

# Lafayette County Schools

## Virtual Instruction Program Procedures Manual

## Virtual Course Approval Cheat Sheet For VS Coordinator

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### 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 **Edgenuity**, here are the steps to enroll student: **(for special circumstances only)**

- Must be approved by the Principal; special circumstances only

If student chooses **MDVS**, here are the steps to enroll student:

- Check to make sure course is offered
- Provide student with MDVS instructions
- Student enrolls on their own
- Parent creates account
- Counselor/Coordinator approves on VSA

If student chooses **FLVS CLASSIC**: **( part-time only)**

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

## 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](http://www.nefec.org) (F.S. 1002.45). Students graduating from My District Virtual School will receive a Lafayette County Virtual diploma, not a Lafayette County High School diploma and will not participate in Lafayette County High School’s graduation ceremony.

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

- (1) A student may participate in virtual instruction in the school district in which he or she resides if the student meets the eligibility criteria in subsection (2).
- (2) 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.
- (3) 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 least monthly of students taking course through My District Virtual. The Virtual School Coordinator will access the FLVS Database monthly 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, Lafayette 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) FSA Reading or equivalent Level 3 or higher
  - b) I-Ready or equivalent at 50<sup>th</sup> percentile or above (1<sup>st</sup> through 3<sup>rd</sup> grades)
  - c) Grade level proficiency on an official standardized test administered by another public school system
- 3) Accepted students must meet all of Lafayette County criteria as specified in the Lafayette County School District Student Progression Plan in order to participate in our full-time program.
- 4) Such criteria include meeting minimum 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, Lafayette 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 Lafayette County School District for student conduct, academic integrity, and etiquette.

## **Enrollment Periods**

### **Enrollment Windows for 2021-22:**

May 11, 2021 - August 20, 2021 for first semester

November 8, 2021 – January 14, 2022 for second semester

Parents can access the Lafayette County School District website to review eligibility criteria and enrollment process throughout the year. Parents and students must complete the Lafayette VIP Enrollment paperwork prior to requesting courses.

**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 FSA 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** 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.

# APPENDIX

- A. Background Checks and Screenings
- B. Virtual Instruction Approval Form
- C. Virtual Instruction Participant Agreement
- D. Virtual Information Packet
- E. MDVS Course Codes
- F. Testing schedule letter

## **Process for Verifying Background Checks and Certification for Virtual School Teachers**

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

- 1) Instructor's will be randomly selected for fingerprint and certification verification.
- 2) The Instructor's social security number will be processed the the FDLE Vendor search. If nothing is found then,
- 3) A request will be submitted to NEFEC or the Virtual Instructions 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 Lafayette County School Board Office.

**APPENDIX B: Parent/Student Enrollment Information Packet**

**Lafayette’s MyDistrict Virtual School Program  
School Number 7004**

**Grades K-5**

Curriculum:  
My District-FLVS Franchise

Grade Levels	Subjects Covered
Kindergarten	Math, Language Arts, Science, Social Studies, Technology
1 <sup>st</sup> Grade	Math, Language Arts, Science, Social Studies, Geography, Technology
2 <sup>nd</sup> Grade	Math, Language Arts, Science, Social Studies, Geography, Technology
3 <sup>rd</sup> Grade	Math, Language Arts, Science, Social Studies, Geography, Technology
4 <sup>th</sup> Grade	Math, Language Arts, Science, Social Studies, Technology
5 <sup>th</sup> Grade	Math, Language Arts, Science, Social Studies, Geography, Technology

Responsibilities of parents:

1. Schedule an appointment to enroll your child in the Lafayette’s MyDistrict Virtual School by calling Becky Sharpe at 386-294-1417.
2. Complete enrollment paperwork at Lafayette High School, 160 NE Hornet Drive, Mayo, FL .
3. Register your student at [www.mydistrictvirtualschool.org](http://www.mydistrictvirtualschool.org) .
4. Lafayette’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.

Lafayette MyDistrict Virtual School Contact:  
Becky Sharpe  
386-294-1417 or [bsharpe@lcsbmail.net](mailto:bsharpe@lcsbmail.net)



## **Lafayette's MyDistrict Virtual School Parent Information Guide**

### **Three requirements for Lafayette'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 Lafayette's MyDistrict Virtual School guidelines and policies. Appointments may be scheduled by calling 386-294-1417.
2. Parents will complete enrollment forms in Student Services Office.
3. Student will complete an online application at [www.mydistrictvirtualschool.org](http://www.mydistrictvirtualschool.org) .

### **Considerations:**

Lafayette's MyDistrict Virtual School is recommended for students achieving on Level 3 or higher on FSA reading and math. Level 1 and Level 2 students are required to take Intensive Reading and Math courses that are not available through Lafayette 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 FSA and other state 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 20 days of the semester will be dropped from the Lafayette 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 Lafayette's MyDistrict Virtual School as they are for any other student enrolled in the district.

Students completing graduation requirements are eligible for a Lafayette 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 Lafayette 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 14<sup>th</sup> 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 Lafayette'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 2021-22:**

**May 17, 2021 - August 20, 2021 for first semester**

**November 8, 2021 – January 14, 2021 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. The district may convene an IEP team to discuss the appropriateness of the Lafayette Virtual School. If the parent chooses to enroll in the Lafayette Virtual School against the recommendations of the IEP team, enrollment may be contingent upon the parent revoking consent for services under IDEA.

**Lafayette’s My District Virtual School Program  
School Number 7004**

**Grades 6-12**

**Curriculum:**

**MyDistrict online courses (full-time or part-time Lafayette VS)**

**FLVS online courses (pending approval for part-time/FLVS flex LHS students)**

**Lafayette’s MyDistrict Virtual School Contact: Becky Sharpe, 386-294-1417,  
[bsharpe@lcsbmail.net](mailto:bsharpe@lcsbmail.net)**

**Requirements:**

1. Parent and student will make an appointment for an orientation meeting outlining requirements of Lafayette’s MyDistrict Virtual School. Call 386-294-1417 to schedule appointment. (Academic history will be reviewed at this time)
2. Parent will complete enrollment packet with Becky Sharpe at LHS, 160 NE Crawford Street, Mayo, FL 32066.
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 Becky Sharpe 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, FSA, 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.

**A guide for selecting secondary courses:**

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Language Arts 6	Language Arts 7	Language Arts 8	English 1	English II	English III	English IV
Math 1	Math 2	Math 3	Algebra 1	Algebra II	Geometry	Statistics
Social Studies	Civics	Social Studies	Elective	World History	U. S. History	Am. Gov. & Economics
Science	Science	Science	Physical Science	Biology	Earth Space Science	Elective
PE*	PE*	HOPE	HOPE	Performing Art	Elective	Elective
Elective	Elective	Elective	Elective	Foreign Language	Foreign Language	Elective

\*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](http://www.floridastudentfinancialaid.org)

## Lafayette District Virtual School Student Registration Form

Date: \_\_\_\_\_

**Please fill in the following student information:**

Full Name: \_\_\_\_\_

Physical (911) Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

**ETHNICITY:** Is the student of: Hispanic/Latino origin? Yes or No

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**RACE: PLEASE MARK ALL THAT APPLY. MORE THAN ONE MAY APPLY TO YOUR CHILD!!!**

American Indian or Alaskan Native? Yes or No

Black or African American? Yes or No

Native Hawaiian or Other Pacific Islander? Yes or No

Asian? Yes or No

White? Yes or No

**MILITARY ACTIVITY:** A parent\* of this child is an Active Member of our Armed Forces. Yes or No

\*For this question, Parent is defined as natural parent or appointed legal guardian.

**CONTACT INFORMATION:**

Home Phone #: ( ) \_\_\_\_\_ Grade: \_\_\_\_\_ Social Security #: (Optional) \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

OR

Guardian's Name: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Has the student attended Lafayette District School previously?      Yes    or    No

Do you live in **Lafayette County**?    Yes    or    No (If **NO**, please list the county you currently live in below)

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Name of school attended: (Including Home Education Programs)
_____
_____
_____
_____

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

<b>FOR DISTRICT USE ONLY:</b>
_____ <b>7004—My District</b>
_____ <b>7023--Edgenuity</b>

**Lafayette County Schools**  
**VIRTUAL INSTRUCTION PARTICIPANT AGREEMENT**

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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 21 days; MDVS is 20 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


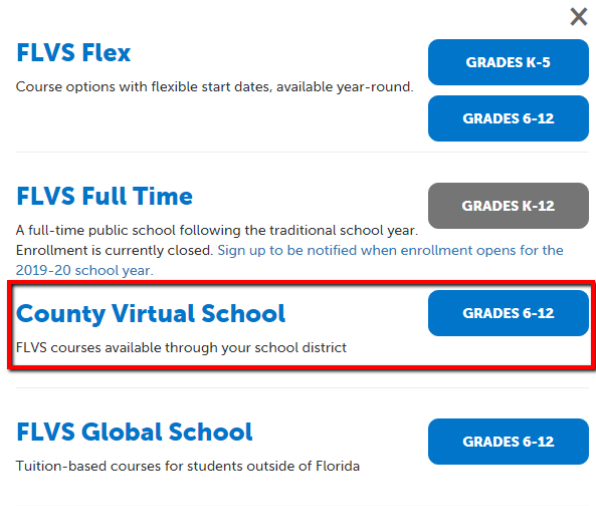
\_\_\_\_\_  
Date



## Register for FLVS Course through MDVS New Students

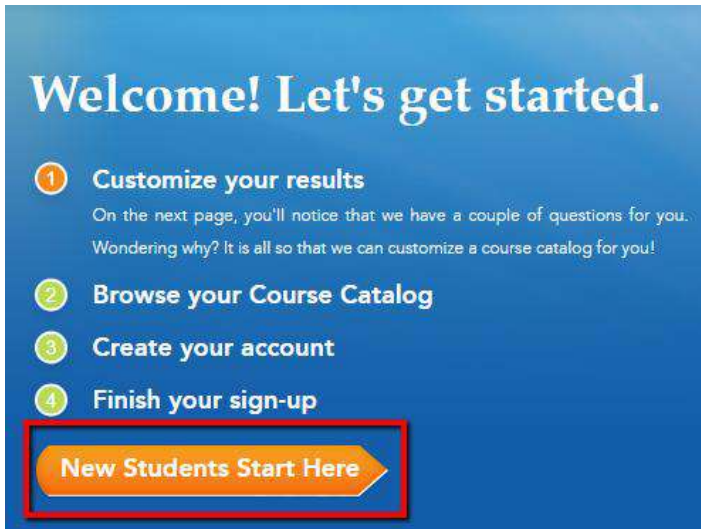
During this process you will need some basic information to create an account with FLVS. Please be sure to have:

1. Address
2. Phone number
3. Social Security Number
4. Parent/Guardian Contact information including email address and phone number

<p>Point your browser to the Florida Virtual School Website.</p>	<p><a href="https://www.flvs.net/">https://www.flvs.net/</a></p>
<p>Click on <b>SIGN UP</b> from the top menu.</p>	 <p>The screenshot shows the FLVS website header with a blue navigation bar. The 'SIGN UP' button is highlighted with a red box. Below the header is a banner image of two students smiling, with the text: 'Welcome to Florida Virtual School — the fully accredited, online school built for your personalized learning.'</p>
<p>Choose County Virtual School <b>GRADES 6-12.</b></p>	 <p>The screenshot shows a registration options page with a close button (X) in the top right. It lists four options:</p> <ul style="list-style-type: none"><li><b>FLVS Flex</b>: Course options with flexible start dates, available year-round. Includes buttons for GRADES K-5 and GRADES 6-12.</li><li><b>FLVS Full Time</b>: A full-time public school following the traditional school year. Enrollment is currently closed. Sign up to be notified when enrollment opens for the 2019-20 school year. Includes a button for GRADES K-12.</li><li><b>County Virtual School</b>: FLVS courses available through your school district. This option is highlighted with a red box and includes a button for GRADES 6-12.</li><li><b>FLVS Global School</b>: Tuition-based courses for students outside of Florida. Includes a button for GRADES 6-12.</li></ul> <p>At the bottom, it says: 'Not sure which option? Click here.'</p>



Click on **New Students Start Here**.



Click on **I live in Florida** and then choose the county you live in.

Next you will choose the type of student you are.

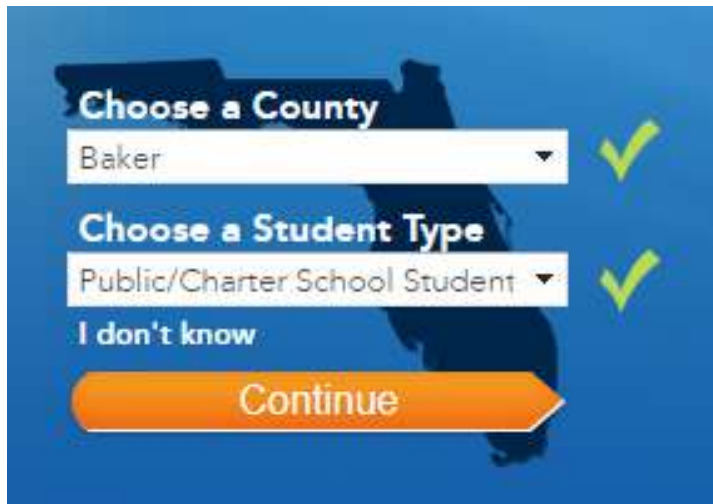
The choices are:

- Public/Charter School Student**
- Private School Student**
- Home School Student**

Most students will choose Public/Charter School Student or Home School Student.

If you are a private school student, you must take courses through FLVS.

Click on continue.



This is the Course Catalog. Refine the search for a course by **Education Level** and **Subjects**.

Use the **Search Bar** to search by Subject, Course Name or Course Code.

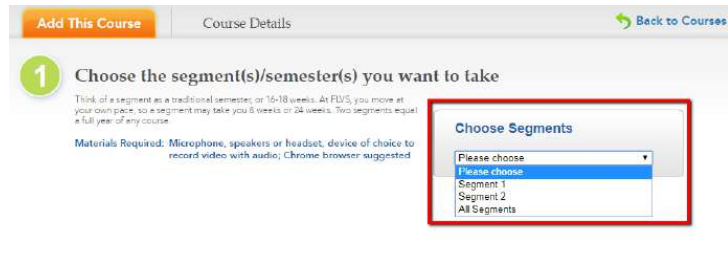
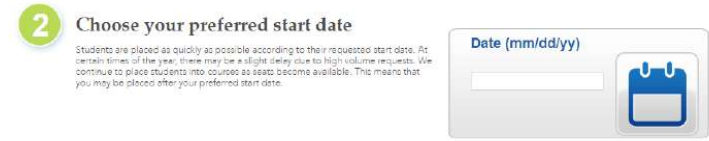




The screenshot shows the 'flvs Course Catalog' website. At the top, there are navigation links: 'Browse Catalog', 'Create account & sign-up', and 'Finish sign-up'. Below this is a 'Refine Your Search' section. On the left, there are two main filter categories: 'Education Level' and 'Subjects'. Under 'Education Level', there are sub-categories for 'High School' (Regular, Honors, Advanced Placement) and 'Middle School' (Regular, Advanced). Under 'Subjects', there is a list of various subjects including Art / Visual Arts, Business Technology, Career Technical Education, English, etc. On the right, there is a search bar with the placeholder text 'Search Subject, Course Name, Course Code'. Below the search bar, there are search results for 'Art / Visual Arts', 'Business Technology', and 'Career Technical Education'. Red arrows point to the 'Education Level' and 'Subjects' filter headers, and the search bar. A red box highlights the 'Course Catalog' link at the top.

**In this example, we will be looking for Spanish 1.**

Read a course description by hovering over a course name.

Once you have decided on a course click **Select** to add this course to your backpack.

The screenshot shows the 'Foreign Language' section of the website. It lists several courses under the 'High School' category: 'Chinese 1', 'Chinese 2', 'French 1', 'French 2', 'Latin 1', 'Latin 2', and 'Spanish 1'. The 'Spanish 1' course is highlighted with a red box around the 'Select' button. Below the 'Spanish 1' course, there is a description: 'Learn basic Spanish grammar to help build your fluency and understanding, and apply what you learn through interactive games, written practice, listening, and speaking exercises. This course provides elective credit.'

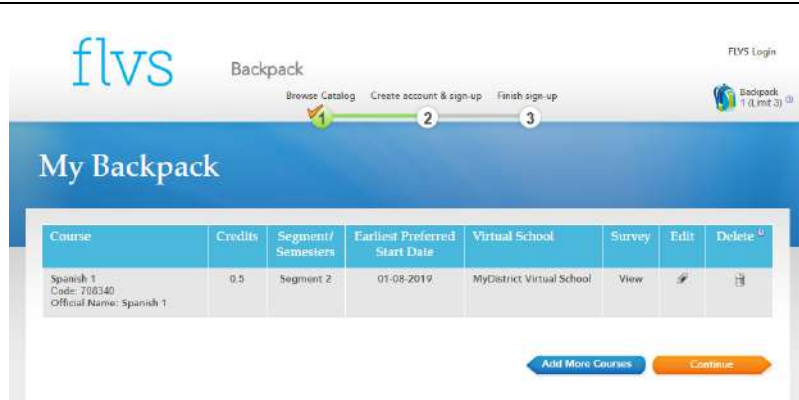
<p>To add the course you will choose the segments/semesters you want to take.</p>	
<p>The next step is to choose when you would like to begin course work.</p>	
<p>From the dropdown menu, select <b>MyDistrict Virtual School</b>. This will allow you to choose courses taught by MDVS instructors.</p>	
<p><b>If a course has prerequisites, please be sure to check that you agree.</b></p>	
<p>Take time to read this section.</p>	<div style="display: flex; align-items: center; justify-content: space-between;">   </div> <ul style="list-style-type: none"> <li>Choose your pace; begin and complete your courses at any time during the year</li> <li>Courses are offered on a rolling admission basis</li> <li>Teachers are available Mon-Fri from 8am-8pm with a 24 hour response time to calls, texts, and emails and a 48 hour response time to grading</li> <li>You may experience a delay in response time on the weekends</li> </ul> <ul style="list-style-type: none"> <li>Your County Virtual School teachers are employed by your local school district and work diligently to assist students in completing courses within the time frame specified by the district</li> <li>Courses are offered on rolling enrollment or traditional school calendar basis (varies by school district)</li> <li>Teachers are available Mon-Fri (hours vary by district), with a 24-hour response time to calls, texts, and emails and a 48-hour response time to grading</li> <li>You may experience a delay in response time on weekends or school holidays</li> </ul>
<p>Click on the <b>Continue</b> button at the bottom of the screen.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>Back to Courses</span>  </div>

The next step is to complete the Florida Virtual School Survey.



If you would like to add more courses click on **Add More Courses** and follow the steps above.

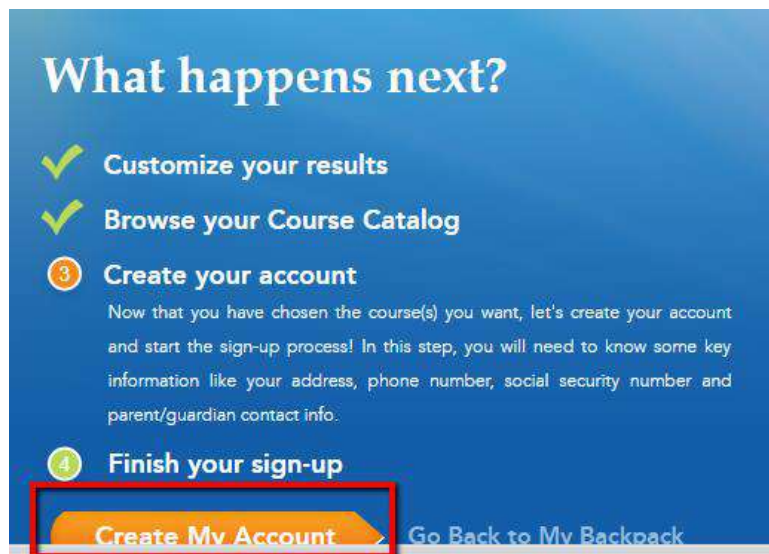
Once you have added all the courses you would like to take and reviewed them, click on **Continue**.



Next you will need to create your account. Please be sure to have the following information:

5. Address
6. Phone number
7. Social Security Number
8. Parent/Guardian Contact information including email address and phone number

Once you have all of that information, click on **Create My Account**.



This is the first screen of a series of screens that will guide you in setting up your account.

Please provide FLVS with as much information as possible to make communication with you and your parent/guardian as simple as possible.

**BE SURE TO WRITE DOWN YOUR USERNAME AND PASSWORD.**

Anything with an \* orange asterisk must be filled in. Click on next when you complete each page.

There is a section for you to select your race/ethnicity. The Department of Education requires this information.

You will have a chance to review all of the information and then choose to continue.

Finally there are a set of Student and Parent/Guardian Commitments. Please read and check the appropriate boxes and click Submit.

The screenshot shows a 'New Student Sign Up' form with the following fields and options:

- First Name** (required), **Middle Name**, and **Last Name** (required)
- Email** (required) and **Confirm Email** (required)
- Date of Birth** (required) with dropdowns for Month, Day, and Year
- User Name** (required) with a note: 'A-Z, a-z, 0-9 allowed, no spaces or other characters'
- Password** (required) and **Confirm Password** (required) with a note: '\* Password Requirements \*'
- Security Question 1** (required) with a dropdown menu showing 'Please Choose' and **Security Answer 1** (required)
- Security Question 2** (required) with a dropdown menu showing 'Please Choose' and **Security Answer 2** (required)

At the bottom right, there are two buttons: a blue 'Cancel' button and an orange 'Sign Up' button.

**The next step is that your counsolor/guardian must verify thse courses.**

- **A Guidance Counselor will provide verification of those courses for students in public schools by logging into FLVS.**
- **Guardian verification is needed for students who are designated as a Home School Student. They will also need to log into FLVS.**



**Good Luck!**

**We look forward to working with you as you  
complete your MDVS courses!**



## Register for FLVS Course through MDVS Current Students

If you already have taken courses through MDVS and need to register for additional courses, please follow these steps.

<p>Point your browser to the Florida Virtual School Website.</p>	<p><a href="https://www.flvs.net/">https://www.flvs.net/</a></p>
<p>Click on <b>LOGIN</b> from the top menu and choose <b>County Virtual Schools</b>.</p>	
<p>Use your Username and Password to login to your account.</p>	
<p>Look for a tab that says <b>Request New Courses</b>.</p>	

If requested, verify your student information.

**Student Info Verification**

Please verify or update the following student information before requesting for a new

**Physical School**

Type of Student: US Student  
State: Florida  
Select by: District  
District: Palmetto  
Physical School: Palatka High School

School Name: Palatka High School  
School Type: Public School  
Address: 302 Mellon Road  
Palatka, FL 32177  
Phone: (860) 329-0377  
Florida Virtual School  
Counselor: Michael Washington

**Counselor**

Physical School Guidance Counselor: [Select]  
Phone Number:  
Fax Number:  
Email Address:

**Grade Level**

Grade Level: 10

**Address**

Primary	Address *	City *	Country *
*	2641 Reid St	Palatka	United States

Example Address Description: "Grandmother's house"

[Add Another Address](#)

This is the Course Catalog. Refine the search for a course by **Education Level** and **Subjects**.

Use the **Search Bar** to search by Subject, Course Name or Course Code.

**flvs** Course Catalog

Browse Catalog Create account & sign-up Finish sign-up

1 2 3

**Refine Your Search**

**Education Level**

High School  
 Regular  
 Honors  
 Advanced Placement

Middle School  
 Regular  
 Advanced

**Subjects**

Art / Visual Arts  
 Business Technology  
 Career Technical Education  
 English  
 Exceptional Student Education  
 Foreign Language  
 Health / Physical Education  
 Human Services  
 Journalism  
 Leadership Skills Development  
 Mathematics  
 Music  
 Peer Counseling  
 Research and Critical Thinking  
 Safety and Driver Education

Search Subject, Course Name, Course Code

**Art / Visual Arts**

High School  
AP Art History  
Art History and Criticism 1 Honors  
Art in World Cultures  
Creative Photography 1  
Theatre, Cinema, & Film Production

Middle School  
M/J Creative Photography 1

**Business Technology**

Middle School  
M/J Business Keyboarding

**Career Technical Education**

High School

**In this example, we will be looking for Spanish 1.**



Read a course description by hovering over a course name.

Once you have decided on a course click **Select** to add this course to your backpack.

## Foreign Language

### High School

Chinese 1

Chinese 2

French 1

French 2

Latin 1

Latin 2

Spanish 1

Select

Learn basic Spanish grammar to help build your fluency and understanding, and apply what you learn through interactive games, written practice, listening, and speaking exercises. This course provides elective credit.

To add the course you will choose the segments/semesters you want to take.

Add This Course

Course Details

Back to Courses

1

### Choose the segment(s)/semester(s) you want to take

Think of a segment as a traditional semester or 16-18 weeks. At FVVS, you move at your own pace, so a segment may take you 8 weeks or 24 weeks. Two segments equal a full year of any course.

Materials Required: Microphone, speakers or headset, device of choice to record video with audio; Chrome browser suggested

#### Choose Segments

Please choose

Please choose

Segment 1

Segment 2

All Segments

The next step is to choose when you would like to begin course work.

2

### Choose your preferred start date

Students are placed as quickly as possible according to their requested start date. At certain times of the year, there may be a slight delay due to high volume requests. We continue to place students into courses as seats become available. This means that you may be placed after your preferred start date.

Date (mm/dd/yy)



From the dropdown menu, select **MyDistrict Virtual School**. This will allow you to choose courses taught by MDVS instructors.

3

### Choose the virtual school you would like to take this course through

Please select whether you would like to take this course through Florida Virtual School or your County Virtual School

Please choose

Florida Virtual School

MyDistrict Virtual School

Please choose

**If a course has prerequisites, please be sure to check that you agree.**

Take time to read this section.



flvs

- Choose your pace; begin and complete your courses at any time during the year
- Courses are offered on a rolling admission basis
- Teachers are available Mon-Fri from 8am-8pm with a 24 hour response time to calls, texts, and emails and a 48 hour response time to grading
- You may experience a delay in response time on the weekends
- Your County Virtual School teachers are employed by your local school district and work diligently to assist students in completing courses within the time frame specified by the district
- Courses are offered on rolling enrollment or traditional school calendar basis (varies by school district)
- Teachers are available Mon-Fri (hours vary by district), with a 24-hour response time to calls, texts, and emails and a 48-hour response time to grading
- You may experience a delay in response time on weekends or school holidays

Click on the **Continue** button at the bottom of the screen.

Back to Courses

Continue

The next step is to complete the Florida Virtual School Survey.

If you would like to add more courses click on **Add More Courses** and follow the steps above.

Once you have added all the courses you would like to take and reviewed them, click on **Continue**.

Course	Credits	Segment/ Semesters	Earliest Preferred Start Date	Virtual School	Survey	Edit	Delete
Spanish 1 Code: 708340 Official Name: Spanish 1	0.5	Segment 2	01-08-2019	MyDistrict Virtual School	View		

**The next step is that your counselor/guardian must verify these courses.**

- **A Guidance Counselor will provide verification of those courses for students in public schools by logging into FLVS.**
- **Guardian verification is needed for students who are designated as a Home School Student. They will also need to log into FLVS.**



**Good Luck!**

**We look forward to working with you as you complete your MDVS courses!**



## High School Courses

### English Language Arts

Course Name	General Course Code	Honors Course Code	Course Notes
English I	1001310	1001320	year
English II	1001340	1001350	year
English III	1001370	1001380	year
English IV	1001400	1001410	year

### Mathematics

Course Name	General Course Code	Honors Course Code	Course Notes
Algebra I	1200310	1200320	year
Algebra II	1200330	1200340	year
Calculus		1202300	year
Geometry	1206310	1206320	year
Liberal Arts Mathematics I	1207300		year 21/22-Last year of use
Liberal Arts Mathematics II	1207310		year 21/22-Last year of use
Math for College Readiness	1200700		year - on ALEX platform
Pre-Calculus v21		1202340	year
Probability & Statistics		1210300	year

### Science

Course Name	General Course Code	Honors Course Code	Course Notes
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Anatomy & Physiology	2000350	2000360	year
Biology I	2000310	2000320	year
Chemistry I	2003340	2003350	year
Earth/Space Science	2001310	2001320	year
Environmental Science	2001340	2001341	year
Marine Science	2002500	2002510	year
Physical Science	2003310	2003320	year

## High School Courses

### Social Studies

Course Name	General Course Code	Honors Course Code	Course Notes
Economics	2102310	2102320	semester
Economics with Financial Literacy	2102335	2102345	semester
U.S. Government	2106310	2106320	semester
U.S. History	2100310	2100320	year
World History	2109310	2109320	year

### World Languages

Course Name	General Course Code	Honors Course Code	Course Notes
American Sign Language I	0717300		year
American Sign Language II	0717310		year
French I	0701320		year
French II	0701330		year
Latin I	0706300		year
Latin II	0706310		year
Spanish I	0708340		year
Spanish II	0708350		year

Spanish III		0708360	year
Spanish IV		0708370	year

## Health/Physical Education

Course Name	General Course Code	Honors Course Code	Course Notes
Fitness Lifestyle Design	1501310		semester
Health Opportunities through Physical Education (HOPE)	3026010		year - This course meets state rule 6A
Life Management Skills	0800300 8502000		semester
Outdoor Education	1502480		semester
Personal Fitness	1501300		semester

## High School Courses

### Career and Technical Education

Course Name	General Course Code	Honors Course Code	Course Notes
Computer & Network Security Fundamentals	9001320		year
Cybersecurity Essentials	9001330		year
Digital Information Technology	8207310		year
Foundations of Programming	9007210		year
Introduction to Hospitality & Tourism	8850110		year
Introduction to the Teaching Profession	8909010		year - Coming Soon
Procedural Programming	9007220		year

### Electives

Course Name	General Course Code	Honors Course Code	Course Notes
Career Research and Decision Making	1700380		semester

Computer and Networking Security Fundamentals	9001320		year
Critical Thinking and Study Skills	1700370		semester
Driver Education/Traffic Safety	1900300		semester
Journalism 1	1006300		year
Leadership Skills Development	2400300		year
Peer Counseling 1	1400300		semester
Peer Counseling 2	1400310		semester
Psychology 1	2107300		semester
Social Media I	1006375		semester

## Advanced Placement Courses

Lafayette does not offer AP Exams. Student will take exams in a nearby district.

Course Name	General Course Code	Course Notes
AP Biology	2000340	year
AP Calculus AB	1202320	year
AP Calculus BC	1202320	year
AP Computer Science A	0200335	year
AP English Language and Composition	1001420	year
AP English Literature and Composition	1001430	year
AP Environmental Science	2001380	year
AP Human Geography	2103400	year
AP Macroeconomics	2102370	semester
AP Microeconomics	2102360	semester
AP Psychology	2107350	year
AP Statistics	1210320	year
AP United States Government and Politics	2106420	semester
AP United States History	2100330	year



# Middle School Courses

## English Language Arts

Course Name	General Course Code	Honors Course Code	Course Notes
M/J Language Arts 1 – Grade 6	1001010	1001020	year
M/J Language Arts 2 – Grade 7	1001040	1001050	year
M/J Language Arts 3 – Grade 8	1001070	1001080	year

## Mathematics

Course Name	General Course Code	Honors Course Code	Course Notes
M/J Mathematics – Grade 6	1205010		year
M/J Accelerated Mathematics - Grade 6		1205020	
M/J Mathematics – Grade 7	1205040		year
M/J Accelerated Mathematics – Grade 7		1205050	
M/J Pre-Algebra – Grade 8	1205070		year

## Social Studies

Course Name	General Course Code	Honors Course Code	Course Notes
M/J World History – Grade 6	2109010	2109020	year
M/J Civics – Grade 7	2106010	2106020	year
M/J U.S. History – Grade 8	2100010	2100020	year

## Science

Course Name	General Course Code	Honors Course Code	Course Notes
M/J Comp Science 1 – Grade 6	2002040	2002050	year

M/J Comp Science 2 – Grade 7	2002070	2002080	year
M/J Comp Science 3 – Grade 8	2002100	2002110	year

# Middle School Courses

## World Languages

Course Name	General Course Code	Course Notes
M/J Spanish Beginning	0708000	year
M/J Spanish Intermediate	0708010	year

## Electives

Course Name	General Course Code	Course Notes
M/J Business Keyboarding	8200110	semester
M/J Career Research and Decision Making	1700060	semester - Meets HB7071
M/J Coding Fundamentals	9009200	semester
M/J Computer Science Discoveries 1	0200010	semester
M/J Critical Thinking, Problem Solving, and Learning Strategies	1700100	year
M/J Peer Counseling 1	1400000	year
Visual Art 1	0101100	semester
Visual Art 2	0101110	semester

## Health

Course Name	General Course Code	Course Notes
M/J Fitness – Grade 6 v22	1508000	semester
M/J Comprehensive PE – Grade 7 v22	1508060	semester
M/J Comprehensive PE – Grade 8 v22	1508070	semester

# Elementary Courses

## Kindergarten

Course Name	General Course Code	Course Notes
Language Arts	5010041	year
Mathematics	5012020	year
Social Studies	5021020	year
Science	5020010	year

## First Grade

Course Name	General Course Code	Course Notes
Language Arts	5010042	year
Mathematics	5012030	year
Social Studies	5021030	year
Science	5020020	year

## Second Grade

Course Name	General Course Code	Course Notes
Language Arts	5010043	year
Mathematics	5012040	year
Social Studies	5021040	year
Science	5020030	year

## Third Grade

Course Name	General Course Code	Course Notes
Language Arts	5010044	year
Mathematics	5012050	year
Social Studies	5021050	year
Science	5020040	year

## Fourth Grade

<b>Course Name</b>	<b>General Course Code</b>	<b>Course Notes</b>
Language Arts	5010045	year
Mathematics	5012060	year
Social Studies	5021060	year
Science	5020050	year

# Elementary Courses

## Fifth Grade

Course Name	General Course Code	Course Notes
Language Arts	5010046	year
Mathematics	5012070	year
Social Studies	5021070	year
Science	5020060	year

## Electives

Course Name	General Course Code	Course Notes
Art Kindergarten	5001010	year
Art 1	5001020	year
Art 2	5001030	year
Art 3	5001040	year
Art 4	5001050	year
Art 5	5001060	year
Elementary Physical Education Kindergarten	5015020	year
Elementary Physical Education 1	5015030	year
Elementary Physical Education 2	5015040	year
Elementary Physical Education 3	5015050	year
Elementary Physical Education 4	5015060	year
Elementary Physical Education 5	5015070	year
Elementary Spanish Introductory	5007020	year
Elementary Spanish Level 1	5007020	year
Elementary Spanish Level 2	5007020	year
Elementary Spanish Level 3	5007020	year
Elementary Spanish Level 4	5007020	year
Elementary Spanish Level 5	5007020	year
Elementary Computer Science Kindergarten	5002010	year

Elementary Computer Science 1	5002010	year
Elementary Computer Science 2	5002010	year
Elementary Computer Science 3	5002020	year
Elementary Computer Science 4	5002020	year
Elementary Computer Science 5	5002020	year

## APPENDIX F: Testing Schedule Letter

September 29, 2021

Dear Parents of Lafayette Virtual School Students:

Our records indicate your child is enrolled in the Lafayette Virtual School Program for the 2014-2015 school year. As a Lafayette District Virtual School Student your child participates in the official testing that our district gives to regular public school students.

Your child must have passing scores on Grade 10 FSA Reading and on End of Course Exams (exact subjects vary based on the year your child begins 9<sup>th</sup> grade) if he/she plans to receive a Florida diploma.

I am enclosing a copy of the district testing calendar for your reference. Please note this schedule is subject to change. Testing schedule changes will be posted on our district website, <http://lafayette.schooldesk.net>. Please contact the Assistant Principal/Testing Coordinator of the school at your child's level (Mrs. Connie Pearson—Elementary—294-4116 or Mrs. Becky Sharpe—Middle & High—294-1417) to make arrangements for your child to take one of the tests. Be sure to contact us at least four weeks prior to the scheduled test so we will have materials prepared for your child.

Should you have any questions or concerns regarding this matter, please contact me at 294-4166.

Sincerely,

Lisa Hancock  
District Assessment Coordinator

Enclosure