



Levy County Schools

Virtual Instruction Program Employee Manual

Revised and Board Approved



Virtual Course Approval

Cheat Sheet For VS Coordinator

WILL THE STUDENT BE SUCCESSFUL IN A VIRTUAL COURSE????

- ✓ Review prior year/semester grade history.
- ✓ Review assessment history? If student is Level 1 or 2, it is NOT recommended they take a virtual course
- ✓ Are they in a CREDIT RECOVERY CLASS? If so, they need to complete it prior to taking a virtual course
- ✓ Did you check for LAB SPACE? Students need that extra support!

If student chooses **MDVS** (FLVS Courses through NEFEC or K-12) here are the steps to enroll student:

- Check to make sure course is offered
- Provide student with MDVS instructions
 - Go to www.levy.k12.fl.us, click on “schools” and choose “My District Virtual School”
- Student enrolls on their own
- Parent creates account
- For MDVS (FLVS Courses) Counselor approves on VSA
- For K-12, the district office will review your information and call you for further instructions.
- If there is a preference for LCSB teachers, please indicate on form and notify Virtual Coordinator

If student chooses **FLVS Part Time**:

- Provide student with FLVS instructions
- Student enrolls on their own
- Counselor approves on VSA (Virtual School Administrator)

1. Go to www.levy.k12.fl.us, click on “schools” and choose “My District Virtual School”


My District Virtual School

Jeff Edison, Contact

Phone:(352) 486-5231

Cyberspace

2. Choose “Virtual Instruction Program”



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Virtual Instruction Program



MyDistrict Virtual School is the name of the online learning option for K-12 students provided by the North East Florida Educational Consortium. K-12 students must meet state eligibility requirements. Students in grades K-12 may enroll in virtual education courses either full-time or part-time.

Section 1002.45, F.S., required each school district, beginning with the 2009-2010 school year to provide eligible students the option to participate in a virtual instruction program. Since then, additional legislation and Florida Department of Education directives have increased the options, requirements and accountability of virtual instruction programs.

NEFEC provides virtual instruction program support as a service to its participating small school districts. In most instances:

- Students are compiled across district lines to form courses
- NEFEC selects and supervises the teacher
- NEFEC guides and helps administer the program
- The school district oversees the students and administers state/district testing

2015-2016 Enrollment Information. [Click here for more information.](#)

Additional Information

Elementary Grades K-6 (Calvert Education Services Option) [Click here for more information.](#)

Grades K-12 (K12 Florida LLC Option) [Click here for more information.](#)

Secondary Grades 6-12 [Click here for more information.](#)

Please contact [Karen Hanson](#) should you have any questions or concerns about virtual education options.

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For information about NEFEC's MyDistrict Virtual Program or website support, email info@mydistrictvirtuelschool.org.

3. Start application

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2015-2016 Enrollment Information

[Full-Time and Part-Time Elementary Virtual Applications - Semester 1 for the 2015-2016 school year](#)
The initial enrollment period for K12/Fuel Education and Calvert Education Services will begin on April 20th, 2015 and end on July 18th, 2015. A second enrollment period will begin on July 19th and end on September 4th, 2015.

[Full-Time Elementary and Part-Time Virtual Applications - Semester 2 for the 2015-2016 school year](#)
A third and final enrollment period for both K12/Fuel Education and Calvert Education Services will begin on December 7th, 2015 and end on February 5th, 2016; however, some individual school districts only accept full-time elementary enrollments at the beginning of the school year during the initial or second enrollment period. Please check with your individual school district to determine these specific dates.

[Full-Time and Part-Time Secondary Virtual Applications - Semester 1 for the 2015-2016 school year](#)
The initial enrollment period for MyDistrict Virtual School courses (Grades 6-12) will begin on April 20th, 2015 and end on July 18th, 2015. A second enrollment period will begin on July 19th and end on September 4th, 2015; however, some individual school districts only accept secondary enrollments (part-time and full-time) at specific times throughout the school year. Please check with your individual school district's Student Progression Plan to determine these specific dates.

[Full-Time and Part-Time Secondary Virtual Applications - Semester 2 for the 2015-2016 school year](#)
A third and final enrollment period for MyDistrict Virtual School courses (Grades 6-12) will begin on December 7th, 2015 and end on February 5th, 2016; however, some individual school districts only accept secondary enrollments (part-time and full-time) at specific times throughout the school year. Please check with your individual school district's Student Progression Plan to determine these specific dates.

[Full-time Elementary Application](#)
(Calvert Education Services and K12/Fuel Education)
[Click here for application](#)

[Full-time and Part-time MDVS \(FLVS\) Secondary Application](#)
For instructions on how to enroll in MDVS (FLVS) Courses, please see directions and links below.
6-12 NEW Students DIRECTIONS HERE!
[For MDVS courses, click here to begin!](#)

6-12 CURRENT Students DIRECTIONS HERE!
Already have an FLVS login? Click on the picture below to get enrolled in your courses!



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4. Once application is received, the district office will review your information and call you for further instructions.

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Student Application Received

Thank you! Your application has been received.

All information will be sent to your district for approval of eligibility for virtual instruction. Once eligibility has been determined, you will receive an email with further instructions.

Guide and Procedures

Pursuant to Section 1001.41 (3), Florida Statutes, school districts are responsible for prescribing and adopting standards and policies to provide each student the opportunity to receive a complete education. Education methods to implement such standards and policies may include the delivery of learning courses through traditional school settings, blended courses consisting of both traditional classroom and online instructional techniques, participation in a virtual instruction program (VIP), or other methods.

“Virtual Instruction Program” means a program of instruction provided in an interactive learning environment created through technology in which students are separated from their teachers by time or space, or both. The purpose of the program is to make quality virtual instruction available to students using online and distance learning technologies in the nontraditional classroom. (S.S. 1002.45)

Virtual courses are offered online to all eligible students in affiliated school districts throughout the State of Florida. Eligible students can enroll in part-time classes or a full-time program. The goal is to make instruction available and convenient for the student. Full-time virtual instruction programs, My District Virtual School and Florida Virtual School, are available for students who qualify and enroll during the open enrollment period. Credit for successful completion of courses will be awarded. Students may contact a guidance counselor for more information. Refer to the following link for enrollment: www.nefec.org (F.S. 1002.45). Students graduating from My District Virtual School will receive a Levy County Virtual diploma, not a Levy County High School diploma and will not participate in Levy County High School’s graduation ceremony.

Student Eligibility (F.S.1002.45) for K-12 virtual instruction.

- (1) A student is eligible to participate in virtual instruction if:
 - (a) The student spent the prior school year in attendance at a public school in the state and was enrolled and reported by the school district for funding during October and February for purposes of the Florida Education Finance Program surveys;
 - (b) The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to this state from another state or from a foreign country pursuant to a permanent change of station order;
 - (c) The student was enrolled during the prior school year in a virtual instruction program under s. 1002.45, the K-8 Virtual School Program under s. 1002.415, or a full-time Florida Virtual School program under s. 1002.37(8)(a);
 - (d) The student has a sibling who is currently enrolled in a virtual instruction program and the sibling was enrolled in that program at the end of the prior school year;
 - (e) The student is eligible to enter kindergarten or first grade; or

- (f) The student is eligible to enter grades 2 through 5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School.
- (2) The virtual instruction options for which this eligibility section applies include:
 - (a) School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs under s. 1002.45(1)(b) for students enrolled in the school district.
 - (b) Full-time virtual charter school instruction authorized under s. 1002.33.
 - (c) Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state pursuant to s. 1003.498.

Student Participation Requirements

Student attendance will be monitored and verified by the school district. NEFEC will provide an activity/attendance report at weekly of students taking course through My District Virtual. The Virtual School Coordinator will access the FLVS Database weekly to monitor progress of students taking courses through FLVS. Each student enrolled in a virtual instruction program will take state assessment tests within the school district. The district will provide student access to testing facilities.

In order to be eligible as a full-time virtual instruction student, Levy County School District students must:

- 1) Have been successfully promoted to the next grade level at the end of the previous school year. For mid-year entrance, students must have demonstrated success in the first semester courses (grades of C or better) and have recommendation from their previous school guidance or administrations.
- 2) Attain one of the following minimum scores on previous year standardized tests:
 - a) FCAT Reading or equivalent Level 3 or higher
 - b) STAR or equivalent at 50th percentile or above (1st through 3rd grades)
 - c) Grade level proficiency on an official standardized test administered by another public school system
- 3) Accepted students must meet all of Levy County criteria as specified in the Levy County School District Student Progression Plan in order to participate in our full-time program.
- 4) Such criteria include meeting minimum FCAT/FSA scores, course requirements, immunization, Code of Conduct acknowledgement, etc. Students who meet these requirements must submit the online prospective full-time student application.

In order to be a successful full-time virtual instruction student, Levy County School District Students should:

- 1) Have consistent parent/guardian supervision of student
- 2) Maintain pace in all courses (1 hour per day per course) and submitting required work
- 3) Daily engage in course activities/enrolled in 6 courses

- 4) Establish regular communication with all teachers via email, phone, and/or text
- 5) Earn and maintain passing grades of C or higher
- 6) Earn appropriate credits/standards for end of year grade promotion
- 7) Participate in all districts standardized testing
- 8) Honor all rules and procedures established by Levy County School District for student conduct, academic integrity, and etiquette.

2015-2016 Enrollment Information

Full-Time and Part-Time Elementary Virtual Applications

Semester 1 for the 2015-2016 school year.

The initial enrollment period for K12/Fuel Education **will begin on April 20th, 2015 and end on July 18th, 2015**. A second enrollment period **will begin on July 19th and end on September 4th, 2015**.

Semester 2 for the 2015-2016 school year

A third and final enrollment period for K12/Fuel Education **will begin on December 7, 2015 and end on February 5th, 2016**.

Full-Time and Part-Time Secondary Virtual Applications

Semester 1 for the 2015-2016 school year

The initial enrollment period for MyDistrict Virtual School courses (Grades 6-12) **will begin on April 20th, 2015 and end on July 18th, 2015**. A second enrollment period **will begin on July 19th and end on September 4th, 2015**; however, some individual school districts only accept secondary enrollments (part-time and full-time) at specific times throughout the school year Please check with your individual school district's Student Progression Plan to determine these specific dates.

Semester 2 for the 2015-2016 school year

A third and final enrollment period for MyDistrict Virtual School courses (Grades 6-12) **will begin on December 7th, 2015 and end on February 5th, 2016**

Parents can access the Levy County School District website to review eligibility criteria and enrollment process throughout the year. Parents and students must complete the Levy VIP Enrollment paperwork prior to requesting courses. To enroll in Full Time Virtual School with the School Board of Levy please call Michelle Studstill at 352-486-5231 to schedule an enrollment appointment.

Parents must monitor their student's assignments and assessments:

In lieu of the daily presence of a face-to-face teacher, parents should take the lead in guiding the students through the curriculum, submission of work samples, assignments, practicing FCAT assimilations, online class sessions, producing projects, reviewing for

quizzes and tests, as well as making sure they participate in the state tests. Students who do not participate in required testing will not be allowed to enroll in My District Virtual School for the following year.

Availability of Virtual Options

- FLVS and MDVS courses shall be available to students during or after the normal school day and through summer school enrollment [F.S. 1001.42(23)]. A student may not enroll in the same course (face-to-face classroom course and/or online course) more than once in the same semester. Students may not drop a course after the drop/add deadline in order to enroll in an online course with FLVS or MDVS. Students may move between a virtual or brick-and mortar classroom in a yearlong course after the end of the first semester, provided that the student continues to meet the requirements for full-time enrollment. Any virtual course activated prior to July 1 cannot be counted in the course schedule for the school year beginning on July 1 – even if the course remains active.
- Students who have been previously unsuccessful in a virtual school course (Withdraw/Failing or Complete Failing) will need to meet with their guidance counselor before the course request is approved. Students will not be allowed to re-enroll in a course in which they have previously been unsuccessful or dropped.
- Part-time virtual school students requesting to take a course offered by FLVS must have counselor and caregiver approval [F.S. 1002.20(6)]. Students taking a course outside of the school day must maintain a “C” average throughout the Grace Period of 14 days for FLVS in order to remain enrolled in the course. Students who do not complete at least 10% of the course and do not have an average of “C” or higher will be withdrawn from the course (WNG).
- Part-time virtual school students requesting to take a course offered by MDVS must have counselor and primary caregiver approval. Students who do not complete at least 20% of the course and do not have an average of “C” or higher throughout the Grace Period of 28 days for MDVS may be withdrawn from the course (WNG). Students will not be allowed to re-enroll in a course in which they have previously been unsuccessful or dropped.
- Students have until **the end date of Survey 4** (June 17, 2016) to complete a virtual course. Students may remain enrolled beyond this date if: the course is needed for credit recovery or for course completion until **the amendment of the final enrollment survey (4)**.
- Students may remain enrolled beyond **the amendment of the final enrollment survey (4)** to complete a course needed for graduation.

Process for Verifying Background Checks and Certification for Virtual School Teachers

Upon receipt of the student/teacher information from NEFEC or Contracted Virtual School Provider the following steps will be taken.

- 1) All virtual school instructors' fingerprints and certification will be verified by the Personnel Department.
- 2) The Instructor's social security number will be processed the FDLE Vendor search. If nothing is found then,
- 3) A request will be submitted to NEFEC or the Virtual Instruction Provider for them to deliver to us in a timely manner the FDLE/FBI screening, as well as, proof of teacher certification.
- 4) This information will be archived in a confidential file at the Levy County School Board Office.

APPENDIX

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- B. Virtual Instruction Approval Form
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APPENDIX A: Parent/Student Enrollment Information Packet

Levy's MyDistrict Full Time Virtual School Program

Grades K-5

Curriculum: K-12

Grade Levels	Subjects Covered
Kindergarten	Math, Language Arts, Science, Social Studies/History, PE or Music and Art
1 st Grade	Math, Language Arts, Science, Social Studies/History, PE or Music and Art
2 nd Grade	Math, Language Arts, Science, Social Studies/History, PE or Music and Art
3 rd Grade	Math, Language Arts, Science, Social Studies/History, Reading, PE or Music and Art
4 th Grade	Math, Language Arts, Science, Social Studies/History, Reading, PE or Music and Art
5 th Grade	Math, Language Arts, Science, Social Studies/History, Reading, PE or Music and Art

*PE is **required** in grades K-5 unless parents provide a waiver form. Participation in Music and Art requires PE waiver.

Responsibilities of parents:

1. Schedule an appointment to enroll your child in the Levy's MyDistrict Virtual School by calling at 352-486-5231
2. Complete enrollment paperwork at Levy County School District, 480 Marshburn Drive, Bronson, FL 32621.
3. Register your student at www.mydistrictvirtuelschool.org.
4. Levy's Virtual School students are required to participate in district and statewide assessments. Parents will be notified of assessment dates and locations.
5. Parents must provide internet and computer access in the home. (hardship waiver available).
6. Parents are required to be the parental learning coach who works hand-in-hand with the online instructor to provide support for elementary learners.

7. Parents are required to ensure that their child works actively in courses each week so that all coursework is completed within semester timelines. Attendance is taken each day.
8. Parents are required to attend a parent conference annually with district staff counselor to assess the progress of their child. Contact Michelle Studstill at 352-486-5231 or Studstillm@levy.k12.fl.us to schedule an appointment.

Levy's MyDistrict Virtual School Parent Information Guide

Three requirements for Levy's MyDistrict Virtual School enrollment:

1. A parent and student will make an appointment to meet for an orientation meeting outlining requirements and commitments to Levy's My District Virtual School guidelines and policies. Appointments may be scheduled by calling 352-486-5231
2. Parents will complete enrollment forms in Student Services Office.
3. Student will complete an online application at www.mydistrictvirtualschool.org .

Considerations:

Levy's MyDistrict Virtual School is recommended for students achieving on Proficient on FSA reading and math. Level 1 and Level 2 students are required to take Intensive Reading courses that are not available through Levy Virtual School.

Students (Grades 6-12) will be required to take six (6) courses just as students who attend a brick and mortar school. Students who are Dual Enrolled at North Florida Community College may not be required to take 6 courses depending on graduation requirement.

Student will need access to a computer and internet on a daily basis.

Student will be required to take required state assessments and district monitoring assessments at a school which will be assigned to them. Parents will provide transportation for assessment days.

Students who are **NOT** progressing within the first 28 days of the semester will be dropped from the Levy Virtual School and will need to enroll at their home school.

Students will need to complete all coursework within the 180 day school year. Students have a flexible day but must follow the traditional school calendar. Students in K-3 should plan to spend 4 hours a day for instruction. Students in Grades 4-8 would need to spend about 5 hours a day for instruction to be able to keep pace. Students in Grades 9-12 may need as much as 6 hours of instruction time per day to meet the pacing requirements of online courses.

All existing requirements related to student progression including retention, promotion, and grade assignment are the same for Levy's MyDistrict Virtual School as they are for any other student enrolled in the district.

Students completing graduation requirements are eligible for a Levy School District diploma but do not participate in graduation ceremonies.

A minimum number of assignments are required to be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in removal from a course and a failing grade assigned to the student's academic transcript. Students with failing grades will be dropped from the Levy Virtual School and be required to enroll at their home school. A student may drop a course without penalty within the first 14 days. Dropping a course after the 14th day will result in a WF (withdrawal F). If a course is dropped after completing over 50% of the coursework and if the student fails to take the final exam, a final grade of F will be issued. When a course is dropped, another course must be added to continue to be enrolled in a total of six courses.

Grades cannot be transferred from Levy's MyDistrict Virtual School except at the semester upon completion of a course.

Students will only be enrolled during a **Fixed Enrollment Window** each semester. **No students will be allowed to enroll after that window has closed.**

Enrollment Windows for 2015-2016:

April 20th – July 24th, 2015 for first semester

A second enrollment period **will begin on July 25th and end on September 4th, 2015.**

December 7th, 2015 – February 5, 2016 for second semester

All course selections must be approved by district staff counselor to ensure they meet the district and state requirements for the student.

Students must be highly motivated, organized and committed to their education through putting forth the time and effort needed each day.

ESE student information:

ESE students who require specialized direct instruction and support in one or more academic areas in order to succeed in the general curriculum should be aware that this type of intensity of service is not available through a virtual instruction program.

Curriculum:

MyDistrict online courses

K-12/Fuel Education (K-12)

FLVS online courses (pending approval)

Levy's My District Virtual School Contact:

Jeffery R. Edison, 352-486-5231, edisonj@levy.k12.fl.us.

Requirements:

1. Parent and student will make an appointment for an orientation meeting outlining requirements of Levy's MyDistrict Virtual School. Call 352-486-5231 to schedule appointment. (Academic history will be reviewed at this time)
2. Parent will complete enrollment packet at the Levy District School Board office, 480 Marshburn Drive, Bronson, FL 32621.
3. Student will complete an online application at <https://vsa.flvs.net> and choose MyDistrict Virtual School as their physical school.

Responsibilities of parents:

1. Provide internet and computer access in the home.
2. Assist student in registering for **six (6)** courses. Make sure that the student chooses **MyDistrict Virtual School courses**. **If a course is not available at MyDistrict contact SBLC for approval to register for a FLVS course.**
3. Parent will ensure that student will participate in all district and statewide assessments such as FAIR, FCAT, etc. Information will be provided about dates and locations for assessments.
4. Parents will need to monitor student's pacing and completion of assignments and testing requirements.

APPENDIX B: Virtual Course Approval Form

Levy County Schools Virtual Course Approval Form

Student- First Name _____ Last Name _____ ID _____
DOB _____ Grade Level _____ Start Date _____

Counselor approval for: _____ (If virtual course is denied, please document reason below in the designated area of the "Official Use Only" section)

Course _____	Course Code _____	FY	CR	A	B	Outside
Course _____	Course Code _____	FY	CR	A	B	Outside
Course _____	Course Code _____	FY	CR	A	B	Outside
Course _____	Course Code _____	FY	CR	A	B	Outside
Course _____	Course Code _____	FY	CR	A	B	Outside
Course _____	Course Code _____	FY	CR	A	B	Outside
Course _____	Course Code _____	FY	CR	A	B	Outside
Course _____	Course Code _____	FY	CR	A	B	Outside

Are the course/s selected above appropriate based on the student's academic history?

____yes ____no

NOTE: Courses taken OUTSIDE the school day will cost the district. Must attach student schedule to this form, provide a reason and receive administrative approval.

Reason: _____ Admin Approval: _____

Parent Approval

Method _____

Initial _____

____ Parent/student was provided with information about virtual options and chose to enroll in:

- () MDVS - FLVS courses with NEFEC-MDVS teachers – FLVS Franchise, (28 day grace period)
- () K12/Fuel Education – State approved virtual instruction program with K12/Fuel Education teachers
- () FLVS – (14 day grace period)

*PE is required in grades 6-8 unless parents provide a waiver form. Students seeking Bright Futures should review Bright Futures requirements when selecting courses. Bright Futures requirements are posted at: www.floridastudentfinancialaid.org

APPENDIX C: Virtual Instruction Participation Agreement

LEVY COUNTY SCHOOLS VIRTUAL INSTRUCTION PARTICIPANT AGREEMENT

Student/parent must read and sign the following prior to registering for a virtual course and receiving course approval by counselor.

STUDENT IS RESPONSIBLE FOR:

- Understanding time management (pacing guide, progress, etc.)
- Being committed and self- motivated
- Completing the course in the anticipated time frame (i.e. semester/full year)
- Making contact with teacher, if needed/as needed

PARENT IS RESPONSIBLE FOR:

- Checking email on a regular basis for notifications from teacher and/or virtual program
- Logging in to the virtual program to follow child's progress
- Monitoring and coaching the student for successful progress and completion
- Contacting Guidance Counselor and/or Teacher, if needed

Parent and student have read and understand the following:

- Students in a virtual course are provided with a GRACE (trial) PERIOD to see if they will be successful in the course.
- The GRACE PERIOD for FLVS is 14 days; MDVS and K12 is 28 days.
- Student must be at 20% completion with a C or better by the 14th or 28th day or will be dropped from the course.

Student

Date

Student Email Address

Student Phone Number (if available)

Parent

Date

Parent Email Address




Parent Phone Number

Counselor




Date

APPENDIX D: Curriculum Plan: K-12/Fuel Education

Florida District Virtual Instruction Programs Powered by K12
Kindergarten-5th Grade Course Offerings SY2015-2016

Grade K	Subject	FLDOE Course Code	FLDOE Course Name	K12 Course Name	Notes
Grade K	Internal Attendance Only Courses - No DOE Code			Class Connect Kindergarten - IST (Attendance) Introduction to Online Learning for Virtual Schools (K-2)	
Grade K	Language Arts	5010041	Language Arts-Grade Kindergarten	Language Arts Blue (K) - Phonics Language Arts Blue (K) - Literature and Comprehension Language Arts Blue (K) - Language Skills Language Arts Blue (K) - Handwriting	
Grade K	Math	5012020	Mathematics - Grade Kindergarten	Math Plus Blue Math + Blue Common Core Appendix	
Grade K	Science	5020010	Science – Grade K	Science K	
Grade K	Social Studies	5021020	Social Studies Grade K	Social Studies K History K	
Grade K 	Electives	5015020	Physical Education - Grade K	Physical Education with Lessons	
Grade K 	Electives	5001010	Art - Grade K	Art K	Requires PE Waiver
Grade K 	Electives	5013060	Music - Grade K	Preparatory Music	Requires PE Waiver

Florida District Virtual Instruction Programs Powered by K12
Kindergarten-5th Grade Course Offerings SY2015-2016

Grade One	Subject	FLDOE Course Code	FLDOE Course Name	K12 Course Name	Notes
Grade One	Internal Attendance Only Courses - No DOE Code			Introduction to Online Learning for Virtual Schools (K-2) Class Connect 1st Grade - IST (Attendance)	
Grade One	Language Arts	5010042	Language Arts-Grade One	Language Arts Green - Handwriting & Writing Skills Language Arts Green - Literature and Comprehension Language Arts Green - Vocabulary Language Arts Green - PhonicsWorks Advanced & Spelling	
Grade One	Math	5012030	Mathematics - Grade One	Math Plus Green Math Plus Green Common Core Appendix	
Grade One	Social Studies	5021030	Social Studies Grade 1	History 1	
Grade One	Science	5020020	Science – Grade 1	Science 1	
Grade One 	Electives	5015030	Physical Education - Grade 1	Physical Education with Lessons	
Grade One 	Electives	5001020	Art - Grade 1	Art 1	Requires PE Waiver
Grade One 	Electives	5013070	Music - Grade 1	Beginning 1 Music	Requires PE Waiver

**Florida District Virtual Instruction Programs Powered by K12
Kindergarten-5th Grade Course Offerings SY2015-2016**

Grade Two	Subject	FLDOE Course Code	FLDOE Course Name	K12 Course Name	Notes
Grade Two	Internal Attendance Only Courses - No DOE Code			Class Connect 2nd Grade - IST (Attendance) Introduction to Online Learning for Virtual Schools (K-2)	
Grade Two	Language Arts	5010043	Language Arts-Grade Two	Language Arts (2) Orange - Handwriting Language Arts (2) Orange - Spelling Language Arts (2) Orange - Writing Skills Language Arts (2) Orange - Vocabulary Language Arts (2) Orange - Literature and Comprehension	
Grade Two	Math	5012040	Mathematics - Grade Two	Math Plus Orange Math Plus Orange Common Core Appendix	
Grade Two	Social Studies	5021040	Social Studies Grade 2	Social Studies 2 History 2	
Grade Two	Science	5020030	Science – Grade 2	Science 2	
Grade Two	♦ Electives	5015040	Physical Education - Grade 2	Physical Education 3 (Texas)	
Grade Two	♦ Electives	5001030	Art - Grade 2	Art 2	Requires PE Waiver
Grade Two	♦ Electives	5013080	Music - Grade 2	Beginning 2 Music	Requires PE Waiver

**Florida District Virtual Instruction Programs Powered by K12
Kindergarten-5th Grade Course Offerings SY2015-2016**

Grade Three	Subject	FLDOE Course Code	FLDOE Course Name	K12 Course Name	Notes
Grade Three	Internal Attendance Only Courses - No DOE Code			Class Connect 3rd Grade - IST (Attendance) Introduction to Online Learning for Virtual Schools (3-5) iReady	
Grade Three	Language Arts	5010044	Language Arts-Grade Three	Language Arts Purple – Literature and Comprehension Language Arts Purple - Spelling Language Arts Purple – Vocabulary Language Arts Purple – Cursive Handwriting Language Arts Purple – Writing Skills	
Grade Three	Math	5012050	Mathematics - Grade Three	Math Plus Purple	
Grade Three	Social Studies	5021050	Social Studies Grade 3	Social Studies 3 History 3	
Grade Three	Science	5020040	Science – Grade 3	Science 3	
Grade Three	♦ Electives	5015050	Physical Education - Grade 3	Physical Education 3 (Texas)	
Grade Three	♦ Electives	5001040	Art - Intermediate 1	Art 3	Requires PE Waiver
Grade Three	♦ Electives	5013090	Music - Intermediate 1	Intermed. 1 Music	Requires PE Waiver
Grade Three	♦ Electives	5010020	Funct. Basic Skills in Reading	Stage 1: MARK12 Reading I Stage 2: MARK12 Reading II	Reading teacher will assign I or II based on student need. Counts as elective

**Florida District Virtual Instruction Programs Powered by K12
Kindergarten-5th Grade Course Offerings SY2015-2016**

Grade Four	Subject	FLDOE Course Code	FLDOE Course Name	K12 Course Name	Notes
Grade Four	Internal Attendance Only Courses - No DOE Code			Class Connect 4th Grade - IST (Attendance) iReady Introduction to Online Learning for Virtual Schools (3-5)	
Grade Four	Language Arts	5010045	Language Arts-Grade Four	Language Skills 4 - Composition Language Skills 4 - GUM Language Arts Red - Vocabulary Spelling 4 Literature 4	
Grade Four	Math	5012060	Mathematics - Grade Four	Math Plus Red	
Grade Four	Social Studies	5021060	Social Studies Grade 4	State History History 4	
Grade Four	Science	5020050	Science – Grade 4	Science 4	
Grade Four	Electives	5015060	Physical Education - Grade 4	Physical Education 4 (Texps)	
Grade Four	Electives	5001050	Art - Intermediate 2	Art 4	Requires PE Waiver
Grade Four	Electives	5013100	Music - Intermediate 2	Exploring Music	Requires PE Waiver
Grade Four	Electives	5010020	Funct. Basic Skills in Reading	Stage 2: MARK12 Reading II Stage 3: MARK12 Reading III	Reading teacher will assign I or II based on student need. Counts as elective

**Florida District Virtual Instruction Programs Powered by K12
Kindergarten-5th Grade Course Offerings SY2015-2016**

Grade Five	Subject	FLDOE Course Code	FLDOE Course Name	K12 Course Name	Notes
Grade Five	Internal Attendance Only Courses - No DOE Code			Class Connect 5th Grade - IST (Attendance) Introduction to Online Learning for Virtual Schools (3-5) iReady	
Grade Five	Language Arts	5010046	Language Arts-Grade Five	Language Skills 5 - Composition Language Skills 5 - GUM Language Arts Yellow - Vocabulary Spelling 5 Literature 5	
Grade Five	Math	5012070	Mathematics - Grade Five	Math Plus Yellow	
Grade Five	Social Studies	5021070	Social Studies Grade 5	American History A	
Grade Five	Science	5020060	Science – Grade 5	Science 5	
Grade Five	Electives	5015070	Physical Education - Grade 5	Physical Education 5 (Texas)	
Grade Five	Electives	5013110	Music - Intermediate 3	Intermediate Music 3	Requires PE Waiver
Grade Five	Electives	5001060	Art - Intermediate 3	Art American A	Requires PE Waiver
Grade Five	Electives	5010020	Funct. Basic Skills in Reading	Stage 2: MARK12 Reading II Stage 3: MARK12 Reading III	Reading teacher will assign I or II based on student need. Counts as elective

K-5 Which Elective is Right for Me?

Physical Education- Grades K-5

In the Physical Education program students acquire the knowledge and skills for movement that provide the foundation for enjoyment, continued social development through physical activity, and access to a physically active lifestyle. This program is designed to engage your student in activities that reinforce physical skills and improve overall fitness levels. **Students in grades K-5 complete 1 lesson per week and log 30 minutes of attendance each day.** (NO WAIVER is required if you select PE.)

Art- Grades K-5

Following the timelines in K¹² History, K¹² Art introduces students to great works of art from different cultures and eras, while engaging them in creative activity—painting, drawing, molding with clay, etc. Students learn the elements of art; study important paintings, sculpture, and architecture; and explore different artistic movements, then create their own works of art, such as mobiles, collages, and stained glass. **(A PE WAIVER is required if you select ART.)**

Music- Grades K-5

K12 Music teaches basic Western music concepts at age-appropriate levels. The curriculum builds in a structured way, fostering increasing music comprehension skills as students move through their school years. More than simply music appreciation, this program helps students train their ears, voices, and bodies in the fundamental building blocks of music. **(A PE WAIVER is required if you select MUSIC.)**

K-5 2015-16 PE Waivers

Dear Parent or Guardian,

Section 1003.455, Florida Statutes, requires 150 minutes each week of physical education for students in grades kindergarten through fifth grade, and the equivalent of one class period per day of physical education for one semester of each year for students in grades six through eight. In place of taking a physical education course, students are given the option to have this requirement waived if they meet one of the following criteria:

1. The student is enrolled or required to enroll in a remedial course.
2. The student's parent indicates in writing to the school that the student enroll in another course from among those courses offered as options by the school district.
3. The student's parent indicates in writing to the school that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

The statute requires each District School Board to notify parents of the options available prior to scheduling a student in physical education. Unless your child meets one of the waiver criteria listed above, he/she will be enrolled in physical education for 150 minutes each week while in **grades kindergarten through grade five**, or for the equivalent of one semester of each year while in grades six through eight.

If you wish to sign a waiver stating that your child participates in physical activity outside the school day equal to the mandated requirement, please fill in the form below. This will give your student the chance to take a different elective in place of the PE course. If you wish your child to enroll in PE for his/her elective, no further action is needed. Please note that if your student is required to enroll in a remedial reading or math course, then that will become the elective choice for the year.

I request that my child _____ be allowed to waive the physical education requirement for the 2015/2016 school year for the reason below:

My child is participating in physical activities outside of the school day which are equal to or in excess of the physical education requirement.

I have read and understood the conditions above. Once selections are complete no changes will be made.

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____

Date _____

ELECTIVE CHOICE: (select 1)

_____ **ART**

_____ **MUSIC**

Grades 6-8 Which Elective is Right for Me?

Physical Education- Grades 6-8

In the Physical Education program students acquire the knowledge and skills for movement that provide the foundation for enjoyment, continued social development through physical activity, and access to a physically active lifestyle. This program is designed to engage your student in activities that reinforce physical skills and improve overall fitness levels. Students are assigned 1 lesson per week which has content for 5 days. Students are expected to log 30 minutes of PE activity and attendance daily. Please note that the Florida PE course is **one semester** for grades 6-8 so students will have one semester of Art and one semester of PE. Students will be divided up and schedules will be created for the year. **NO WAIVER is required if PE is selected.**

Art- Grades 6-8

Following the timelines in K¹² History, K¹² Art introduces students to great works of art from different cultures and eras, while engaging them in creative activity—painting, drawing, molding with clay, etc. Students learn the elements of art; study important paintings, sculpture, and architecture; and explore different artistic movements, then create their own works of art, such as mobiles, collages, and stained glass. Please note that the Florida Art course is **one semester** for grade 6-8 so students will have one semester of Art and one semester of PE. Students will be divided up and schedules will be created for the year. Since Art is a semester long course. Lessons appear on the student's plan every day. **NO WAIVER is required if ART is selected.**

Middle School Foreign Language- Grades 7 and 8

K12 World Language courses help students read, write, speak, and listen for meaning through simple narratives, regular writing and speaking challenges, and games. Students learn common vocabulary terms and phrases, grammar patterns and principles, and the practices and perspectives of various cultures. Courses meet all national standards as set forth by ACTFL (the American Council on the Teaching of Foreign Languages) and follow state guidelines in covering level-appropriate standards.

This course requires a lesson be completed each day and can be a rigorous course. Recommended for students with good study skills and who are self-motivated and enjoy a challenge. The following languages may be available: Spanish & French.

A PE WAIVER is required if Foreign Language is selected.

Music- Grades 6-8

K¹² Music teaches basic Western music concepts at age-appropriate levels. The curriculum builds in a structured way, fostering increasing music comprehension skills as students move through their school years. More than simply music appreciation, this program helps students train their ears, voices, and bodies in the fundamental building blocks of music. Music is a yearlong course. Lessons appear on the student's plan 2-3 times per week. **A PE WAIVER is required if MUSIC is selected.**

K-12 PE Waiver for 6-8th

Dear Parent or Guardian,

Section 1003.455, Florida Statutes, requires 150 minutes each week of physical education for students in grades kindergarten through fifth grade, and the equivalent of one class period per day of physical education for one semester of each year for students in grades six through eight. In place of taking a physical education course, students are given the option to have this requirement waived if they meet one of the following criteria:

1. The student is enrolled or required to enroll in a remedial course.
2. The student's parent indicates in writing to the school that the student enroll in another course from among those courses offered as options by the school district.
3. The student's parent indicates in writing to the school that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

The statute requires each District School Board to notify parents of the options available prior to scheduling a student in physical education. Unless your child meets one of the waiver criteria listed above, he/she will be enrolled in physical education for 150 minutes each week while in grades kindergarten through grade five, **or for the equivalent of one semester of each year while in grades six through eight.**

***The default elective for students in grades 6-8 will be one semester of Art and one semester of PE. If you wish to sign this waiver your student can take a different elective below.**

If you wish to sign a waiver stating that your child participates in physical activity outside the school day equal to the mandated requirement, please fill in the form below. This will give your student the chance to take a different elective in place of the PE course. If you wish your child to enroll in PE/ART for his/her elective, no further action is needed. **Please note that if your student is required to enroll in a remedial reading or math course, then that will become the elective choice for the year.**

I request that my child _____ be allowed to waive the physical education/ art requirement for the 2015/2016 school year for the reason below:

My child is participating in physical activities outside of the school day which are equal to or in excess of the physical education requirement.

I have read and understood the conditions above. Once selections are complete no changes will be made.

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____

Date _____

ELECTIVE CHOICE: (select 1)☐ **MUSIC**☐ **MIDDLE SCHOOL SPANISH I (Grades 7 & 8 with eligibility)**☐ **MIDDLE SCHOOL FRENCH I (Grades 7 & 8 with eligibility)**

• Middle Grades Courses 2015-16	
<ul style="list-style-type: none"> • English • M/J Language Arts I – 1001010/1001020(Adv) • M/J Language Arts II – 1001040/1001050(Adv) • M/J Language Arts III – 1001070/1001080(Adv) 	<ul style="list-style-type: none"> • Science • M/J Comprehensive Science I – 2002040/ 2002050 (Adv) • M/J Comprehensive Science II – 2002070/ 2002080 (Adv) • M/J Comprehensive Science III – 2002100/ 2002110 (Adv)
<ul style="list-style-type: none"> • Mathematics • M/J Mathematics I – 1205010/1205020 (Adv) • M/J Mathematics II – 1205040/1205050 (Adv) • Pre-Algebra (8th Grade) – 1205070/1205080 (Adv) 	<ul style="list-style-type: none"> • Social Studies • M/J Civics – 2106010/2106020 (Adv) • M/J United States History 2100010/2100020 (Adv) • M/J World History – 2109010/2109020 (Adv)
<ul style="list-style-type: none"> • Health/Physical Education – • M/J Fitness Grade 6 -1508000 • M/J Comprehensive PE – Gr. 6/7 - 1508600 • M/J Comprehensive PE – Gr. 7/8 - 1508700 	<ul style="list-style-type: none"> • Electives – Available • M/J Business Keyboarding - 8200110 • M/J Career Research and Decision Making - 1700060 • M/J Critical Thinking, Problem Solving, and Learning - 1700100

APPENDIX E: MDVS Course Codes (FLVS Courses)

High School Courses 2015-16	
English English I – 1001310/1001320(H) English II – 1001340/1001350(H) English III – 1001370/1001380(H) English IV – 1001400/1001410(H)	Social Studies Economics with Financial Literacy - 2102335/2102345(H) United States Government – 2106310/2106320(H) United States History – 2100310/2100320(H) World History – 2109310/2109320(H)
Mathematics Advanced Algebra with Financial Applications – 1200500 Algebra I – 1200310 / 1200320 (H) Algebra II – 1200330 / 1200340 (H) Geometry – 1206310 / 1206320 (H) Math for College Readiness – 1200700 Pre-Calculus – 1202340 Calculus - 1202300	Health/Physical Education Fitness Lifestyle Design - 1501310 Health Opportunities Physical Education (HOPE) - 3026010 Life Management Skills -00300 Personal Fitness -1501300 Outdoor Education – 1502480
World Languages Spanish I - 708340 Spanish II – 708350 Spanish for Spanish Speakers – 0709300	Science Biology I – 2000310/2000320(H) Earth-Space Science – 2001310/2001320(H) Forensic Science – 2002480 Chemistry I – 2003340/2003350(H) Physical Science – 20033100
Electives Journalism I - 1006300 Leadership Skills Development - 2400300 Parenting Skills - 8500300	Electives Peer Counseling (ELL) - 1400300 Driver's Education – 1900300 Forensic Science - 2002480

High School Students will fulfill the requirements for a standard diploma (18 or 24 Credits) under the supervision of a school guidance counselor. Refer to section X Comprehensive Student Progression plan to view diploma requirements.

APPENDIX E: Grades and Weighting

GRADES

All courses are provided on a semester basis and only semester grades are reported. Students do not receive quarterly grades.

Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

GRADE POINT AVERAGE FOR (HIGH SCHOOL COURSES ONLY)

See section XI of the School Board of Levy County Comprehensive Student Progression plan for the policy calculating weighted and un-weighted grade point averages.

Robert O. Hastings
Superintendent

480 Marshburn Drive
P.O. Drawer 129
Bronson, FL 32621-0129



Phone (352) 486-5231
Fax (352) 486-5237

APPENDIX F: Testing Schedule Letter

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the computer or paper-based Florida Standards Assessments (FSA) Grade [5, 6, 7, 8, 9, 10, or 11] [ELA Writing/ELA Reading/Mathematics] assessment(s) on [administration day(s)/date(s)]. If you or your student would like to gain familiarity with the computer-based testing platform, item types, and response formats your student will see on the FSA assessments, training tests and answer keys are available at <http://www.FSAssessments.org/training-tests>.

The statewide assessment program is designed to provide parents, teachers, policy makers, and the general public with information regarding how well students are learning Florida's academic standards. According to section 1008.22(3), Florida Statutes, "Participation in the assessment program is mandatory for all school districts and all students attending public schools, including adult students seeking a standard high school diploma under s. [1003.4282](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.22.html) and students in Department of Juvenile Justice education programs, except as otherwise provided by law. If a student does not participate in the assessment program, the school district must notify the student's parent and provide the parent with information regarding the implications of such nonparticipation." If you wish to access this legislation, please go to http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.22.html.

For information regarding test session length for all Spring 2015 FSA assessments, please visit the FSA Portal at www.FSAssessments.org, click on the **Students and Parents** tab, select **Student and Parent Resources**, select the **Computer or Paper-Based Testing Information** folder, and then select *Spring 2015 Testing Times*.

Please review the following policies with your student before testing:

- **Electronic Devices**—Students are not permitted to have any electronic devices, including but not limited to cell phones and smartphones, at any time during testing OR during breaks (e.g., restroom), **even if they are turned off or students do not use them**. If your student is found with an electronic device, his or her test will be invalidated. The best practice is for students to leave devices at home or in their lockers on the day of testing.
- **Testing Rules Acknowledgment**—All FSA tests include a Testing Rules Acknowledgment that reads, "I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated." Prior to testing, test administrators read the rules to students, and students acknowledge that they understand the testing rules by signing below the statement on their ELA Writing planning sheet, ELA Reading worksheet, and/or their Mathematics work folder.

- **Discussing Test Content after Testing**—The last portion of the testing rules read to students before they sign below the Testing Rules Acknowledgment states, “After the test, you may not reveal details about the passages or items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram.” Please make sure your student understands that “discussing” test content includes any kind of electronic communication, such as texting, emailing, or posting to blogs or social media websites.
- **Test Invalidations**—Students are responsible for working on their own during the test and for protecting their answers from being seen by others. If students are caught cheating during testing, their tests will be invalidated. FDOE employs a test security company, Caveon Test Security, to analyze student test results to detect unusually similar answer patterns. Student results within a school that are found to have extremely similar answer patterns will be invalidated.
- **Leaving Campus**—If your student leaves campus before completing a test session (for lunch, an appointment, or illness, etc.), he or she WILL NOT be allowed to complete the test session. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on a make-up day. Please remember not to schedule appointments on testing days.

If you have any questions related to this test administration, you may contact School Board of Levy County at 352-486-5231. For more information about the FSA assessment program, please visit the FSA Portal at www.FSAssessments.org.

Thank you for supporting your student and encouraging him or her to do his or her best during this test administration.

Sincerely,

Testing Coordinator