Assignments Procedure

When students do not follow the pacing guide, they end up falling behind academically. Students are expected to submit weekly assignments as scheduled on each course pacing guide. This is also how attendance is determined. To keep students learning and to align with the attendance policy, teachers will enter a temporary grade of 1 point for each missing assignment every two weeks on Wednesdays. Students will have the opportunity to complete these assignments for full credit. This will provide a more accurate grade and percentage complete in the course, giving everyone a clear picture of how a student is progressing in the curriculum.

State Testing and Progress Monitoring Procedure

- Students are required to participate in all state and district assessments and progress monitoring in person
- All state and district assessments and progress monitoring must be completed on a school campus
- It is the responsibility of the family to provide transportation to required testing
- Testing calendars are shared in advanced for families to make arrangements
- Families must contact the iFlagler office to make arrangements for alternate testing dates if unable to come to the set dates and times
- Required State and District Testing and Progress Monitoring
 - Progress Monitoring - 3 times a school year
 - Grades K-8 for reading and math
 - Grade 9 & 10 reading
 - End of Course Exams
 - Must be completed to earn credit for the course
 - Exam grade is 20% of the overall course grade
 - Assigned for the following courses: 7th grade Civics, Algebra 1, Geometry, Biology, US History
- US Government High School Course: state test: Florida Civics Literacy Exam (FCLE)
- Grades K-5 Required Progress Monitoring
 - iReady Diagnostic Testing

- 3 times a year
- Completion of weekly assigned lessons

****Lack of participation in state testing will result in removal from virtual education.****

Support Services Procedure

Identified students will receive targeted supplemental interventions and academic support via small group online or face-to face sessions. It is the students'/learning coaches' responsibility to join and participate in the intervention sessions in order to receive the extra support to be successful.

- MTSS/SWD Students: Students receiving interventions and supports through MTSS or ESE are required to attend all support sessions
- Support teachers will communicate the session schedule dates and times specific to each student

All K-5 grade students will also spend 45-60 minutes weekly on their individualized i-Ready learning path in order to fill in any gaps in their knowledge, build their skills, and advance to grade-level proficiency for Math and Reading (according to their intervention plans).

****Lack of participation in support sessions will result in removal from virtual education.****

iFVS follows the district policy for excused and unexcused absences. Doctors' notes and parent notes for excused absences must be submitted to the iFVS office.

Academic Integrity

Academic Integrity is the cornerstone of learning at iFVS.

- What is academic integrity?

Academic integrity means that all work you submit is created by you and is an original representation of your work. It means that what you submit as your work is your work.

- Why is academic integrity important?

When you submit an assignment that is not your own original work, you represent something incorrectly. There are two issues involved:

1. You are earning credit for learning material for which you have not demonstrated mastery.
2. You may be violating the law.

- What are some examples of academic integrity violations?

There are two kinds of academic integrity violations: one is “plagiarism” and the other is “cheating”.

- Plagiarism

“To steal and pass off (the ideas and words of another) as one’s own: use (another’s production) without crediting the source”.

Some examples are, but are not limited to the following:

- Copying and pasting a report from the Internet and representing it as your own work
- Copying any other work and not properly citing authorship

- Cheating

Cheating is defined in multiple ways, but for the purposes of FLVS/iFlagler, these definitions are particularly relevant:

- To influence or lead by deceit, trick, or artifice
- To practice fraud or trickery

To violate rules dishonestly (cheat on cards or cheating on a test)

Some examples are, but are not limited to the following:

- Providing questions/answers/work to another student
 - Receiving questions/answers/work from another student
- Student Broker

A broker is defined in multiple ways, but for the purposes of FLVS/iFlagler, the definition is particularly relevant: One who sells or distributes something; one who acts as an intermediary.

- Consequences

A variety of consequences will be administered when you are caught cheating or plagiarizing. These consequences range from resubmission of an assignment up to expulsion from FLVS/iFVS courses for up to one year. iFlagler follows the FLVS Consequences Matrix for Academic Integrity. Additionally, final grades may be rescinded if you are found to have cheated or plagiarized after the grade has been posted to your transcript. If the grade is rescinded it will be replaced with a failing grade.

Communication

Communication between students, parents/guardians, and the virtual teachers and staff is crucial to the success of the student.

- Welcome calls will be completed for all enrolled courses and within the first 7 days of being activated in a course
 - During this call students will meet the teacher and learn how to navigate the course
- Teachers will respond to text messages, phone calls, and emails within 24 hours.
- Teachers will grade assignments and provide feedback within 48 hours
- Students and parents/guardians will respond to teacher text messages, emails, and phone calls within 24-48 hours.
- If families do not respond to a teacher's email, phone, or text message within 48 hours, administration will be notified.
 - If family is still unresponsive to administrative contacts, students will be locked out of courses and placed on Contact Instructor status
 - Contact Instructor status will not be removed until contact is made

Scheduling Appointments

- Discussion-Based Assessments (DBAs) play a vital role in the iFVS virtual program.
- Students must schedule DBAs according to the pacing guide with their teachers and keep their scheduled appointments.
- Students may schedule help sessions with the teachers as needed and according to availability of the teachers appointment calendar
- If students need to reschedule an appointment, 24 hour notice must be given to the teacher

Course Exam Procedure

- Virtual Courses have module exams and end of semester (end of course) segment exams
- Module exams and course assignments may be reset a maximum of 3 times for grade improvement
- Module exams may be retaken for grade improvement
 - Students must schedule a remediation session with teachers
 - Upon successful completion of remediation, teachers will reset the module exam for students to retake
 - Once the exam is reset the original grade is deleted and students will keep the most recent grade
- The final segment exam for each course can only be taken 1 time and must be passed with a 60% or higher in order to receive credit for the course.

iFlagler Virtual School is a school choice program. Failure to comply with any of the student and family policies and procedures will result in dismissal from the program.