

**DIGITAL ACADEMY OF  
FLORIDA**

POWERED BY STRIDE K12

# Parent/Student Handbook

## 2021-2022 School Year

Digital Academy of Florida  
Stride Career Prep

9143 Philips Hwy. Suite 590  
Jacksonville, FL 32256  
863-271-4300



**DIGITAL ACADEMY  
OF FLORIDA**

POWERED BY STRIDE K12

Digital Academy of  
Florida

Head of School  
Clark Berry

K-5 Principal  
Emily Dewey

6-8 Principal  
Adam Marcum

9-12 Principal  
Dr. Marisa Martinez

Operations Manager  
Tanya Sparks

Special Programs  
Manager  
Amanda Robison

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(863) 271-4300

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<https://daof.k12.com/>

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**DIGITAL ACADEMY**  
OF FLORIDA

POWERED BY STRIDE K12

## Welcome to Our School

August 2021

*Dear Students, Parents and Guardians:*

*On behalf of the entire Digital Academy of Florida team, we welcome you!*

*As a K<sup>12</sup> school, we believe in the mission that we are transforming learning for every student we serve. Our goal at DAOF is to put students first and support our students as they grow academically, socially, and emotionally by setting high expectations coupled with positive productive relationships between home and school.*

*Students at our school are provided a high-quality education as our teachers and faculty prepare them to be successful today, tomorrow, and always! Our unique learning model and research-based curriculum blends innovative instructional technology with rigorous teaching practices that prepares students to meet their education, college, and career goals.*

*The Parent-Student Handbook is a comprehensive guide to Digital Academy of Florida's policies and procedures. The handbook will review the expectations and responsibilities of both the student and learning coach to ensure a successful school year. Please review it in its entirety as it will serve as a resource for you throughout the year. Then, please complete the [survey link](#) to acknowledge that you have received and read the handbook. There you will also find an opportunity to provide feedback and ask questions.*

*Have a great school year!*

*Sincerely,*

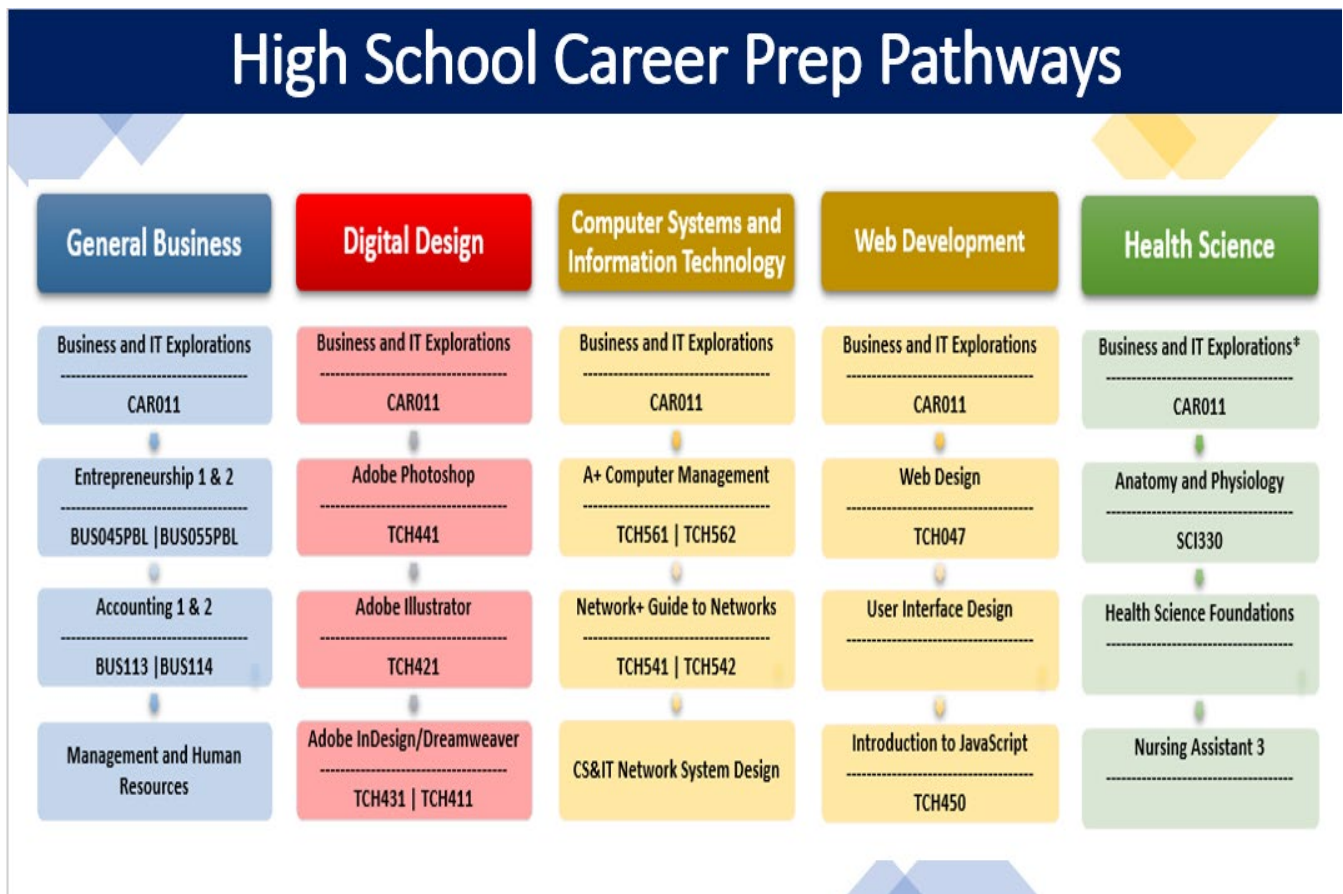
*Clark Berry*  
*Head of School*

## Who we are: Our Vision and Mission

Digital Academy of Florida will offer an online learning community that is student-centered, highly engaging, collaborative, and provides real world learning pathways. Our mission is to offer a quality, unique learning experience that utilizes current technologies to maximize student potential through academic, social-emotional, and career pathways. We accomplish this through our dedicated and passionate community of students, families, teachers, and administration invested in pursuing academic excellence for all.

## Stride Career Prep

The Stride Career Prep at Digital Academy of Florida (DAOF) is an innovative, tuition-free online program that combines traditional academics with industry-relevant, career-focused electives—giving students a jump-start on their college and career goals. While working toward their high school diplomas, students can choose from a variety of courses in these high-demand career fields: Business: General Management; Digital Design; and Computer Systems & Information Technology; Web Development; and Health Science.



# Staff Directory and School Calendar

## Academics and Assessment

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### Teachers

Individual teacher contact information is provided by your child's teacher on the first day of school.

### Counselors and Advisors

#### Guidance Counselors

Middle School	Jennifer Erato	jerato@digitalacademyofflorida.org	ext. 2128
Middle School	Shawn Einarson	seinarson@digitalacademyofflorida.org	ext. 2125
Middle School	Katlyn Segreto	segreto@digitalacademyofflorida.org	ext., 2127
High School	Nicole Dealy	ndealy@digitalacademyofflorida.org	ext. 2066
High School	Gisela Jenkins	gjenkins@digitalacademyofflorida.org	ext. 2070
High School	Leah Cordero	lcordero@digitalacademyofflorida.org	ext. 2254
High School	Danielle Fehlhaber	dafehlhaber@digitalacademyofflorida.org	ext. 2145

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#### Special Programs

Special Programs Manager:	Amanda Robison	arobison@digitalacademyofflorida.org	ext. 1001
Special Programs Registrar:	Christina Cornelius	chcornelius@digitalacademyofflorida.org	ext. 1007
Special Education Compliance Coordinator	Brandi Spencer	bspencer@digitalacademyofflorida.org	ext. 2003
Lead English Language Learners (ELL) Teacher	Megan White	mewhite@digitalacademyofflorida.org	ext. 2051
Section 504 Coordinator	Priscilla Ruiz	pruiz@digitalacademyofflorida.org	ext. 2039
Foster Care Coordinator	Kayla Medlock	kmedlock@k12.com	ext. 2220
Parent/Guardian Interpreter Services	Megan White	mewhite@digitalacademyofflorida.org	ext. 2051
Homeless Liaison	Kayla Medlock	kmedlock@k12.com	ext. 2220

## Academic Administration

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### Academic Administrator/Principals

Elementary (K-5) Principal	Emily Dewey	edewey@digitalacademyofflorida.org	ext. 2010
Elementary (K-5) Assistant Principal	Kali Bass	kbass@digitalacademyofflorida.org	ext. 2186
Middle School (6-8) Principal	Adam Marcum	amarcum@digitalacademyofflorida.org	ext. 2061
Middle School (6-8) Assistant Principal	Jeffrey Mills	jmills@digitalacademyofflorida.org	ext. 2172
High School (9-12) Principal	Dr. Marisa Martinez	mmartinez@digitalacademyofflorida.org	ext. 2031
High School (9-12) Assistant Principal	Jorge Ditas	jditas@digitalacademyofflorida.org	ext. 2179
Accountability/Assessment Administrator	Bridget White	bwhite@digitalacademyofflorida.org	813-501-4922
Head of School	Clark Berry	chberry@k12.com	863-271-4300

### Compliance, Operations and Finance including Enrollment and Records

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#### Registrars

Brooke McCreary, K & 1 <sup>st</sup>	bmccreary@digitalacademyofflorida.org	
Melissa Brown, 2 <sup>nd</sup> & 3 <sup>rd</sup>	mbrown1@digitalacademyofflorida.org	ext. 1005
Sierra Fobbs, 4 <sup>th</sup>	sfobbs@digitalacademyofflorida.org	ext. 1014
Lenita Lewis, 5 <sup>th</sup>	llewis1@digitalacademyofflorida.org	ext. 1016
Jessica Brown, 6 <sup>th</sup>	jbrown1@digitalacademyofflorida.org	ext. 1017
Meeka McDonald, 7 <sup>th</sup>	mmcdonald1@digitalacademyofflorida.org	ext. 2124
Sarah Clemmons, 8 <sup>th</sup>	sclemmons@digitalacademyofflorida.org	ext. 2192
Bianca Heard, 9 <sup>th</sup>	bheard@digitalacademyofflorida.org	ext. 1015
Faatimah Ishmael, 10 <sup>th</sup>	fishmael@digitalacademyofflorida.org	ext. 2268
Brittany Rollins, 11 <sup>th</sup>	brollins@digitalacademyofflorida.org	ext. 1013
Nicole Holloway, 12 <sup>th</sup>	tiholloway@digitalacademyofflorida.org	ext. 1008

Operations Support Specialist	Kimberly Kershner	kkershner@digitalacademyofflorida.org	ext. 1009
Compliance Analyst	Ashley Allison	aallison@digitalacademyofflorida.org	ext. 1018
Data Analyst	Jill Foster	jfoster@digitalacademyofflorida.org	ext. 1003
Operations Manager	Tanya Sparks	tsparks@digitalacademyofflorida.org	ext. 1004
Sr. Manager of Compliance and Operations	Traci Hill	thill@digitalacademyofflorida.org	904-647-7311
HR and Compliance Administrator	Kim Floyd	kfloyd@digitalacademyofflorida.org	ext. 1015
Supervisor Finance & Compliance	Sarah Diamond	sdiamond@digitalacademyofflorida.org	904-247-3268
Student Experience Administrator	Marisa Schreiber	mschreiber@digitalacademyofflorida.org	ext. 1012 ext. 2230 ext. 2259 ext. 2286
	Lonnie Bosniak	lbosniak@digitalacademyofflorida.org	
	Anne Powell	apowell@digitalacademyofflorida.org	
	Harriet Tambini	htambini@digitalacademyofflorida.org	

## K12 Support

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Materials Return	help.k12.com	866.K12-HELP
K12 Support	help.k12.com	866.K12-HELP
OLS	help.k12.com	866.K12-HELP



# 2021-2022 Digital Academy of Florida Calendar

## Digital Academy of Florida

### 2021 - 2022 School Calendar

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- School Closed/Holidays
- Student Holiday/Teacher Professional Day
- End of Grade Marking Period
- Teachers' Last Day (June 3)
- First and Last Day of School

### 2021-2022 Holidays

Sept. 6 – Labor Day

Nov. 22-26 – Thanksgiving

Dec. 20- Jan. 3 – Winter Break

Jan. 17 – MLK Birthday

Feb. 21 – President's Day

Mar. 14-18 – Spring Break

April 15 – Good Friday

## Student Admission

To initiate the student admissions/registration process, contact the enrollment center at (855) 848-5851 or visit our website at <https://daof.k12.com/>. After all documentation has been submitted and a student has been approved for enrollment, the school will schedule the student appropriately.

Required documents for enrollment:

- Proof of Age
- Report Card
- Proof of Residency
- Proof of Continuous Enrollment
- FL Physical Exam Form (within 30 days of enrollment)
- FL Immunization Record (within 30 days of enrollment)
- State Assessment Scores (if applicable)
- Family Income Form
- Release of Records
- Driver's License or ID Card of Legal Guardian

It is the Legal Guardian's responsibility to provide all required enrollment documents including previous academic records if the school is unable to obtain within 30 days of enrollment through a records request. Parents will be notified via email of the outstanding documents needed within 14 days to remain enrolled at DAOF.

### Florida Residency Requirements

As a public-school program in the state of Florida, we can only serve families of students who reside permanently in the state of Florida. It is DAOF's policy that families reside in the state of Florida for the duration of the school year.

### Out of State Travel Expectations

- Families that will be traveling out of the state of Florida for more than 2 calendar weeks MUST communicate this to [attendance@digitalacademyofflorida.org](mailto:attendance@digitalacademyofflorida.org) and the students home room teacher.
- Families must continue to participate in school and communicate with teachers and staff.
- Students must be present for all face-to-face state testing provided with two weeks' notice of test scheduling.

Families that do not comply with this policy risk having their student(s) withdrawn from DAOF.

For any questions related to school admission, contact the enrollment center at (855) 848-5851.

## Student Progression Plan

Digital Academy of Florida follows the Hendry County Public School Student Progression Plan. Please click [here](#) to view the Student Progression Plan.

## Learning Coach/Student Involvement & Responsibilities

The Learning Coach is responsible for being actively involved in all schoolwork and related activities. They will monitor, assist, and motivate the student daily to ensure academic progress and adherence to school policies.

The expectations of a Learning Coach also include ensuring that students log into the OLS/OMHS daily, are meeting school attendance hours, attending required Class Connect sessions, monitoring gradebook regularly, and monitoring assignment completion and submission.

Refer to the Parent/Student Contract which was completed during enrollment for more details about the requirements and responsibilities of the Learning Coach. (See Appendix 4)

Those students who are not experiencing academic success or meeting Learning Coach/student expectations may be placed on an Academic Contract. Improved student engagement and performance will be reviewed by Digital Academy of Florida Administration to determine eligibility for continued enrollment status.

Learning Coaches and students are expected to take responsibility for their learning and to ensure that nothing detracts from the educational process, impedes progress, or compromises the trust between teacher and student. Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person.

## Parent Organizations

Research shows that family engagement in **schools** improves student achievement, reduces absenteeism, and restores **parents'** confidence in their children's education. For more information, reach out via [studentexperience@digitalacademyofflorida.org](mailto:studentexperience@digitalacademyofflorida.org).

## Grading

### Progress Reports/Report Cards

Although progress reports may be distributed at regular intervals throughout the year, Learning Coaches can access student progress and grades at any time by logging in to the OLS/OMHS platform. Final report cards will be distributed for MS and HS students after Quarter 2 and Quarter 4; K-5 report cards will be distributed after Quarter 4.

Marking Period End dates	
Quarter 1	October 11, 2021
Quarter 2	December 17, 2021
Quarter 3	March 11, 2022
Quarter 4	May 25, 2022

## Grade Appeal Policy

If there is concern regarding a grade, Digital Academy of Florida staff will follow the appeal process outlined below:

If a parent/guardian feels a grade is incorrect, then he or she must submit a request in writing to the child's teacher (email is acceptable).

The teacher will submit request to the school principal who will convene to determine whether the basis for the change is a mistake at the time of entry, or reconsideration of the assessment materials

and evaluative sources. The principal shall provide a written explanation with the rationale, basis, and support for the grade to remain as is or be changed. Only if directed by the written notification of the principal, may the teacher-entered grade be changed. Should a change in grade be directed after the student and parent(s) have been first notified of the grade, then the grade change shall be made on an official notification form to the parents, which shall contain the reasons and methodology for the change.

## Content Mastery

Because student mastery of content is important, many courses offer the opportunity of resubmission.

## Grading for Elementary

Kindergarten through fifth grade will use a traditional reporting system for all core subjects; English Language Arts, Math, Science, and Social Studies. Components of students' final grades include, but are not limited to, daily assessments, face to face assessments via Zoom, unit assessments, other class assignments, and lesson completion in the OLS. A variety of assessments will also be used to monitor and track the progress of students' mastery of standards including formative assessments, diagnostic assessments, and summative assessments.

### Grading Scales

#### *Core Subjects*

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59-0%

#### *Electives*

S = 100-60%

U = 59-0%

Grades of NG (No Grade Assigned), WP (Withdrew Passing), and WF (Withdrew Failing) are not applicable for inclusion in the Grade Point Average State, Cumulative.

## Promotional Requirements for Elementary School Students

Please click [here](#) to access the Hendry County Student Progression Plan.

## Grading for Secondary

Students will be provided class grading policies by the teacher of each class during the first week of school approved by the school principal.

Academic subject grades are based on numerical averages and will use the same scale required for the middle grades and high school levels. The grading system and interpretation of letter grades to measure student success.

Grade	Percent	Definition
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress

F	0-59	Failing
I		Incomplete

Grades of NG (No Grade Assigned), WP (Withdrew Passing), and WF (Withdrew Failing) are not applicable for inclusion in the Grade Point Average State, Cumulative.

## Promotion and Graduation Requirements for Middle and High School Students

Please click [here](#) to access the Hendry County Student Progression Plan.

## Gifted and Talented

Many Digital Academy of Florida students have participated in Gifted and Talented programs before enrolling in our program.

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities may refer a student. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

## Advanced Placement Courses

The College Board's AP program is a nationwide program consisting of 38 college-level courses and exams in subjects ranging from art to statistics offered at participating high schools. AP exams are administered in May each year at Florida high schools. Each AP course is modeled on a comparable introductory college course in the subject. Students who earn a 3 or higher on the AP examination will receive college credit for the related course according to the Florida Course Code Directory. An AP examination score of 3 or higher may provide a student with an option to earn college credit or advanced college course placement based on the college or university’s policies. As specified in s. 1003.4295, F.S.

## Comprehensive Health Education

Pursuant to State law, the School Board shall provide an evidence-based, medically accurate comprehensive health education curriculum that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy for one's life, health, and development; mental and emotional health. injury prevention and safety; nutrition; personal health; prevention and control of disease; substance use and abuse; and teen dating violence and abuse.

The Board requires that this curriculum also include an evidence-based, medically accurate, age-appropriate, and comprehensive reproductive and sexual health education curriculum. This curriculum shall include information about:

- A. abstinence as the only certain way to avoid pregnancy or sexually transmitted infections, including HIV/AIDS;

- B. the consequences of teenage pregnancy;
- C. the health benefits and side-effects of contraception and condoms;
- D. responsible decision-making, communication, and relationship skills; and
- E. the importance of family-child communication.

This curriculum shall be taught beginning in the 7th grade and continue throughout high school, and shall enable students to master the standards set forth in the Next Generation Sunshine State Standards.

The health education curriculum materials shall, at all times, reflect current theory, knowledge, and practice, and shall be evidence-based and proven effective. The curriculum materials shall be available for review at each school site.

Any student whose parent makes a written request to the school principal or completes the [Sexual Health Education Opt-Out Form](#) shall be permitted to opt-out from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption and shall be given alternative assignments during this time.

Personnel providing instruction in human sexuality shall receive training based on District approved standards, prior to presenting such instruction per [Board Policy 2417](#).

## Extra-Curricular Club Eligibility

DAOF students are not eligible to simultaneously enroll at another school, but may be eligible for participation in extra-curricular activities (ex. Athletic teams, etc.) at another school. The Learning Coach/Guardian and student are responsible for coordinating with their locally zoned school to participate in any extra-curricular activities which are not offered by DAOF.

## State Assessment and Testing Requirements

The Florida Standards Assessments (FSA) and the Next Generation Sunshine Standards (NGSSS) assessments are designed to provide information about how well students are mastering the state standards in the core content areas of language arts, mathematics, science, and social studies. Florida Standards Assessments and the Next Generation Sunshine Standards Test are designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or endeavor (college or career).

Informing parents, educators, and the public about how well students are learning important content is an essential aspect of any educational assessment and accountability system. Parents, the public, and policy makers, including local school districts and boards of education, can use the results as a barometer of the quality of educational opportunity provided throughout the state of Florida. As such, all State assessments serve as a key component of the Florida State accountability system. [Board Policy 2623](#)

## Test Administration

All paper-based tests and computer-based tests will be administered in strict adherence to the mandates set forth by the Florida Department of Education. For Digital Academy of Florida students, this means testing at a location outside of the student's home, in-person, and on select dates throughout the school year. Digital Academy of Florida teachers, staff and contracted staff will administer assessments to all students who are required to take part in the state testing program.

Please contact your child's guidance counselor to get information on the College Board SAT Suite of Assessments and the ACT.

### Students to Be Tested

**All students enrolled in tested grade levels/subjects are required to participate in all state assessment administrations at a designated Florida test site with or without accommodations, per Section 1008.22(3)(a), Florida Statutes (F.S.).**

Students who have received a GED diploma are not eligible to participate in FSA administrations. Students must take the test(s) appropriate for the grade level/subject in which they are receiving instruction.

Content Area and Grade Levels:

#### Language Arts

- FSA ELA - Grades 3-10
- Writing Component required for Grades 4-10

#### Mathematics

- FSA Math - Grades 3-8
- Algebra I EOC
- Geometry EOC

#### Science

- NGSSS Statewide Science – Grade 5 and 8
- NGSSS Biology EOC

#### Social Studies

- NGSSS Civics EOC (Grade 7)
- NGSSS United States History EOC

### Students with Disabilities

Students with disabilities participate in the statewide assessment program by taking one of the following:

- FSA without accommodations,
- FSA with accommodations, or
- Florida Standards Alternate Assessment.

All determinations regarding participation in the statewide assessment program must be documented in the student's IEP or Section 504 plan.

### Medical Exemptions – Students with Disabilities

Per s. 1008.212, F.S., a student with a disability whom the IEP team determines is prevented by a circumstance or condition from physically demonstrating the mastery of skills that have been acquired and are measured by the statewide standardized assessment, a statewide standardized EOC assessment, or an alternate assessment shall be granted an extraordinary exemption from the administration of the

assessment. A learning, emotional, behavioral, or significant cognitive disability, or the receipt of services through the homebound or hospitalized program in accordance with Rule 6A-6.03020, Florida Administrative Code (FAC), is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption. A written request for an extraordinary exemption must be submitted to the district school superintendent by the student's IEP team no later than 60 calendar days before the first day of the administration window of the assessment for which the request is made. An exemption request for FSA ELA applies to both Writing and Reading assessments and should have been submitted no later than 60 calendar days before the first day of the FSA ELA Writing test administration. The Commissioner of Education shall determine whether the extraordinary exemption is granted or denied.

In addition to the extraordinary exemption option, a child with a medical complexity may be exempt from participating in statewide, standardized assessments pursuant to the provisions of s. 1008.22(10), F.S.

In the rare circumstances in which a student cannot take a state assessment during the entire testing window due to significant medical conditions, the Digital Academy of Florida Head of School or designee will submit on school letterhead a written request to Florida Department of Education for permission to medically exempt the student. Please contact the DAOF Special Programs Manager or Accountability/Assessment Administrator should you feel your child may be eligible for this extraordinary exemption.

### State Assessment Information

For FSA ELA, students must take the same grade-level test for ELA Writing and ELA Reading to receive an ELA score. Students in middle grades take only one FSA Math assessment per school year based on grade level. If student is enrolled in Algebra 1 or Geometry, the student will take the EOC associated with that course and not the grade-level Math assessment.

#### **End of Course State Assessments:**

Students enrolled in the following courses are required to participate in an FSA or NGSSS state assessment: Algebra 1, Geometry, Biology 1, Civics and US History.

The following students are eligible to participate in FSA EOC administrations:

- Students who still need to pass an assessment for graduation purposes (Algebra 1 Retake only)
- Students who must earn a passing score on an assessment for a standard diploma with a scholar designation (Geometry only)
- Students who have not yet taken an assessment to be averaged as 30% of their course grades
- Students who are in grade forgiveness programs and wish to retake an assessment to improve their course grades
- Students in a credit acceleration program (CAP) who wish to take an assessment to earn course credit
- NGSSS (Next Generation Sunshine State Standards) State Assessments
- EOC - All students enrolled in and completing one of the following courses aligned to the NGSSS will participate in the appropriate assessment: Biology 1, Civics and US History.
- Statewide Science Assessment
- Students enrolled in grades 5 and 8 will participate in the Statewide Science Assessment.
- Students receiving accelerated instruction in science may participate in the appropriate Statewide Science Assessment.

In accordance with section 1008.22(3)(b)2., Florida Statutes, middle grades students will not be tested on both the Statewide Science Assessment and the Biology EOC Assessment.



Students enrolled in Biology 1 must take the EOC assessment, not the Statewide Science Assessment.

For more information visit these resources:

[FSA Achievement Levels](#)

[FSA Reports](#)

[FSA Resources](#)

### Florida State Alternate Assessment (FSAA)

The Florida Standards Alternate Assessment (FSAA) is designed for students whose participation in the general statewide assessment program is not appropriate, even with accommodations. The FSAA measures student academic performance on the Access Points (FS-AP) in language arts, mathematics, science, and social studies. Access Points are academic expectations written specifically for students with significant cognitive disabilities. They reflect the essence or core intent of the standards that apply to all students in the same grade, but at reduced levels of complexity. The FSAA Performance Task (FSAA-PT) is designed to assess students at three levels of complexity and results are reported through achievement levels.

**More information:** [FSAA Information](#)

### ACCESS for ELLs: English Language Learners

ACCESS for ELLs, *Assessing Comprehension and Communication in English State to State for English Language Learners*, administered annually to all English learners, is a standards-based, criterion referenced English language proficiency test designed to measure English learners' social and academic proficiency in the language and their progress in learning the language in the domains of speaking, listening, reading, and writing.

Alternate ACCESS is intended only for English learners with significant cognitive disabilities that are severe enough to prevent meaningful participation in the ACCESS for English Learner Learners assessment. Decisions regarding a student's participation must be made by an Individualized Education Program team.

[ACCESS for ELLs Information](#)

### FLKRS – Florida Kindergarten Readiness Screener

The Florida Kindergarten Readiness Screener (FLKRS) must be administered to all public-school kindergarten students within the first 30 days of each school year. The FLKRS assessment is administered through Star Early Literacy®. The Star Early Literacy® assessment is an online, adaptive instrument with 27 questions that students complete independently in approximately 15-20 minutes.

There are three domains of learning that are assessed as part of Florida Kindergarten Readiness Screener.

**More Information:** [FLDOE FAQ for FLKRS](#)

- Word Knowledge and Skills
- Comprehension Strategies and Constructing Meaning
- Numbers and Operations

## [2021-2022 Schedule of State Assessments and Administration Dates](#)

# FLORIDA STATEWIDE ASSESSMENT PROGRAM 2021–2022 SCHEDULE\*

<b>English Language Arts (ELA), Mathematics, and Science</b>	
Dates	Assessment
April 4–15, 2022	Grades 4–10 ELA Writing Grade 3 ELA Reading
May 2–13, 2022	Grades 4–6 ELA Reading Grades 3–6 Mathematics
May 2–27, 2022	Grades 7–10 ELA Reading Grades 7 & 8 Mathematics
May 9–20, 2022	Grades 5 & 8 Science
<b>End-of-Course Assessments</b>	
Dates	Assessment
September 13–October 1, 2021 November 29–December 17, 2021 May 2–27, 2022 July 11–22, 2022	Algebra 1, Biology 1, Civics, Geometry & U.S. History
<b>Florida Standards Assessments (FSA) Retakes</b>	
Dates	Assessment
September 13–October 1, 2021	Grade 10 ELA Reading Retake Grade 10 ELA Writing Retake
February 21–March 11, 2022	Grade 10 ELA Writing Retake Grade 10 ELA Reading Retake Algebra 1 Retake

\* School districts establish daily testing schedules within these windows according to state-provided guidance. For more detailed scheduling information for a specific school or district, please visit that organization's website.

# FLORIDA STATEWIDE ASSESSMENT PROGRAM 2021–2022 SCHEDULE

Other Statewide Assessments	
Dates	Assessment
July 12–October 15, 2021	<a href="#">Florida Kindergarten Readiness Screener (FLKRS)</a> (Administered within the first 30 instructional days of the school year)
August 2021–June 2022	<a href="#">Florida Assessments for Instruction in Reading (FAIR)</a> (optional: Grades 3–12)
September 27–October 15, 2021	<b>Florida Standards Alternate Assessment (FSAA)—Performance Task</b> Grade 10 ELA Makeup Algebra 1 Makeup
September–December 2021	<a href="#">Preliminary ACT (PreACT)</a>
October 13, 2021	<a href="#">Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</a>
January–May 2022	<a href="#">National Assessment of Educational Progress (NAEP)</a> Grade 8 Civics Grade 8 U.S. History Age 17 Long-term Trend
January 24–March 18, 2022	<a href="#">ACCESS for ELLs</a> <a href="#">Alternate ACCESS for ELLs</a>
February 28–April 15, 2022	<b>FSAA—Performance Task</b> Grades 3–8 ELA & Mathematics Grades 4–8 Writing Grades 5 & 8 Science End-of-Course Assessment (Civics)
March 14–April 29, 2022	<b>FSAA—Performance Task</b> Grades 9 & 10 ELA Grades 9 & 10 Writing End-of-Course Assessments (Algebra 1, Biology 1, Geometry & U.S. History)
Data Collection Periods: September–October 2021 November–December 2021 March–April 2022	<b>FSAA—Datafolio</b> Grades 3–10 ELA (Reading & Writing) Grades 3–8 Mathematics Grades 5 & 8 Science End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry & U.S. History)
May 2022	<a href="#">Advanced Placement (AP) Exams</a>

**In the 2021-2022 school year, the following assessments are Paper-Based Test (PBT) administrations:**

- Grades 4–6 FSA ELA Writing
- Grades 3–6 FSA ELA Reading
- Grades 3–6 FSA Mathematics
- Grades 5 and 8 Statewide Science
- FSA
- ACCESS for ELLs

**In the 2021-2022 school year, the following assessments are Computer-Based Test (CBT) administrations:**

- Grades 7–10 and Retake FSA ELA Writing
- Grades 7–10 and Retake FSA ELA Reading
- Grades 7–8 FSA Mathematics
- FSA Algebra 1 and Geometry EOC Assessments
- NGSSS Biology 1, Civics, and U.S. History EOC Assessments
- FLKRS

**Digital Academy of Florida Internal Assessment Management System: Testing Nirvana**

Testing Nirvana is an Assessment Management System used by Digital Academy of Florida to plan, schedule, assign, communicate, track, and otherwise administer all state testing. This management system is also used for state accountability tracking for internal documentation.

All students will receive testing communication from Testing Nirvana including Test Sites (where testing will take place) and Test Schedules. Each family will be sent more information about Testing Nirvana and receive emails from testing nirvana from this address: [donotreply@testingnirvana.com](mailto:donotreply@testingnirvana.com)

**Test Participation**

Participation in testing and test attendance at a test site location outside the student’s home is **mandatory** at Digital Academy of Florida. Failure to participate may result in the student being retained and/or ineligible to register for the following school year with Digital Academy of Florida. The Accountability/Assessment Administrator will use Testing Nirvana to communicate test site locations and test dates for state testing. Teachers will communicate attendance expectations through the Class Connects and Course Announcements for internal assessments such as NWEA. Some tests will be taken virtually (NWEA) and some will be in-person. Most in-person testing will be conducted in the spring semester, and the requirements for each individual test will be communicated to students and families in a timely manner.

**College Admissions Testing**

**College Bound Assessments:** SAT and ACT. Colleges use scores from these tests for admission decisions and merit-based scholarships.

**SAT** is administered on specific test dates throughout the school year. [Dates for SAT](#). There are 3 sections – Reading, Writing & Language and Math with an optional Essay section.

**ACT** is administered on specific test dates. There are 4 sections – English, Math, Reading and Science plus an optional Essay. A calculator can be used for the entire Math section.

<b>SAT Date</b>	<b>Registration Deadline</b>	<b>Late Registration Deadline</b>
<b>August 28, 2021</b>	July 30, 2021	August 10, 2021 (for mailed registrations) August 17, 2021 (for registrations made online or by phone)
<b>October 2, 2021</b>	September 3, 2021	September 14, 2021 (for mailed registrations) September 21, 2021 (for registrations made online or by phone)
<b>November 6, 2021</b>	October 7, 2021	October 19, 2021 (for mailed registrations) October 26, 2021 (for registrations made online or by phone)
<b>December 4, 2021</b>	November 5, 2021	November 16, 2021 (for mailed registrations) November 23, 2021 (for registrations made online or by phone)
<b>March 12, 2022</b>	February 12, 2022	February 22, 2022 (for mailed registrations) March 1, 2022 (for registrations made online or by phone)
<b>May 7, 2022</b>	April 8, 2022	April 19, 2022 (for mailed registrations) April 26, 2022 (for registrations made online or by phone)
<b>June 4, 2022</b>	May 6, 2022	May 17, 2022 (for mailed registrations) May 25, 2022 (for registrations made online or by phone)

**To Register:** Please reach out to the guidance counselor for information on how to register your student.

Get more information about **SAT** and Register for the SAT [here](#).

Get more information about the **ACT** and Register for the ACT [here](#).

**Special Circumstances for Students with Disabilities**

If you are a student registering for one of the above tests and are seeking to use allowable Accommodations (documented on an active IEP or 504 plan), you must complete the registration and apply for the accommodations. The Accountability/Assessment Administrator will be notified and will need to submit documentation on your behalf. For this to be approved, you must register by the first deadline for each test, not the Late Registration. Find more information about [ACT Accommodations](#) and [SAT Accommodations](#).

For more information on State Assessments, testing requirements and College Admissions testing, please contact the Accountability/Assessment Administrator, Ms. Bridget White.

## Academic Integrity

Digital Academy of Florida students are expected to take responsibility for their learning and to ensure that nothing detracts from the educational process, impedes progress, or compromises the trust between teacher and student.

Students assume full responsibility for coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and assessments and submit only their own work on assignments including homework, examinations, reports, and projects.
- Students benefit from working in groups. They may collaborate or cooperate with other students on assignments as directed.
- Students must follow all written and/or verbal instructions given by teachers prior to taking examinations, tests, quizzes, and performance evaluations.

## Responding to Academic Dishonesty

Parents will be notified of any academic concerns. Corrective action will be administered by school personnel in a progressive manner--that is, the action taken correlates in degree with the seriousness of the misconduct and/or the disciplinary history of the student.

## Online/Computer Usage

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may any technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using technology resources and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using technology resources and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken per [Board Policy 5136.01](#) and [Board Policy 7540.03](#).

## Suspension and Expulsion

A good faith effort shall be made by the Principal, Head of School, or his/her designated representative to employ parental assistance or other alternative measures prior to placing student in out-of-school suspension, except in the case of emergency or disruptive conditions which require immediate removal of the student from the school environment. Parents will be required to participate in a conference with school personnel before their suspended child returns to school.

Digital Academy of Florida will not use continuous or multiple out-of-school suspensions to exclude a student with a disability from educational services since the major purpose of disciplinary action is to bring about positive student behavior within the school setting, not in exclusion. Students with an Individualized Education Plan (IEP) or a Section 504 Plan shall not be suspended for more than ten cumulative days within a school year without provision of educational services. By the 10th day of suspension, a Manifestation Determination must be conducted by DAOF's IEP team. After the manifestation determination the IEP team will review the student's current IEP to initiate behavior interventions, create a Functional Behavior Assessment, a Behavior Intervention Plan, and/or other educational plans as deemed appropriate by the IEP team.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The School Board has zero tolerance for conduct that poses a serious threat to school safety. Zero tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. This zero-tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency. Petty acts of misconduct include, but are not limited to, disorderly conduct, disrupting a school function, simple assault or battery, verbal abuse or use of profanity, cheating, theft of less than \$300, trespassing, and vandalism of less than \$1,000, possession or use of tobacco, and other school-based offenses delineated in the Student Code of Conduct.

Florida law requires that students found to have committed one of the following offenses:

- A. Bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. Making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity; may be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and shall be referred to mental health services identified by the District and to the criminal justice or juvenile justice system.

The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that the Board modify the requirement by assigning a student to a disciplinary program or second chance school. The Superintendent's request for modification must be in writing and may only be presented to the Board for consideration if the student and/or the student's parent(s) agree in writing to accept the Superintendent's recommendation. The Board may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for the discipline of such students.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a serious threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

Those acts that pose a serious threat to school safety include, but are not limited to:



- A. felony assault
- B. violations of group IV and V violations in the Board-adopted Student Code of Conduct
- C. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate, for a minimum period of one (1) year. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The Code of Student Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation as set forth in F.S. 1006.13(6)(a), the Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all necessary steps be taken to protect the victim of the offense or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

The principal shall ensure that all school personnel are properly informed as to their responsibilities regarding suspicious activity reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented.

Student conduct shall be governed by the rules and provisions set forth in the Code of Conduct which is reviewed and adopted annually in accordance with F.S. Chapter 120.

The Code of Student Conduct shall contain provisions for the assignment of violent or disruptive students to an alternative educational program and/or referral of such students to mental health services identified by the District per [Board Policy 5500](#).

No student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Code of Student Conduct approved by the Board. The Code of Student Conduct shall also specify the procedures to be followed by school officials. In determining whether a student is to be suspended or expelled, District administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the Code of Student Conduct, the procedures set forth in Policy 5605 shall apply to students identified as disabled under the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

The School Board recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, disciplinary placement, or expulsion, is the most severe sanction that can be imposed on a student in this District, and one that cannot fairly be imposed without due process per [Board Policy 5610](#).

The School Board recognizes that students have certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:



**Student subject to suspension:**

*When a student is being considered for an out-of-school suspension by the Superintendent, principal, or another administrator:*

1. The student will receive oral and written notice of the charges and an explanation of the evidence against him/her.
2. The Principal will hold an informal hearing to give the student an opportunity to explain his/her side of the story.
3. The Principal will make a good faith effort to inform a student's parent by telephone of a suspension and the reasons for it.
4. Within twenty-four (24) hours the Principal will send formal written notice to the student's parent or guardian by U.S. Mail informing them of the length of the suspension and the reasons for it. If the suspension is for more than three (3) days, the notice will include the right of the student, parent, or guardian to appeal to the Superintendent. If the offense is one for which the Principal is recommending expulsion, then the notice will contain that information.

**Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent, the Superintendent will give the student and parent written notice of the intended recommendation, including reasons for it.

**Expulsion Hearing**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may request a hearing on a recommended expulsion before the Board or its designee.

A written request for a hearing must be received by the Board within ten (10) school days from the parent's receipt of notice of the Superintendent's recommendation. The student may be represented in all such appeal proceedings and upon request will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

**Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the District Court of Appeal per [Board Policy 5611](#).

# Student Offenses and School Action

## [Board Policy 5600](#)

Student Offense	Possible School Action
Academic Dishonesty (plagiarism, cheating on coursework and/or standardized testing)	Digital Academy of Florida students are required to attend, complete, and submit all work as their own for all schoolwork and state assessments. Teachers closely monitor academic integrity in all areas. If a student is found to have plagiarized, cheated, or falsely identified themselves, the Digital Academy of Florida teacher will intervene immediately to research the possible infraction. A meeting may be scheduled by faculty or staff with Digital Academy of Florida administration, possibly leading to disciplinary consequences including suspension following repeated infractions as outlined in the Academic Integrity section of our handbook.
Assault, verbal threats, or intimidation; battery	School suspension or expulsion may occur. Notification of appropriate local law enforcement as needed.
Bullying (in-person or cyber) based upon race, gender, color, national origin, sexual orientation, disability, etc.	School suspension or expulsion may occur.
Inappropriate behavior or actions during Class Connect sessions	School suspension or expulsion may occur for repeated infractions or infractions of a severe or profane nature.
<p>Inappropriate Computer Use</p> <p>Specific procedures, conditions, and legal restrictions guide the use of school owned computers. Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer and should maintain a confidential user password.</p>	Depending up on the misuse of the school computer, the Academic Administrator or Head of School will determine disciplinary consequences, including loss of privileges up to expulsion. Notification of appropriate law enforcement agency as necessary.
<p>Disrespectful Behavior or Inappropriate Conduct:</p> <p>Students and parents are expected to comply with reasonable directives of school personnel in a timely and cooperative manner. Any refusal to comply or any use of profane means of expression toward school personnel will be assigned a range of consequences.</p>	School suspension or expulsion may occur.
<p>Weapons:</p> <p>Weapons are not permitted in any facility utilized by Digital Academy of Florida during school events or outings, including any standardized testing locations. Weapons may be defined as firearms, knives, cutting tools, or any instrument capable of inflicting serious bodily injury. Small pocket- knives are considered weapons under this definition and should not be brought on any premise utilized by Digital Academy of Florida for any reason.</p>	Digital Academy of Florida administration will take any, and all necessary action to protect students, teachers, and staff. If a weapon is discovered, local law enforcement will be notified. Possession of a weapon will lead to suspension, and could ultimately lead to expulsion, pending investigation outcome.

<p>Vulgar/Obscene Language, Gestures, or Display:</p> <p>To establish and maintain a proper atmosphere for education, students are to refrain from inappropriate, vulgar, and obscene, language, or gestures.</p>	<p>School suspension or expulsion may occur.</p>
<p>Bomb/Terror Threat/False Report</p>	<p>Notification of appropriate law enforcement agencies, disciplinary action including out of school suspension and expulsion may occur pending investigation results.</p>
<p>Sexual Harassment:</p> <p>Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal, or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with an appropriate educational atmosphere.</p>	<p>School suspension or expulsion may occur. Notification of appropriate law enforcement agency as necessary.</p>
<p>Controlled Substances, Unauthorized Prescription Medications, Purported Substances, Alcohol, etc.:</p> <p>Illegal drugs (including prescription medications not in possession of the parent or appropriate school officials), purported drugs, tobacco, and alcohol products will not be permitted on school outings or at any sites utilized by Digital Academy of Florida for any school related activities or events, including testing.</p>	<p>Local law enforcement will be contacted, and students will be required to leave the premises once the investigation has concluded. School suspension and/or expulsion may occur pending results of the investigation.</p>

## Parent/Student Concern, Complaint, and Grievance Policy

Digital Academy of Florida recognizes that despite best intentions, questions, concerns, or conflicts may arise between the school and/or school staff and Digital Academy of Florida families and/or students. As problems arise, school personnel and parents should collaborate to solve them whenever possible. Please follow these procedures for assistance in resolving a problem:

Step 1: All concerns and issues should first be directed to the student’s homeroom teacher via phone or email.

Step 2: If a Digital Academy of Florida teacher cannot resolve the issue, he/she directs the parent to the Academic Administrator or other appropriate School Administrator, or staff based on the exact concern.

Step 3: If the concern is not resolved at this level, parents are advised to contact the Head of School at the DAOF office.

Step 4: If the concern is still not resolved, the parent and/or student may file a formal complaint or grievance.

### Formal Grievance Process

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student’s constitutional rights.
- Denial, not related to the student’s individual capabilities, of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student’s individual capabilities.
- Discrimination based on race, color, religion, sex, age, national origin, or disability.

- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student’s personal safety.

Students may present a complaint or grievance provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of Digital Academy of Florida; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Digital Academy of Florida Administration is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to the Digital Academy of Florida Head of School.
- The person receiving the complaint will gather information for the complaint form.
- The allegation shall be reported in writing with necessary information as determined by the Hendry County School Board.

The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or as otherwise required by law.

Once received, the Digital Academy of Florida Head of School will have 10 school days to review and respond to the grievance.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Principal.

Complaints by high school students may be made by the students on their own behalf or by the parent or guardian. A parent or guardian may initiate the complaint process on behalf of an elementary or middle school student.

## Course Access Policy

Digital Academy of Florida reserves the right to restrict a student’s access to course and curriculum up to 10 school days in the OLS/OMHS for certain violations, including those listed below:

- Noncompliance with enrollment documents (i.e. immunizations, physicals, academic records)
- Attendance/Tuancy concerns
- Academic concerns with no response from the student or parent(s)

Once the student and/or family becomes compliant in the identified area of violation, access to the curriculum will be restored, and the student can resume work. Absence during this time will not count against the student for attendance purposes. If the identified area of violation is not resolved, the student may be subject to withdrawal.

## Truancy and Excessive Absenteeism

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

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

A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district shall notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's certified school counselor or other school personnel shall conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student's certified school counselor or other school personnel shall inform the student of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and high school equivalency examination preparation. Additionally, the student shall complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

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

The student must

- a. Complete assigned lessons and assessments.
- b. Participate in educational activities for an appropriate number of hours, as outlined in the required Instructional Hours section.
- c. Maintains monthly telephone contacts with teachers.
- d. Attend all required live lessons.
- e. Can demonstrate that he/she is doing his/her own schoolwork.
- f. Attend all mandatory state testing.

The parent/guardian should communicate with the homeroom teacher in advance if he or she needs to deviate from the regular school calendar (for example, switching a vacation and school day). In addition, the parent/guardian will need to complete the absence form ([DAOF: Report Absence Form \(21/22\)](#)) and contact the Student Experience Team at [flosattendance@digitalacademyofflorida.org](mailto:flosattendance@digitalacademyofflorida.org).

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

## Truancy/Excessive Absenteeism Processes

Absences	School Responsibilities
Previous Day Absent	Auto dialer message (robocall)
3 Consecutive Absences	1 <sup>st</sup> Attendance warning letter via email by the team member
5 Consecutive Absences	<p>Student Experience Specialist to notify Homeroom Teacher</p> <p>Phone call from Homeroom teacher. If connection is not successful, email is sent and documented. If connection successful, document conversation in TVS.</p> <p>Principal robocall</p>
7 Consecutive Absences	<p>Student Experience Specialist to send email and schedule Panther Attendance Workshops (PAWs) with LC to review Attendance Contract.</p> <p>Student Experience Specialist to send email containing attendance contract following meeting, regardless of attendance to meeting.</p>
10 Consecutive Absences	<p>Student Experience Admin to send truancy concern letter via certified mail.</p> <p>Student Experience Specialists to call all 10 days directly and leave a VM if not connected. Specialists are to follow-up with an email if unable to reach.</p> <p>If no contact is made, curriculum will be locked until LG/LG makes contact regarding absences.</p>
15 or More Consecutive Absences	Student will be submitted to school review for possible withdrawal at escalation with Admin team, Special Programs, and Social Worker. Principal approves or denies recommendation for withdrawal to the admin team.

\*Some exceptions can be made for absences due to medical or religious reasons. These will be considered on a case-by-case basis and must be documented through communication with the student's homeroom teacher and attendance team. Although absences may be excused in these cases, students may not be exempt from completing necessary assignments, assessments, or other coursework.

### Reporting Excused Absences

Due to the flexible nature of the online program, student excused absences should only be reported, if the student will be absent more than 4 days. Excused absences must be submitted to [attendance@digitalacademyofflorida.org](mailto:attendance@digitalacademyofflorida.org). Absences will be reviewed based on reasonable causes, i.e., serious/prolonged illness, severe/prolonged injury, family emergency, etc. Absences submitted that are not approved will be marked as days truant. Vacations will not be reviewed or considered at an excused absence. We encourage you to review the school calendar to plan accordingly.

Excessively truant students, as defined within the attendance and truancy section of this handbook will be at risk of withdrawal. Excused or unexcused attendance still affects student participation and it is essential to have your student work on assignments and assessments, as directed by your student's teachers.

To submit a planned or unplanned absence as excused for administrative review, please send all information to [attendance@digitalacademyofflorida.org](mailto:attendance@digitalacademyofflorida.org).

## Truancy and the Learner's Permit: Driver License Denial

The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birth dates, gender and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences within a period of 90 calendar days. The legislation further provides that those students who fail to satisfy attendance requirements will be ineligible to obtain or maintain driving privileges per [Board Policy 5200](#).

The DHSMV will post a Notice of Intent to Suspend driving privileges to the driver record of all reported licensed students. These students may lose their driver's license unless they comply with attendance requirements; or the DHSMV will post an education noncompliance entry, to the record created for this specific purpose, for all reported unlicensed students, and they may not apply for a driver's license until relevant attendance requirements are satisfied.

## Attendance FAQs

### 1. How do I enter attendance for my student(s)?

a. Log into the **Learning Coach** account.

The screenshot shows the Learning Coach interface for a student named Bob Student Kenyon. The left sidebar has a green header with 'K12 LEARNING SYSTEMS DEMO SCHOOL' and a 'MY STUDENTS' section. Below that, the 'ATTENDANCE' tab is highlighted in red, showing a notification icon and the number '56'. Other tabs include 'MY SCHEDULE' and 'ANNOUNCEMENTS'. The main content area shows the date 'August 16, 2017' and a 'Filter by' dropdown set to 'Day'. Below this is a table with columns for 'Courses', 'Assignments', 'Due', and 'Progress'. The table lists several courses and assignments for that day. To the right of the table is an 'Events' section with three items: 'Homeroom CC test' (4:15 PM - 4:30 PM), 'Conference CC test' (5:00 PM - 5:15 PM), and 'Assembly CC test' (9:00 PM - 12:00 AM).

Attendance will be on the left side of your page (see above). Click on that tab and you will go to a screen with your student's attendance.

- Select the correct student using the symbol beside your student's name.
- Go into the cell beside the name of the course and enter the time spent on that course for the day remembering online lessons, live class connect sessions, any live help attended, any excursions (e.g.: museums, science centers) and any offline work completed. Enter the time spent and continue through all subjects.
- When finished logging attendance for the day, be sure to hit "Save" at the bottom of the student's attendance page.
- If days of attendance were not logged, go to the top right of the student's attendance page, click on "missing days" and you can select the day that you did not log attendance. Note that just above that you can see how many days of attendance will need to be logged. You cannot alter attendance for previous days that were entered, but you can enter attendance for previous days not entered.

**2. Is there an app I can download for my student(s)' attendance?**

- a. Absolutely! Please go to: <https://www.k12.com/virtual-school-offerings/online-private-schools-courses/mobile-apps/online-school.html> to download the app.

**3. Who do I call to enter an absence due to medical/religious reasons?**

- a. Please communicate this with your homeroom teacher and Student Experience Team at [attendance@digitalacademyofflorida.org](mailto:attendance@digitalacademyofflorida.org). Provide the reason if you would like the absence to be considered an excused absence. Absences for family vacations are NOT considered an excused absence.

## Parent's Guide to MTSS

MTSS is a multi-tiered system of supports (MTSS) designed to provide high quality academic and behavioral instruction and intervention matched to student needs using data of performance to inform instructional decisions. The MTSS team uses a tiered model to incorporate problem-solving methods and research-based interventions into an Individualized Learning Plan for each student. The goal of the MTSS process is for the teacher and parent to work together so each student may achieve a satisfactory rate of progress in the regular educational setting, preventing the need for more intensive services at a later period.

### ***What are tiered supports?***

All students in Digital Academy of Florida participate in the MTSS process, which is embedded in the school's instructional model; however, some students may require more extensive interventions which requires consent from the child's parent to have more specific interventions implemented that best meet their needs, with progress

being monitored on a more frequent occurrence. If your child is identified for additional tiered interventions, you will be contacted by your child's teacher along with the grade level MTSS Coordinator. At this time, they will explain in more detail what the Multi-Tiered System of Supports will look like for your child and what you can do to help your child be successful. If you have specific questions about what that means for your child, please contact your student's grade level principal.

### **MTSS Coordinators:**

K-5, Priscilla Ruiz, [pruiz@digitalacademyofflorida.org](mailto:pruiz@digitalacademyofflorida.org)

6-12, Stacy Wycuff, [swycuff@digitalacademyofflorida.org](mailto:swycuff@digitalacademyofflorida.org)

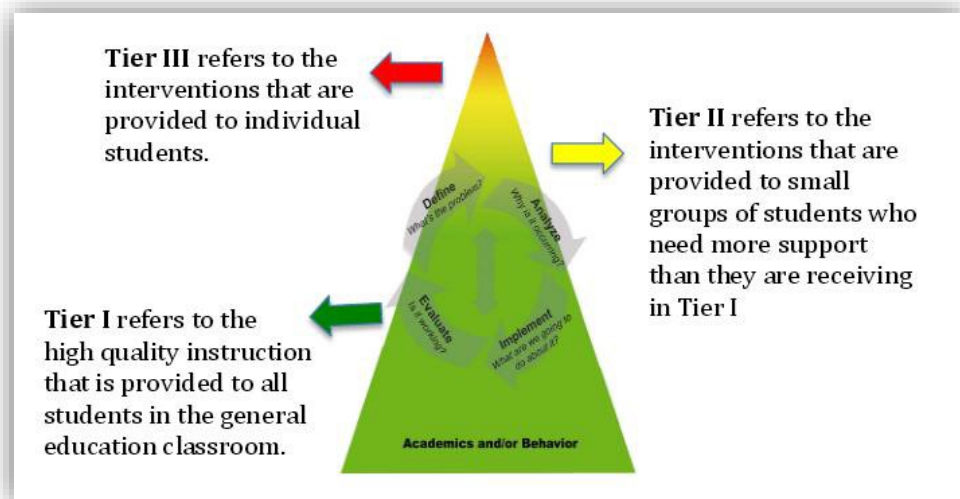
### **Principal:**

Elementary (K-5), Emily Dewey, [edewey@digitalacademyofflorida.org](mailto:edewey@digitalacademyofflorida.org)

Middle School (6-8), Adam Marcum, [amarcum@digitalacademyofflorida.org](mailto:amarcum@digitalacademyofflorida.org)

High School (9-12), Dr. Marisa Martinez, [mmartinez@digitalacademyofflorida.org](mailto:mmartinez@digitalacademyofflorida.org)





## Homeless Liaison and Foster Care Coordinator

The term ‘homeless children and youths’ means individuals who lack a fixed, regular, and adequate nighttime residence ...; and includes:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings ...
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children ... who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

**Digital Academy of Florida (DAOF)** is committed to identify and provide services through The Homeless Education Program, whose primary objective of this program is to prevent homeless children and youth from being stigmatized or separated, segregated, or isolated on the basis of their status as homeless. If there is dispute of homeless status, dispute resolution will proceed as follows:

1. The child or youth “shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute” [42 U.S.C. § 11432(g)(3)(E)(i)]. In disputes involving unaccompanied homeless youth, the local liaison must ensure that unaccompanied homeless youth are immediately enrolled in school [42 U.S.C. § 11432 (g)(3)(E)(iv)]. The U.S. Department of Education (ED) emphasizes the importance of the requirement for enrollment during the dispute process in the 2004 Non-Regulatory Guidance:

When enrollment disputes arise, students will not be kept out of school. Interruption of education can severely disrupt the student’s academic progress. Permitting students to enroll immediately in the school of choice pending resolution of disputes helps provide needed stability [G-5].

While disputes are pending, students have the right to participate fully in school and receive all

services which they would normally receive. This includes transportation services, as indicated by the Non-Regulatory Guidance: The McKinney-Vento Act's transportation requirements apply while disputes are being resolved [2004, H-5]

2. The parent, guardian, or unaccompanied youth will be provided with a written explanation of the school's decision regarding school selection or enrollment, including the right of the parent, guardian, or youth to appeal the decision any time the student is denied enrollment in a requested school [42 U.S.C. § 11432(g)(3)(E)(ii)]. In the case of an unaccompanied homeless youth, the notice explaining the decision and the right to appeal are provided directly to the youth [42 U.S.C. § 11432(g)(3)(B)(iii)].
3. The child, youth, parent, or guardian will be referred to the local liaison, who will carry out the dispute resolution process as quickly as possible [42 U.S.C. § 11432(g)(3)(E)(iii)]. The local liaison will be familiar with the state's McKinney-Vento dispute resolution process and follow all procedures outlined therein.

Our school Social Worker is the contact for Digital Academy of Florida (see staff directory on pages 5 and 6). They can provide information for resources available to families in their individual area of residence and empower families to seek out help. An additional function is to manage a caseload of students who are homeless and/or have special concerns due to family and home life. The Liaison will coordinate with foster families and the Department of Children and Families as needed to assist with special concerns per [Board Policy 5111.01 and Board Policy 5111.03](#).

## Child Find

Child Find is a process based on the Individuals with Disabilities Act (IDEA) Part C. The purpose is to identify, locate and evaluate individuals with disabilities who may need special education services. Anyone can initiate the process: a parent, doctor, teacher, relative or friend. To ensure that all Digital Academy of Florida students are properly identified and served, the parent or guardian will be asked at least twice if their student has ever been evaluated for possible special education services, and if the student has ever received special education services as a student in a public or private school. If so, the parent or guardian will be asked if their student has an active Individual Education Plan (IEP). Digital Academy of Florida has a Child Find responsibility for each student they suspect may have a disability. During the school year, if school staff determines that a student may have a disability, this Child Find process is followed per [Board Policy 2460](#). For any questions related to Child Find, contact the Special Education Programs Manager, Amanda Robison, at [flosspecialprograms@flonlineschool.org](mailto:flosspecialprograms@flonlineschool.org).

## 504 Coordinator

### Section 504 Overview

Section 504 of the Rehabilitation Act is a civil rights law to protect disabled workers (1973) and students (1974) from discrimination. The Office for Civil Rights (OCR) enforces Section 504 compliance and Congress bases future receipt of federal funds on the school District meeting all compliance requirements. Students served under Section 504 receive assistance with accessing the classroom environment such that they receive educational benefit. Section 504 protections do not involve modification of the academic curriculum. Under Section 504, students are held responsible for meeting the requirements of Florida's state standards. In the case where a student qualifies for IDEIA services, the parent may not refuse those services in preference for a Section 504 plan for that impairment. That is, the refusal of IDEIA services is the refusal of Section 504 as well.

Students who have impairments are not automatically eligible for a Section 504 Plan; eligibility is determined

on a case by case basis. If a student is functioning at the average or above average level compared to peers, eligibility determination should be carefully considered. In order to qualify, students must demonstrate a documented physical or mental impairment that substantially limits a major life activity in one or more areas, such as caring for self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, reading, concentrating, thinking, sleeping (ex. apnea, narcolepsy), eating, lifting, bending, communicating, and the operation of a major bodily function such as the immune system, normal cell growth (ex. cancer, sickle cell, etc.), digestive, bowel, and bladder functions. In addition, a substantial limitation must be demonstrated in the school setting. For example, students with diabetes have been determined to be significantly impaired due to the daily actions and/or assistance required in the classroom to support their healthy functioning. Mitigating measures no longer negate Section 504 eligibility, except, in eyewear.

Section 504 is not a type of program delivery; rather, it affords civil rights protection. Ensuring students achieve at their potential is not the purpose of this federal mandate. Rather, student participation and progress are compared to the average student in the typical/standard class setting. Average academic performance within the competitive or gifted class settings is not considered a disabling condition under Section 504. Under Section 504, "evaluation" does not refer exclusively to a comprehensive psychoeducational assessment. Instead, evaluation can refer to the consideration of multiple sources of information which may include student grades, medical records, behavior rating scale data, observation data, attendance data, teacher records, standardized test scores, and disciplinary records. Eligibility decisions are based on the preponderance of supporting documentation rather than a single source of information.

**Who do I contact for more information on Section 504?**

Contact 504 Coordinator for more information on Section 504: Priscilla Ruiz, [pruiz@flonlineschool.org](mailto:pruiz@flonlineschool.org).

## English Language Learners

Digital Academy of Florida ensures that all students who responded with "yes" to the Home Language Survey are provided with equal access to all programs and instruction to be able to meet their language and academic needs. Digital Academy of Florida ensures that English Language Learners (ELLs) have access to academic content that is equal in scope, sequence, extensiveness, and complexity to the curricular offerings available to all Digital Academy of Florida students. Digital Academy of Florida complies with the Florida Consent Decree. DAOF offers curriculum and instruction only in the English language, although communication supports such as translation services are available for teachers and staff, when needed. The DAOF ELL Coordinator is Megan White, [mewwhite@digitalacademyofflorida.org](mailto:mewwhite@digitalacademyofflorida.org).

## Translation Needs

Professional interpreter services or translated documents may be requested at any time for Legal Guardians of students by contacting the DAOF ELL Coordinator, Megan White, [mewwhite@digitalacademyofflorida.org](mailto:mewwhite@digitalacademyofflorida.org).

## Exceptional Student Education (ESE): Overview

Exceptional Student Education (ESE) provide services to students identified as disabled or gifted. A full continuum of programs and related services is offered to students from kindergarten through high school in accordance with their Individualized Education Plans (IEP). The primary goal of the department is to ensure that students are provided a free, appropriate public education (FAPE) in the least restrictive environment (LRE). The Exceptional Student Education Department is always striving for academic success and we are committed to giving exceptional students the means of achieving success by delivering the highest quality of service and working on the goals as specified on each student's Individualized Education Plan (IEP).

## Restraint and Seclusion

It is the policy of the School Board to limit the use of restraint in the education and discipline of students with disabilities to circumstances in which the strategy can be used safely in a manner that is in the best interest of the student with a disability and as defined in this policy. The School Board prohibits the use of mechanical restraint by district employees per [Board Policy 5630.01](#).

## Health and Safety

Parents are required to accompany their students on school-sponsored outings and events. All families, regardless of student's grade level, must fill out the permission slip and include the student's allergies (including any allergies to medications), any current medications the student is taking, the student's insurance information, the parent's best phone number to contact, and an emergency contact.

Students with special medical needs and concerns are welcome to attend face-to-face events; however, if a student has a medical condition that may require LC/LG assistance, the LC/LG is required to stay on site during the face-to-face event.

### **SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE**

A student may carry and self-administer a metered dose inhaler, epinephrine auto-injector, prescribed pancreatic enzyme supplement and/or may carry diabetic supplies and equipment to manage and care for their diabetes provided the student's parent or guardian provides the following:

- A. For self-administration of a metered dose inhaler, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and physician. The written approval by the physician must include the following:
  1. name of the medication in the metered dose inhaler;
  2. the prescribed dosage;
  3. the times or the special circumstances under which the medication is to be administered; and
  4. any other special related information regarding the administration of the metered dose inhaler.
- B. For self-administration of an epinephrine auto-injector, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and the physician. The written approval by the physician must include:
  1. the times or the special circumstances under which the medication is to be administered; and
  2. any other special related information regarding the administration of the epinephrine auto injected.
- C. For self-administration of prescribed pancreatic enzyme supplements, the parent or guardian must provide the District with a written authorization that is signed and dated and provide the prescription label containing the following:
  1. name of the medication;
  2. the prescribed dosage;

3. the times or the special circumstances under which the medication is to be administered; and
  4. any other special related information regarding the administration of the medication.
- D. For the use of a diabetic supplies and equipment, the parent or guardian must submit written authorization from the student’s physician, containing the following:
1. an identification of the diabetic supplies and equipment the student is authorized to carry;
  2. a description of which activities the child can perform without assistance;
  3. the times or the special circumstances under which the medication is to be administered;
  4. any other special related information regarding the administration of the medication.

When providing the District with written authorization that is signed and dated by both the parent or guardian and the physician as required by State law and this policy, that written authorization must also include indemnification by the parent or guardian of the District, county health department, public-private partner, and their employees and volunteers for all liability for a student who does any of the following:

- A. self-administer an epinephrine auto-injector;
- B. carries diabetic supplies and equipment on their person and attends to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education; or
- C. use prescribed pancreatic enzyme supplements.

[Board Policy 5330.01](#), [Board Policy 5335](#), [Board Policy 5320](#),

## Parent – Teacher Communication

Parent- Teacher communication is vital for student success. Communication will take place through various methods including emails, phone calls, newsletters, course announcements, and other electronic means. Primary communication will take place via email through the Online School (OLS) or Online Middle High School (OMHS) platforms. Email communication sent by the teacher to students will automatically copy the Learning Coach's email to the distribution. Students and Learning Coaches are expected to check their emails twice daily (once in the morning and afternoon).

You can access teacher contact information at any time via the OLS/OMHS using the Quick Links on the right-hand side of your landing page and then clicking on the *Contact My Teachers link*. When sending email correspondence, please include your child's first initial and last name in the subject line. Please note that teachers spend majority of their day conducting live classroom instruction. We ask that you allow 24-48 hours from the time the email was sent for a response.

**Quick Links**

- ★ [Gradebook](#)
- ★ [Go to File Sharing](#)
- ★ [Class Connect Sessions](#)
- ★ [Contact My Teachers](#)
- ★ [Materials I'll Need](#)
- ★ [Get Ready with Advance Prep](#)
- ★ [Study Island](#) <sup>Ⓔ</sup>
- ★ [Grolier's Encyclopedia](#) <sup>Ⓔ</sup>
- ★ [Noodleverse](#) <sup>Ⓔ</sup>

## Student Information Changes

In the event your contact information changes, please always send updated contact information to your student's teacher to ensure the teacher and school have the best way to reach you. If the physical address changes for your student, please send 1 proof of address with updated information such as a lease, utility bill, or homestead exemption to Digital Academy of Florida School Office at [schooloffice@digitalacademyofflorida.org](mailto:schooloffice@digitalacademyofflorida.org).

## Withdraw from School Process

Parents who decide to withdraw their student from Digital Academy of Florida are required to communicate their intentions to their assigned homeroom teacher prior to the withdrawal from Digital Academy of Florida. When a family withdraws from Digital Academy of Florida for whatever reason, it is the parent's responsibility to report to the local school district to enroll and/or declare their intentions to participate in traditional home school, enroll in private, or another public school. Digital Academy of Florida will also notify the district stating that the student has withdrawn from our school and identify the new school per [Board Policy 5130](#) and [Board Policy 5465](#).

Supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments.

## Objectionable School Materials

If a parent finds certain lessons, books, or materials to be objectionable, s/he should contact the student's teacher and utilize the feedback option within the OLS. The teacher will work with the parent to find alternative lessons to meet the lesson objectives. The assessment for the lesson in the OLS must be completed to show that the objectives have been met.

## How to request a transcript

High school students will need an official transcript for each college application submitted. Transcript requests should be made by emailing [schooloffice@flonlineschool.org](mailto:schooloffice@flonlineschool.org). You should allow at least 4 to 6 days for processing. Students should follow up with the institution(s) to determine if the school, college, or university needs an electronic copy.

## Scholarship and High-School Service Hour requirements

### [Florida Bright Futures Scholarship Program](#)

Florida Academic Scholarship (FAS) / Florida Medallion Scholarship (FMS)

Initial Eligibility Requirements determined by the Florida Department of Education

1. Submit the Florida Financial Aid Application (FFAA) by August 31 of senior year of high school,
2. Complete the 16 college-preparatory courses required for admission to a state university,
3. Achieve the required weighted GPA in the 16 college-preparatory courses per chart below,
4. Complete the required number of service hours per chart below, and
5. Achieve the required combined SAT® or composite ACT® score per chart below

Type	16 High School Course Credits <sup>1</sup>	High School Weighted Bright Futures GPA	College Entrance Exams by High School Graduation Year (ACT <sup>®</sup> /SAT <sup>®</sup> )	Service Hours
FAS	4 - English <i>(three must include substantial writing)</i> 4 - Mathematics <i>(at or above the Algebra I level)</i> 3 - Natural Science <i>(two must have substantial laboratory)</i>	3.50	2020-21 Graduates: 29/1330 2021-22 Graduates: 29/1330	100 hours
FMS	3 - Social Science 2 - World Language <i>(sequential, in same language)</i>	3.00	2020-21 Graduates: 25/1210 2021-22 Graduates: 25/1210	75 hours

<sup>1</sup> The required coursework aligns with the State University System admission requirements found in Florida Board of Governor's Regulation 6.002. Additional information regarding high school coursework can be found within the [Florida Counseling for Future Education Handbook](#).

**Requirements to Receive an Award:** (As determined by your postsecondary institution.)

1. Evaluated by Office of Student Financial Assistance (OSFA) as meeting the initial eligibility requirements,
2. Graduated with a standard high school diploma or its equivalent,
3. Be a Florida resident and U.S. citizen or eligible noncitizen, and
4. Enroll as a degree-seeking student at a Florida institution in at least 6 non-remedial semester credit hours.

Note: If not funded the year after graduating from high school, student must apply within 2 years of graduating from high school to have the award reinstated.

**Renewal Requirements:** (As determined by grade and hours submitted by your postsecondary institution.)

1. Students must earn the number of credit hours based on the student's enrollment type per term, and
2. The renewal cumulative GPA requirements are outlined in the table below.

	Florida Academic Scholars (FAS)	Florida Medallion Scholars (FMS)
Minimum Cumulative GPA <i>(unrounded and unweighted)</i>	3.0	2.75

Service hours should be submitted to your school counselor to be added to the student's transcript. Please use inserted document to track your student's service hours.



Students must complete service hours during high school and by high school graduation. Service hours may include but are not limited to a business or governmental internship, work for a nonprofit community service



organization, or activities on behalf of a candidate for public office. Except for credit earned through service-learning courses, the student may not receive remuneration or academic credit for the service work performed. The hours must be documented in writing, and signed by the student, the student's parent or guardian, and representative of the organization.

## Anti-Bullying Statement and Program

Digital Academy of Florida has a zero-tolerance policy for bullying in our school. If a student feels that he/she is being bullied, please report this immediately to any teacher. As specified in F.S. 1006.147, "Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

Digital Academy of Florida references the resources available on <https://www.stopbullying.gov/> and encourages parents to utilize the lessons available to students on this website. Homeroom meetings will include anti-bullying lessons as well. For additional information and/or further explanation of what each form of bullying is please review [Board Policy 5517.01](#).

## Use of Tobacco and other Drugs

Digital Academy of Florida has a zero-tolerance policy for the use of alcohol, tobacco, and other drugs on school-owned property as well as at school-sanctioned events.

Digital Academy of Florida is a safe school. Anything that interferes with the emotional and physical well-being will be immediately addressed. Digital Academy of Florida staff and administration adhere to all state laws regarding safety, order, and discipline. In addition to DAOF's zero-tolerance policy for alcohol, tobacco and drugs, Digital Academy of Florida also has zero tolerance for the possession of weapons, and activities such as hazing, gang activity, or any other dangerous activity. All disciplinary action will follow state regulations and all due process laws, can include suspension, and expulsion. Police referrals will be made as required by law Per [Board Policy 5530](#).

Digital Academy of Florida references the Florida Safe and Drug-Free School's Program, found at this website: <http://www.fldoe.org/core/fileparse.php/7771/urlt/0084819-staterp0910.pdf>

## Possessions of Weapons

Pursuant to State law, the School Board and DAOF prohibits students from openly carrying or displaying a handgun or carrying a concealed weapon or firearm, in a school safety zone, into any elementary or secondary school, into any administration building, testing facility, any Board meeting, or any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event,



or in a District vehicle.

Weapons and firearms as defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The District Superintendent and DAOF Head of Schools is authorized to establish administrative procedures on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school per [Board Policy 5722](#), [Board Policy 1217](#), and [Board Policy 7217](#).

## Student Groups

It is the policy of the School Board that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold majority of their meetings at school, and have established aims which are educational in nature.

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are attending virtual instruction and are under the auspices of the Board per [Board Policy 5840](#).

## Student Searches

School officials may make searches of a student and/or the personal belongings of a student if there is reasonable suspicion to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or school policy. If a student is searched, it shall be in private by a school official of the same sex with a certified staff member of the same sex present. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student per [Board Policy 5771](#).

## Immunization Requirements

Parents must submit copies of the child's immunization records prior to being admitted to Digital Academy of Florida during enrollment and re-registration periods. Records will be reviewed upon submission. Parents will be notified of required immunizations that are missing or omitted and should make every effort to ensure their student's immunizations are current. Exceptions may be granted if there is parental objection on religious grounds documented on Florida Department of Health Form DH681 or written certification for exemption for medical reasons by a licensed provider.

For additional information please refer to [Board Policy 5320](#).

**Pre-kindergarten**

**Varicella** (chickenpox) vaccine or date of disease (year) as verified by parent or physician  
 3 doses **Hepatitis B**  
 4 doses **Hib**  
 Up to date for age for **DTaP, Polio, and MMR**

**Kindergarten**

5 doses **DPT** (diphtheria, pertussis, tetanus)  
 \*3-5 doses **Polio**  
 2 doses **MMR** (measles, mumps, rubella)  
 3 doses **Hepatitis B**  
 2 doses **Varicella** or have had the disease as verified by parent or physician

**1st - 7th Grade Students**      5 doses **DPT** (diphtheria, pertussis, tetanus)  
 4 doses **Polio**  
 2 doses **MMR** (measles, mumps, rubella)  
 3 doses **Hepatitis B**  
 2 doses **Varicella** or have had the disease as verified by parent or physician

**8th - 12th Grade Students**      5 doses **DPT** (diphtheria, pertussis, tetanus)  
 4 doses **Polio**  
 2 doses **MMR** (measles, mumps, rubella)  
 3 doses **Hepatitis B**  
 1 dose **Tdap** 1 doses **Varicella** or have had the disease as verified by parent or physician

**IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY**

	K	1	2	3	4	5	6	7	8	9	10	11	12
Varicella - 2 doses (chickenpox)	x	x	x	x	x	x	x	x					
Varicella - 1 doses (chickenpox)									x	x	x	x	x
DPT - 5 doses	x	x	x	x	x	x	x	x	x	x	x	x	x
Polio - *3-5 doses	x												
Polio - 4 doses		x	x	x	x	x	x	x	x	x	x	x	x
MMR - 2 doses	x	x	x	x	x	x	x	x	x	x	x	x	x
Hepatitis B - 3 doses	x	x	x	x	x	x	x	x	x	x	x	x	x
Tdap - 1 dose									x	x	x	x	x

*The immunization record must show that the student has met the minimum state requirement:  
 \*KG - if the 4th dose of polio vaccine is administered prior to the 4th birthday, a 5th dose of polio vaccine is required for entry into kindergarten. The final dose of the polio series should be administered on or after the 4th birthday regardless of the number of previous doses.*

**Vision and Hearing Screenings**

Each year, during the months of September, January, and April, each family will receive communication to all active, enrolled families regarding the opportunity to participate in local health screenings to include, but not limited to vision, hearing, BMI and scoliosis screenings. This communication will include contact information for your family’s local health department. All families are encouraged to take part in health screenings for your students per [Board Policy 5310](#).

**Safe Schools and Crisis Plan**

Digital Academy of Florida is a virtual public school. As such, all students enrolled in Digital Academy of Florida attend school from their home residence or other place designated by the student’s parent/guardian. Throughout the year, students can attend school-sponsored in-person events. These include, but are not limited to test administration, student and family outings, and the Digital Academy of Florida annual graduation ceremony. Providing a safe educational environment both virtually and when students are in the care of the school is the primary concern of the staff at Digital Academy of Florida. To provide this

environment, school personnel will utilize various plans of action to help ensure the safety and well-being of all students. In compliance with 1006.1493, F.S., Digital Academy of Florida will use the Florida Safe Schools Assessment Tool to perform a school security risk assessment, monitor incidents occurring throughout the state and to report incidents as necessary.

Natural disasters and man-made disasters are potential hazards for which we must be prepared. We must also prepare for crisis situations—which could include intruders, hostile individuals, weapons, and bomb threats. DAOF’s Safe School’s Plan provides a framework by which decisions can be made during such disasters or crises with the goal of safe-guarding students, families, and school personnel. To meet this objective, students, families, and staff will be instructed and prepared in the appropriate and safe procedures to follow in the event of a crisis through staff in-service and drills. The occurrence of a crisis will require prompt response from all personnel as they perform their specific assignments from this plan.

The Superintendent and Head of Schools shall promulgate administrative procedures for responding to the need of an individual or group of individuals who are experiencing stress as the result of a critical incident event or personal crisis that impacts the mental health of an individual or the educational environment per [Board Policy 8410](#) and [Board Policy 8406](#).

Each school will have a counseling plan that:

- provides an effective intervention for students who may show warning signs that relate to violence or other troubling behaviors;
- provides a process that screens all threats, when the threatening party is known and determines the level of concern and action required;
- requires employees to report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, in accordance with Policy 8406;
- is dynamic and interactive with other school counselors and community-based counselors to support the needs of students and staff during stressful events.

Lastly, in addition to DAOF’s Safe Schools and Crisis Management Plan, the behavioral expectations and DAOF’s code of conduct provides for response protocols for the health, safety, and emotional well-being for all students. Awareness and prevention, intervention and referral, and policies and procedures are outlined in policy and handbooks are made available to all students, families, and staff. As a parent, if you are interested in learning more about the response protocols in the event of a school crisis or in general, please contact Tanya Sparks, Operations Manager, at [tsparks@digitalacademyofflorida.org](mailto:tsparks@digitalacademyofflorida.org).

## Mental Health Awareness

Teachers are often the first point of contact for many crisis and counseling issues. If a teacher or staff member is concerned about a student, the staff is prepared to provide students with responsive help.

Should a teacher or Digital Academy of Florida staff member be notified or is aware of a concern surrounding a student regarding abuse/neglect, violence, drug use/abuse, suicidal thoughts, self-injurious behavior, etc., it is necessary for them to assess the situation and raise the question, “Is the student safe?”

All teachers and school staff members are required by law to report suspected abuse, neglect or questionable behaviors taking place in the home(s) of students.

## Materials and Computer Equipment

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

Each family will be required to have a computer system that meets the minimum specifications necessary to access the K<sup>12</sup> Online School (OLS). Families must also have Internet access to participate in the school and all required Class Connects. In certain cases, based on financial need, a family may be eligible for a loaner computer per [Board Policy 7540.03](#) and [Board Policy 5136.01](#).

## Computer Use Policy

Access to the Internet via computer equipment and resource networks provided to qualifying students enrolled in Digital Academy of Florida are intended to serve and pursue educational goals and purposes. Communications and Internet access should be conducted in a responsible and professional manner reflecting the school's commitment to honest, ethical, and non-discriminatory practice. Therefore, the following is prohibited:

- Any computer use that violates federal, state, or local law or regulation.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks.
- The use of Digital Academy of Florida Internet-related systems to access, transmit, store, display, or request inappropriate materials.
- Any use that is deemed to adversely affect Digital Academy of Florida or its students.
- If a student or family abuses or destroys any part of the computer or peripherals, they may be held responsible for payment to fix or replace the unit.

## Internet Reimbursement

In certain cases, based on financial need, a family may be eligible for Internet Reimbursement at the completion of the school year. If eligible, families will be reimbursed \$9.95 per month of enrollment with Digital Academy of Florida. Reimbursements are issued for eligible students who complete the school year. Payments will be sent to the mailing address on file no later than September.

## School Online Account and Set Up Information

Once a student is approved for enrollment, the Learning Coach will receive the Registration Email to complete the Learning Coach and student(s) account setup process. This email is usually received within 24 – 48 hours after a student has been approved.

This email contains all information needed to complete the Account Setup process which will provide access to the Online School!

Please note: If you have not received a Registration email and it has been more than 48 hours since your student's approval, please check your **SPAM** folder as it may have been directed automatically.

- The email will be sent from [Registration@k12.com](mailto:Registration@k12.com) to the email address assigned to the person designated as the Learning Coach. This information was provided during the Enrollment Process on

the student's application.

- The subject line format will look like this: **[Learning Coach's Last Name] Family, "Welcome and Important Next Step"**

## Hardware Requirements for Newrow Log In

### Windows OS

The minimum hardware recommendations to use the program are as follows:

**CPU:** Intel 1.0 GHz or faster processor (or equivalent)

Browser: Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 35.0 versions or higher, Chrome 40.0 or higher. **RAM:** 1GB of RAM

K12 presently supports the Windows 7 Operating System. The online school should also function with Windows 8 and Windows 10. Windows Vista and Windows XP OS's are no longer supported by Microsoft and no longer compatible with doing work on the online school.

### Mac OS

**CPU:** PowerPC G4 1 GHz or faster processor; Intel Core Duo 1.83 GHz or faster processor

**RAM:** 1GB of RAM

**Browser:** Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 35.0 versions or higher, Chrome 40.0 or higher.

## Using Mobile Devices with the Online School

Unfortunately, many portable devices do not support the software products required to run the Online School. These devices may include (but not limited to): Chromebooks, iPads, iPhones, iPods, Kindles, eReaders, and the newer Android phone. See [iPhones, iPods, iPads, Smart Phones and Mobile Apps](#) to learn about K12 Apps for smart phones and other mobile devices.

## Software

The free software below is for both a Windows and Mac computer unless noted:

- Adobe Flash Player 16 or higher (click [here](#))
- Java Runtime Environment SE7 or higher (click [here](#))
- Mozilla Firefox 35.0 versions or higher\* (click [here](#))
- Internet Explorer 9.0 or higher (Windows only) (click [here](#))
- Adobe Reader 8 or later (click [here](#))

## Internet Connections

It is highly recommended that a broadband connection be used instead of dial up. Please note the following if you are using a dial-up connection:

- ALL web acceleration software must be disabled for the school to work properly.
- If you are using NetZero, the 3G or Hi-Speed version of the NetZero software is not able to be used consistently with the Online School. The basic version of the NetZero Software should have been installed.
- If you are using AOL, you must minimize AOL after Connecting and use an approved browser
- If you are using MSN, you cannot use MSN Explorer consistently
- You MUST meet the minimum speed of 56kbps -- [click here to perform a speedtest](#)

## Gigabyte Usage

The amount of data transferred over your Internet connection each month depends on the student's enrolled course(s). We are not able to provide this information. Please contact your ISP provider for support.

## Additional Concerns

- Pop-up Blockers can affect the ability to access the Online School
- Internet Security Products, such as Norton, can inhibit the online experience
- Software firewalls installed on your PC often will cause accessibility problems
- Firewalls must have the following ports open to both TCP and UDP traffic to allow access to the OLS: 80, 8080 and 443

Touchscreens and Wacom tablets can interfere with accessing links in the Online School -- please see the manufacturer's support site for instructions on how to configure these devices to work consistently with Flash Player

## FERPA

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Once a student reaches the age of 18 it is the student's responsibility to update the FERPA Opt-Out Form and request their information not be released to their parent or legal guardian. Students to whom the rights have transferred are "eligible students."

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

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

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

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

“Directory Information” is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the Family Educational Rights and Privacy Act (FERPA), Digital Academy of Florida may disclose, in its discretion, directory information of a student in any grade level, if the parent or student age 18 or over did not “opt out” of the disclosure. SBBC reserves the right to release Directory Information only: (a) to colleges, universities or other institutes of higher education in which the student is enrolled, may seek enrollment or may be recruited; (b) for school publications, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and District websites, social media, and postings and displays throughout the school facility); (c) to County health officials for purposes of communicating with parents to address conditions of public health importance as determined by Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat; and/or (d) to class reunion committees (and the like) for purposes of class reunion activities.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school per [Board Policy 8330](#).

**You will find a FERPA Opt-Out Notification Form at the back of this handbook. Please forward this form to [schooloffice@digitalacademyofflorida.org](mailto:schooloffice@digitalacademyofflorida.org) upon completion.**

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

Or you may contact us at the following address:

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

## Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h)

Requires that the school district notify parents and obtain consent or allow them to opt the child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parent; or
- Income, other than as required by law to determine program eligibility

More information on PPRA can be found at <https://studentprivacy.aem-tx.com/faq/what-policies-must-local-education-agency-lea-develop-under-protection-pupil-rights-amendment>.



## Policy of Non-Discrimination

Digital Academy of Florida is committed to providing an environment that prohibits discrimination in access to education programs and activities and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's non-discrimination policies). Digital Academy of Florida reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below per [Board Policy 5780](#).

### **TITLE IX INFORMATION AND ASSISTANCE**

Digital Academy of Florida is a public online school which complies with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex (including sexual orientation or gender identity) in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence is defined by the U.S. Department of Education and its Office for Civil Rights (OCR) referring to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Title IX protects students from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program, class connect sessions, and school-sponsored activities (such as extracurricular events or field trips). Please refer to [Hendry County Board Policy 2266](#) for further detail.

#### **Definition of Sex Discrimination and Sexual Harassment (for Students):**

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.

Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal, or physical.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the School's policies and reporting procedures from any of the following:

#### **Digital Academy of Florida**

##### **Title IX Coordinator**

Bridget White

bwhite@k12.com

##### **Title IX Grievance Guidelines**

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant") should promptly report the matter to the school's Title IX Coordinator, a school counselor, principal or other school administrator. A Title IX grievant is requested to complete a complaint form available on our website. Complaints of alleged sex discrimination, including sexual harassment, brought



forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

### **Grievance Procedures**

The grievance procedures will be as follows:

1. It is the express procedures at DAOF to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilitates the investigation and resolution of such complaints. A link to the grievance/complaint form is listed in Appendix 1 or can be found by clicking here – [Title IX Grievance Complaint Form](#).

As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf.

2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with DAOF's policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, DAOF shall take appropriate corrective action to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with DAOF's Title IX principles and goals.
6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the Head of School within thirty (30) working days from receipt of the complaint.
7. The Head of School will review the case and make its recommendations to the Title IX Coordinator within fifteen (15) working days after receiving the grievance.
8. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.
9. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and Digital Academy of Florida will take actions necessary to prevent such retaliation.

Digital Academy of Florida reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth in the [Hendry County Board Policy 5780](#).

DAOF is committed to providing a safe environment in which students can learn. DAOF shall maintain a nondiscriminatory environment protecting students from discrimination and harassment. DAOF encourages students, parents, and staff to work together to prevent acts of harassment of any kind including bullying.

## School's Right to Amend

Policies and procedures listed in this handbook may be changed without prior notice at the discretion of Digital Academy of Florida. Any alterations to this document will be communicated to affected parties by e-mail and/or [school website](#).



Digital Academy of Florida  
9143 Philips Hwy, Ste 590  
Jacksonville, FL 32256  
863.271.4300 Office  
877.297.4408 Fax  
<https://daof.k12.com/>

## TITLE IX COMPLAINT FORM

**PURPOSE:** The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible.

This form **only applies** to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

**INSTRUCTIONS:** Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:

**Contact our Title IX Coordinator (students and employees):** Bridget White, Office: 813.501.4922, [bwhite@k12.com](mailto:bwhite@k12.com), 9143 Philip Hwy, Suite 590, Jacksonville, Florida 32256

1. Name of Complainant: \_\_\_\_\_

Contact information: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Employee School Office Location: \_\_\_\_\_

2. **Nature of Grievance:** Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. When did the actions described above occur?

\_\_\_\_\_  
\_\_\_\_\_



Digital Academy of Florida  
9143 Philips Hwy, Ste 590  
Jacksonville, FL 32256  
863.271.4300 Office  
877.297.4408 Fax  
<https://daof.k12.com/>

**4. Are there any witnesses to this matter? (Please circle) Yes No**

If yes, please identify the witnesses:

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**5. Did you discuss this matter with any of the witnesses identified in Item 4?(Please circle) Yes No**

If yes, please identify: Person to whom you have spoken: \_\_\_\_\_

Date: \_\_\_\_\_ Method of communication: \_\_\_\_\_

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**6. Have you spoken to any administrator(s) or other District employee(s) about this matter?(Please circle) Yes No**

If yes, please identify: Person to whom you have spoken: \_\_\_\_\_

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

Method of communication: \_\_\_\_\_

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**7. Please describe the result of the discussion(s) identified in Item 6:**

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**PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.**

*I certify that the foregoing information is true and correct.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix 2

### Photography, Testimonial and Interview Release and Opt-Out

Digital Academy of Florida and Stride/K12 are proud of its students and their accomplishments and may wish to share photos or testimonials from members of our school community. If you do not wish to allow Digital Academy of Florida or Stride/K12 to share this information, parents must submit a statement to the school principal in writing to opt out of any promotional program which would allow photos, images or testimonials.

#### Photography, Testimonial and Interview Release Statement

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant to K12 Inc., its legal representatives, successors and assigns, and those acting with their authority and permission (collectively, "K12") the right and permission to use, re-use, publish, re-publish, and copyright (in K12's own name and otherwise) testimonials (written by me or attributed to me), interviews (written by me or attributed to me), and photographic portraits, pictures, images and/or likenesses of me or in which I may be included (in whole or in part, or composite, or distorted in character or form, without restriction as to changes or alterations), in conjunction with my own or a fictitious name, made through any medium, and in any and all media now or hereafter known throughout the world in perpetuity.

All rights, licenses and privileges herein granted to K12 are irrevocable and not subject to rescission, restraint, or injunction under any circumstances. I hereby waive any right that I may have to inspect or approve the finished product, or products and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to save harmless K12 from and against any claims, damages or liability arising from or related to the use of any of the aforementioned material, including but not limited to any liability by virtue of any editing, blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking, recording, editing, processing, publishing or distribution of said testimonials, interviews, pictures, portraits, images and/or likenesses including, without limitation, any claims for defamation, invasion of privacy, right of publicity or violation of any other right.

I hereby acknowledge that the compensation provided does not include any monetary compensation or tangible goods or services and that none are due to me for granting this release.

I hereby warrant that I am of full age and have the right to contract in my own name. I have read this Release prior to its execution, and I am fully familiar with the contents thereof. This Release shall be binding upon me and my heirs, legal representatives, and assigns.

If signing as parent or guardian, I hereby warrant and represent I am the parent or legal guardian of the named minor and have authority to and do hereby consent to this Release on his/her behalf and will be responsible for any damages incurred by K12 resulting from the minor's breach or renunciation of this Release

Student Name (print) \_\_\_\_\_

Name of Legal Guardian (print) \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

Address \_\_\_\_\_

## Appendix 3

### FERPA Opt-Out Notification 2021-2022

#### PURPOSES OF DISCLOSURE

“Directory Information” is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the Family Educational Rights and Privacy Act (FERPA), Digital Academy of Florida may disclose, in its discretion, directory information of a student in any grade level, if the parent or student age 18 or over did not “opt out” of the disclosure. SBBC reserves the right to release Directory Information only: (a) to colleges, universities or other institutes of higher education in which the student is enrolled, may seek enrollment or may be recruited; (b) for school publications, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and District websites, social media, and postings and displays throughout the school facility); (c) to County health officials for purposes of communicating with parents to address conditions of public health importance as determined by Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat; and/or (d) to class reunion committees (and the like) for purposes of class reunion activities.

#### TYPES OF DIRECTORY INFORMATION

Parents/guardians of students in any grade level, or eligible students (those over the age of 18, emancipated, or attending a postsecondary institution), may opt out of having the following types of directory information disclosed.

Student’s Name	Telephone Number(s)	Major Field of Study
School Grade Level	Parent’s Name	School-Sponsored Activities/Sports
Date of Birth	Residential Address	Place of Birth
Height/Weight of Athletes	Degrees & Awards*	Dates of School Attendance

*\*Degrees and Awards include exemplary work (including artwork), recognitions of all types, and graduation status (i.e., a list of graduating students), and exclude Grade Point Average (GPA).*

**Note: This form must be completed and submitted to the school on an annual basis, regardless of whether any of the above items were checked or not, WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL or from the date of enrollment, if a student enrolls after the start of each school year.**

This form is to be emailed to [schooloffice@digitalacademyofflorida.org](mailto:schooloffice@digitalacademyofflorida.org).

Student Name \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian/Eligible Student’s Name (Print) \_\_\_\_\_

Parent/Guardian/Eligible Student’s Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 4



### Parent/LC/Student Read Acknowledge Statement and/or Signature

#### School Year 2021-2022 DIGITAL ACADEMY OF FLORIDA PARENT / STUDENT CONTRACT

This form should be completed upon review of the document. Either print the form below, sign, scan, and send to [schooloffice@digitalacademyofflorida.org](mailto:schooloffice@digitalacademyofflorida.org) or complete the form within this link: [survey link](#)

Student Name (Last, First) \_\_\_\_\_

Student Grade Level \_\_\_\_\_

Please initial each of the following statements to confirm your understanding of the virtual program and your role as the Learning Coach with Digital Academy of Florida.

\_\_\_ I understand that by submission of this form I am requesting to enroll my student in a public school with Florida mandated residency, attendance, and testing requirements which I am expected to meet. Failure to meet these requirements could result in an involuntary withdrawal.

\_\_\_ I understand that as a public school, there are strict requirements regarding progress and attendance with Digital Academy of Florida. I agree to adhere to these requirements which are set in accordance with the Florida Department of Education.

\_\_\_ I understand that I am responsible for ensuring that complete academic records are submitted to Digital Academy of Florida, which is inclusive of all grade levels. Failure to submit complete academic records may result in the inability to promote.

\_\_\_ I understand that my student will be assigned to courses based on grade level and the partner district course progression sequence.

\_\_\_ I understand that it is my responsibility to secure an internet service provider and computer access for the entire school year. These are requirements for use of the Stride/K12 curriculum and participation in Digital Academy of Florida.

\_\_\_ I understand and accept the responsibility to personally instruct and supervise my student while using the K12 curriculum.

\_\_\_ I understand that my student is required to log in to the Stride/K12 learning platform each school day using his/her student account in order to be marked "Present", and is also expected to complete and submit daily assignments within the OLS/OMHS to demonstrate an appropriate level of academic engagement.

\_\_\_ I understand that I must read and respond to emails and/or phone calls from the Digital Academy of Florida team within 48 hours.

\_\_\_ I will inform my student's Digital Academy of Florida homeroom teacher in a timely manner if any of our contact information changes.

\_\_\_ If it is determined that my student is eligible for special education services, I understand that regular communication with my child's case manager and/or related service provider(s), as well as attendance at scheduled IEP/eligibility meetings are a required component of my child's education and his/her success in this learning environment.

By submission of this signed document, I have read, understood, and acknowledged the expectations for enrollment in the Digital Academy of Florida for my student, named above. Failure to comply with these expectations and requirements will result in my student's involuntary withdrawal from Digital Academy of Florida.

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Parent/Guardian's Signature

Date