PINELLAS COUNTY SCHOOLS

Virtual School

pcsb.org/virtualschool

Student and Parent Handbook

Pinellas County Schools
PVS located at Bayside High School
14405 49th St N, Clearwater, FL 33762
(727) 588-6448

Revised June 2020

2020-2021 School Calendar

Monday, August 24	First day of school
Monday, September 7	Labor Day **Schools closed**
Friday, October 23	End of first quarter
Monday, October 26	Teacher's professional development day **Schools closed for students**
Saturday, November 21 - Sunday, November 29	Thanksgiving break **Schools closed**
Saturday, December 19, 2020- Sunday January 3, 2021	Winter holidays **Schools closed**
Monday, January 4	School resumes
Friday, January 15	End of first semester
Monday, January 18	Martin Luther King, Jr. Day Holiday **Schools closed**
Tuesday, January 19	Teacher's professional development day **Schools closed for students**
Wednesday, January 20	Second semester begins
Monday, February 15	Teacher's professional development day **Schools closed for students**
Saturday, March 13 - Sunday, March 21	Spring holidays **School Closed**
Wednesday, March 31	End of third quarter
Thursday, April 1	Teacher's professional development day **Schools closed for students**
Friday, April 2	**Schools closed**
Monday, May 31	Memorial Day Holiday **Schools closed**
Wednesday, June 9	Last Day of School End of second semester

Be sure to check our website for additional events throughout the school year!

Welcome from the Administrator

Dear Parents and Students,

Welcome to Pinellas Virtual School!

I am thrilled to meet all our new families, and to welcome back our returning families, for the 2020-21 school year. The start of a new school year is a great time to reflect on what we learned the previous year and look forward to the growth we'll experience in the coming year.

I am very excited about the continued growth of Pinellas Virtual School and the support of all the Pinellas Virtual School families. The Pinellas Virtual School families have been tremendous advocates of the virtual school experience. Because of your willingness to share your positive experiences with the other families in the Pinellas County community we continue to see more growth and interest in virtual learning and specifically Pinellas Virtual School.

In this guide, you will find a wealth of information that will help you be a successful virtual school student or learning coach. I hope that learning coaches and students will review this handbook together, so that expectations and responsibilities will be made clear as the school year begins. You will find many helpful tips and guidelines that are designed to ensure success for all virtual students.

I am looking forward to a very successful and fun-filled year. If you have any questions, or need any help during the school year, please don't hesitate to contact me at (727) 588-6448 or perrym@pcsb.org. Also, follow Pinellas Virtual School on Facebook (facebook.com/pinellasvirtual) and Twitter (@pinellasvirtual) to stay up-to-date on all the latest news and events.

Mandy Perry,
Principal,
Pinellas Virtual School http://virtualschool.pcsb.org/

What is Virtual School?

A virtual school is one in which the instruction is primarily provided in an online environment. Although students and teachers are separated by time and space, they work together to achieve high levels of learning. The virtual environment allows students to work on a flexible schedule and pace at the best time and place for them.

Pinellas Virtual School brings together the best technologies, the best curriculum and most importantly, the best of Pinellas County teachers, who provide an incredible online experience for your child. We are always committed to educate your student in the best possible manner to achieve the highest levels of learning. Teachers and families work together to build relationships that allow for a personalized learning experience for each individual student.

Today, there are many learning options for students. These are some things that make Pinellas Virtual School different from other digital learning environments:

- We are a public school with the Pinellas County School district. All our teachers are local, providing multiple opportunities for face-to-face meetings with teachers and other virtual students.

- We are aligned to Florida Standards and use online resources, virtual lessons, teacher discussions, and a variety of assessment tools to help follow the course's curriculum.

- As part of the online learning experience, virtual students will have the opportunity to attend live lessons with their academic teachers. Teachers will provide students and learning coaches with the dates and times for each course's live lesson. Live lessons require active and engaging participation for all students.

- Unlike other virtual schools, we are a diploma granting institution. Students are eligible to participate in our graduation ceremony at the end of their school career and will receive an accredited Pinellas Virtual School diploma.

- We are constantly looking for ways to enhance our curriculum through field trips and other face to face learning opportunities. We participate in the Pinellas County Schools curricular field trips and more!

- Pinellas Virtual School provides a blended learning environment. In addition to our virtual coursework we offer face to face help sessions or opportunities, when available, to interact with teachers on Zoom to assist our students with organization, study skills, and specific course content. This is a great opportunity to work with a teacher or another student face to face!

Steps for Success

Virtual school students have a wide variety of schedules and methods for completing work on a weekly basis. Some students prefer to work in the mornings, others in the afternoons. Some students prefer to do a little bit in each class each day, others prefer to work on one class per day. Pinellas Virtual School requires each student to submit approximately 6% of the course per week, in each course they are taking. Whatever schedule and method you choose, all successful virtual school students have the following:

1. A schedule – and they stick to it. The schedule might change from day to day or week to week, but virtual school virtuosos have a written schedule to keep track of what needs to be done when. There are some samples of schedules on the bottom of this page.

2. A plan – and they use it. Think about the kind of student you are. Do you get distracted easily? Need a quiet workspace? Do you like frequent breaks or prefer to work for long stretches of time? It's important to create a plan that will work for you. For example, if you are a student who needs to take a break, don't schedule your work time for three straight hours! Be honest with yourself about your work habits to make them work for you!

3. Teachers' contact information – and they use that, too! Successful students know that their teachers are there to help them and reach out when they get confused. Don't be shy – your teachers want to talk to you!

4. A supportive learning coach. This is a big key to success in a virtual environment. Learning coaches who actively monitor their students' work habits are extremely important for virtual school students.

5. A quiet workspace designated for virtual schoolwork. This is your classroom. Find a place that is free from distractions and comfortable. It should have a desk and your computer plus any other supplies you will need to complete your schoolwork. However, your workspace is not to include games or other activities that might distract you. Keep those in a separate place.

If you need help organizing your time or creating a learning plan, please contact your teacher. He or she will have some great ideas for you. Or make plans to attend a face to face help session. Odds are that not only will you find some teachers at the help session to help you, but you will also find other students with the same question.

Sample Schedules

Early morning worker, several breaks:		Late morning worker, few breaks:		"Split shift" worker:	
7:00- 7:30	Breakfast	9:00-9:30	Breakfast	8:00-8:30	Breakfast
7:30- 8:30	Course work	9:30-11:30	Course work	8:30-11:00	Course work
8:30-8:40	Break	11:30-11:45	Break	11:00-3:00	Break
8:40-10:00	Course work	11:45-1:00	Course work	3:00-5:30	Course work
10:00-10:10	Break	1:00-1:30	Lunch	5:30-7:30	Break
10:10-11:00	Course work	1:30-3:30	Course work	7:30-8:30	Review coursework, with learning coach, prepare for next day
11:00-11:30	Lunch	3:30-3:40	Review coursework, with learning coach, prepare for next day		
11:30-12:50	Course work				
12:50-1:00	Break				
1:00-2:00	Course work			(Approximately 6 hours of work time)	
2:00-2:10	Review coursework with learning coach. Prepare for next day. (Approx. 6 hours of work time)	(Approximately 6 hours of work time)			

Make sure you consult with your teacher regarding live lessons to include in your schedule

Communication Expectations

Communication is a key element to the success of the parent- teacher and student- teacher relationship. Parents, students and teachers will discuss student progress at minimum one time per month.

Phone
- Your teachers will provide a phone number for you to contact them when you have questions.
- Please be sure to call them when you need help!
- If your teacher does not answer, be sure to leave a message! If you don't leave a message, your teacher will not know you need help.
- Virtual school students and parents are required by state statute to participate in a phone conference with the teacher at minimum one time per month.
- Students are required to participate in Discussion Based Assessments with their teachers. Teachers can only complete one (1) DBA per day per course

Email

Parent/learning coach:
- Establish an email that will be used for school communication, SEPARATE from student's email address
- Check this email, at least once daily
- Allow teachers a maximum of 24 hours to respond on school days

Student:
- Check email twice daily (ideally morning and then again afternoon/night)
- Check in with teachers, at least, once a week
- Allow teachers a maximum of 24 hours to respond on school days

Virtual Classroom:

Parent/Learning Coach:
- Great use for parent/teacher conferences (link will be sent to the email we have on file)
- Make sure you know the class meeting times of your student per teacher/per week
- Monitor student during sessions; ensure they are participating accordingly
- Monitor student progress via the grade book on a weekly basis

Student:
- Make sure you know your teacher's class meeting times. Log in 5-10 minutes early to take care of any technical issues you may experience.
- Make sure to attend and participate appropriately and accordingly
- Know the teacher's expectations for live lessons
- Log in ONLY with your own username and do not give your username to anyone else
- Monitor YOUR progress in the grade book on a weekly basis
- Review teacher feedback on all graded assignments

Regardless of the method used, two-way communication is a key component of virtual school success. If lack of communication with the parent or learning coach becomes a barrier to student achievement, a face to face conference with administration will be required.

Learning Coach and Parent Responsibilities

Who is a Learning Coach? Usually, the Learning Coach is the student's parent or guardian, but sometimes the Learning Coach may be someone chosen by the parent or guardian to assist the student. As a Learning Coach, you will play a significant role in your student's online school experience. A critical factor to successful virtual learning for any student is the involvement and support of the Learning Coach.

Virtual school allows the Learning Coach and student more flexibility than you would find in a traditional school. However, Pinellas Virtual School has specific expectations for student behavior and participation in addition to those set forth in the Code of Student Conduct. Virtual school students will not learn unless they are in a safe and secure learning environment. As a Learning Coach, you are solely responsible for your child's safety and security. Younger students should never be left at home alone during the school day and older students should be left alone only for limited amounts of time. **It is extremely important that the Learning Coach be consistently available for assistance within the home and the physical presence of the Learning Coach is required.**

As a Learning Coach, your level of involvement will vary based on your student's grade and level of independence. Plan to spend between 2 and 6 hours of instructional time per day with your student, depending on your student's age and learning level. The amount of assistance will vary by grade level, the student's capability to be self- directed, and the student's ability to comprehend learning concepts. It is recommended that you follow these supervision parameters for students by grade level:

Elementary School Assistance level: The parent/legal guardian or designated representative (Learning Coach) will need to provide substantial support to the student throughout the school day and should be with the student physically all day.

Middle School Assistance level: The parent/legal guardian or designated representative (Learning Coach) should be available to provide assistance to the student as needed throughout the day. The parent should be in the same general location all day but may not need to be with the student at all times, depending on the student.

High School Assistance level: Students are expected to perform their schoolwork independently in high school. However, a parent/legal guardian or designated representative (Learning Coach) must still monitor progress and ensure that the student completes required course work. While students may not need constant adult supervision, they must still be in a safe and secure environment.

Example:

Grade	One to One Instructional Time (with learning coach)	Supervised independent work time (learning coach reviews work)
K-1	4 hours daily	1 hour daily
2-3	3 hours daily	2 hours daily
4-5	2 hours daily	3 hours daily
6-8	1 hour daily	4 hours daily
9-12	Less than one hour daily	5 hours daily

Responsibilities of the Parent:

- The Learning Coach, parent and student should sit together each week to develop the learning plan and schedule for the week. We recommend that your student uses a written schedule of assignments with the amount of time each assignment will take and crosses off each assignment as it is completed.

- Set up a Parent Observer Account in Canvas and/or Educator.

  o In Educator:

    ▪ Student Completes Application: First, student must complete the sign up process at ar.flvs.net. Once the student has completed the online application he/she will receive a Student Username/Password. You will need this Student Username/Password to create your Parent/Guardian Account.

    ▪ Create your Parent/Guardian Account: Go to

      https://www.flvs.net/flex/resources/parent-guardian-account

  o In Canvas:

    ▪ Open Canvas at https://pcsb.instructure.com/

    ▪ Click "Parent of a Canvas User?" in upper right-hand corner (see picture below)
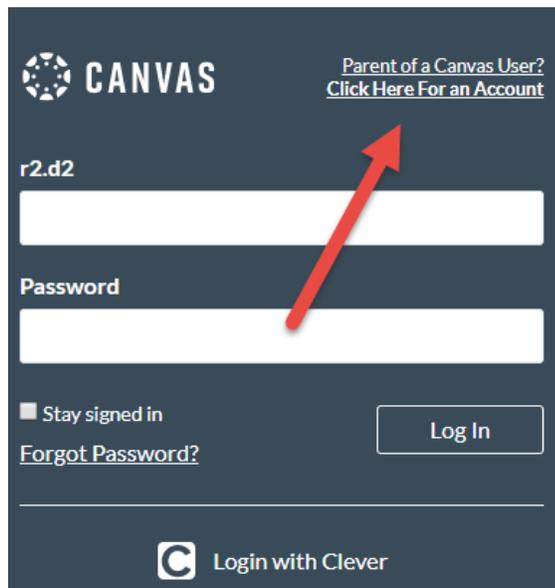
You will need a pairing code from your student's account. Click here for information on locating your student's pairing code.

- Monitor Canvas and/or Educator regularly for student grades and completion of assigned coursework.

- Complete the monthly call requirement with the teacher, parent and student.

- Be available for teacher conferences, both virtual and face-to-face. If your response is requested from the staff of the Pinellas Virtual School, it is an expectation that you will return the phone call or email within a 24-hour time period on school days.

- Review student information and contact information periodically in the portal, and notify the school immediately of any errors, omissions, or changes.

- Monitor the student to ensure that he or she is actually working on schoolwork or attending virtual lessons (and not playing a game or browsing in another tab or window).

- Provide a specific location for student work that is free of distractions and allows for monitoring of the student's online activities.

- Review student's work before it is submitted and make suggestions for improvement.

- Do not complete work for the student and limit involvement to explaining and encouraging the student to revise anything that is incorrect.

- Provide assistance to the student in trouble-shooting computer problems or answering course related questions. If your student is experiencing technical difficulties which prevent you from completing your assignments on time, you must notify your teachers and submit a help ticket within 24 hours of its onset.

Pinellas Virtual School teachers will contact the parent if a student's schoolwork is not received on time. The Learning Coach accepts the responsibility of supervising the student and ensuring that all work is completed and submitted.

Learning Coaches who consistently fail to meet their responsibilities will be required to return their student to brick and mortar school. This includes monitoring student grades and attendance, participating in monthly call requirements, providing transportation to the student for face to face learning sessions and testing, and attendance at student conferences.

If, after reading this, you have any questions about Learning Coach or parent responsibilities please contact Pinellas County Virtual School by clicking "Contact us" on the Virtual School homepage.

Curriculum
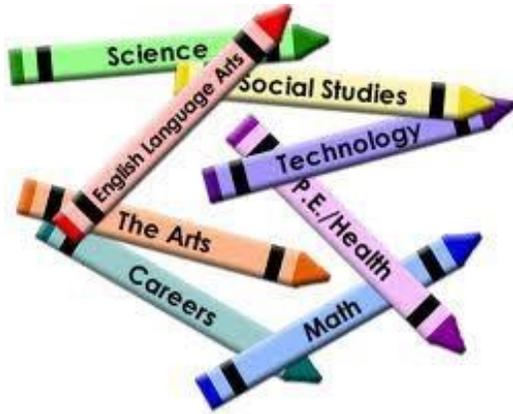
Pinellas Virtual School curriculum aligns to Florida Standards.

Pinellas Virtual Students will have the opportunity to use online resources, attend virtual lessons and teacher discussions, and a use a variety of assessment tools to help follow the course's curriculum.

As part of the online learning experience, virtual students will have the opportunity to attend live lessons with their academic teachers.

Testing Requirements

All Florida students are required to participate in state testing requirements in the spring. Parents/Guardians will be provided specific dates and times for state testing one month in advance. Testing dates are mandated by the State of Florida and as such cannot be altered by the school district. Failure to attend required testing dates will result in removal from Pinellas Virtual School and return to the student's local brick and mortar school. Part-time and Home School students test at their zoned schools, please contact them for specific testing dates and times.

Please see the next page for more detailed information about State of Florida testing laws and requirements.

FLORIDA STATEWIDE ASSESSMENT PROGRAM
2020–2021 SCHEDULE*

English Language Arts (ELA), Mathematics, and Science	
Dates	**Assessment**
April 5–16, 2021	Grades 4–10 ELA Writing Grade 3 ELA Reading
May 3–14, 2021	Grades 4–6 ELA Reading Grades 3–6 Mathematics
May 3–28, 2021	Grades 7–10 ELA Reading Grades 7 & 8 Mathematics
May 10–21, 2021	Grades 5 & 8 Science
End-of-Course Assessments	
Dates	**Assessment**
September 14–October 2, 2020 November 30–December 18, 2020 May 3–28, 2021 July 12–23, 2021	Algebra 1, Biology 1, Civics, Geometry & U.S. History
Florida Standards Assessments (FSA) Retakes	
Dates	**Assessment**
September 14–October 2, 2020	Grade 10 ELA Reading Retake Grade 10 ELA Writing Retake
February 22–March 12, 2021	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.

Other Statewide Assessments	
Dates	**Assessment**
July 13–October 16, 2020	Florida Kindergarten Readiness Screener (FLKRS) (Administered within the first 30 instructional days of the school year)
July 2020–June 2021	Florida Assessments for Instruction in Reading (FAIR) (optional: Grades 3–12)
September 28–October 16, 2020	**Florida Standards Alternate Assessment (FSAA)—Performance Task** Grade 10 ELA Makeup Algebra 1 Makeup
September–December 2020	Preliminary ACT (PreACT)
October 14, 2020	Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
January–March 2021	National Assessment of Educational Progress (NAEP) Grades 4 & 8 Mathematics Grades 4 & 8 Reading Grade 8 Civics Grade 8 U.S. History
January 25–March 19, 2021	ACCESS for ELLs Alternate ACCESS for ELLs
March 1–April 16, 2021	**FSAA—Performance Task** Grades 3–8 ELA & Mathematics Grades 4–8 Writing Grades 5 & 8 Science End-of-Course Assessment (Civics)
March 15–April 30, 2021	**FSAA—Performance Task** 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 2020 November–December 2020 March–April 2021	**FSAA—Datafolio** 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 2021	Advanced Placement (AP) Exams

2016 Florida Statutes – CHAPTER 1008, ASSESSMENT AND ACCOUNTABILITY

(3) STATEWIDE, STANDARDIZED ASSESSMENT PROGRAM.—The Commissioner of Education shall design and implement a statewide, standardized assessment program aligned to the core curricular content established in the Next Generation Sunshine State Standards. The commissioner also must develop or select and implement a common battery of assessment tools that will be used in all juvenile justice education programs in the state. These tools must accurately measure the core curricular content established in the Next Generation Sunshine State Standards. Participation in the assessment program is mandatory for all school districts and all students attending public schools, including adult students seeking a standard high school diploma under s. 1003.4282 and students in Department of

Juvenile Justice education programs, except as otherwise provided by law. If a student does not participate in the assessment program, the school district must notify the student's parent and provide the parent with information regarding the implications of such nonparticipation. The statewide, standardized assessment program shall be designed and implemented as follows:

(a)   *Statewide, standardized comprehensive assessments.*—The statewide, standardized Reading assessment shall be administered annually in grades 3 through 10. The statewide, standardized Writing assessment shall be administered annually at least once at the elementary, middle, and high school levels. When the Reading and Writing assessments are replaced by English Language Arts (ELA) assessments, ELA assessments shall be administered to students in grades 3 through 10. Retake opportunities for the grade 10 Reading assessment or, upon implementation, the grade 10 ELA assessment must be provided. Students taking the ELA assessments shall not take the statewide, standardized assessments in Reading or Writing. ELA assessments shall be administered online. The statewide, standardized Mathematics assessments shall be administered annually in grades 3 through 8. Students taking a revised Mathematics assessment shall not take the discontinued assessment. The statewide, standardized Science assessment shall be administered annually at least once at the elementary and middle grades levels. In order to earn a standard high school diploma, a student who has not earned a passing score on the grade 10 Reading assessment or, upon implementation, the grade 10 ELA assessment must earn a passing score on the assessment retake or earn a concordant score as authorized under subsection (8).

(b)   *End-of-course (EOC) assessments.*—EOC assessments must be statewide, standardized, and developed or approved by the Department of Education as follows:

1. EOC assessments for Algebra I, Geometry, Algebra II, Biology I, United States History, and Civics shall be administered to students enrolled in such courses as specified in the course code directory. 2. Students enrolled in a course, as specified in the course code directory, with an associated statewide, standardized EOC assessment must take the EOC assessment for such course and may not take the corresponding subject or grade-level statewide, standardized assessment pursuant to paragraph (a). Sections 1003.4156 and 1003.4282 govern the use of statewide, standardized EOC assessment results for students.

3.   The commissioner may select one or more nationally developed comprehensive examinations, which may include examinations for a College Board Advanced Placement course, International Baccalaureate course, or Advanced International Certificate of Education course, or industry-approved examinations to earn national industry certifications identified in the CAPE Industry Certification Funding List, for use as EOC assessments under this paragraph if the commissioner determines that the content knowledge and skills assessed by the examinations meet or exceed the grade-level expectations for the core curricular content established for the course in the Next Generation Sunshine State Standards. Use of any such examination as an EOC assessment must be approved by the state board in rule.

4.   Contingent upon funding provided in the General Appropriations Act, including the appropriation of funds received through federal grants, the commissioner may establish an implementation schedule for the development and administration of additional statewide, standardized EOC assessments that must be approved by the state board in rule. If approved by the state board, student performance on such assessments constitutes 30 percent of a student's final course grade.

5.   All statewide, standardized EOC assessments must be administered online except as otherwise provided.

Click here for more information about State of Florida testing requirements.

Grading Policy

Pinellas Virtual School follows the Pinellas County Schools Grading Scale. The grading system and interpretation of letter grades shall be as follows:

Grade	Points	Range
A	4	89.5% to 100%
B	3	79.5% to 89%
C	2	69.5% to 79%
D	1	59.5% to 69%
F	0	0% to 59%

Pinellas Virtual School students are required to complete all assignments and activities of their online course in order. Students and parents should check the Canvas and/or Educator gradebook regularly. Students are required to submit 6% of their coursework weekly, and all assignments must be submitted every Friday by 5:00 PM. Full time students get zeros entered into the grade book for any missing assignment from the previous week. Resubmissions of assignments for mastery of content are encouraged; however, quizzes and assignments are limited to three (3) or less attempts.

GPA Requirements

Students in Pinellas Virtual School must maintain a 2.0 overall grade point average and earn a grade of at least 70% C in all courses. Students who are having difficulty with assignments and manage the 6% submission per week will participate in virtual lessons and face to face tutoring sessions. Students who consistently fail to meet learning and achievement goals and do not participate in available learning assistance will be required to return to their local brick and mortar school.

Mandatory Final Exam Policy

The purpose of the final exam is to assist in validating that students have demonstrated mastery of key course concepts and standards. The final exam, unto itself, is not the sole determiner of student achievement; however, students must take and pass a final exam with a 60% or higher in all PVS courses to be eligible for course credit. Students can resubmit assignments up to the completion of the Final Exam. Once the final exam has been submitted, the student may not go back and resubmit assignments or quizzes.

Discussion Based Assessments (DBAs)

Each teacher regularly conducts Discussion Based Assessments (DBAs) with his or her students. These conversations occur at specific intervals, as well as randomly, in a course and are included in the assessment component of each course. Students should not skip the DBA and continue working in the course. Students must turn in course work in sequential order. During a DBA, the teacher discusses individual student work and extends the conversation to allow the student to demonstrate mastery of the content and to verify the authenticity of the student's work. Students must complete and pass all discussion-based assessments independently, free from any distraction or influence of others. Teachers

will conduct no more than one (1) DBA per course per day. A student who does not complete and pass the discussion-based assessments in their course is ineligible for course credit.

Collaboration Assessments

Pinellas Virtual School fosters attributes and develops skills that students need to meet their own goals. PVS courses contain opportunities for collaboration in learning with peers. Collaborations are an expectation. Full-time students are expected to attend all live lessons throughout the school year. Grades are assigned for participation in collaborations.

Honors Assessments

Students who elect to complete an honors course, where available, commit to completing and passing all honors assessments in the course. Students who do not complete and pass (score of 60% or higher) all honors assessments in the course will not be completed with honors credit for the course. Students seeking honors credit must also complete the honors segment exam.

Attendance Policy

Regular participation in classes is critical to student success. State law specifies that full-time virtual students meet compulsory attendance requirements. Attendance must be taken for students in Pinellas Virtual School and have the same truancy guidelines as students in brick-and-mortar schools. Taking attendance is mandatory and must be recorded on a regular and ongoing basis. The online teachers and virtual school administrators are responsible for student attendance records and monitoring and reporting attendance. Attendance is recorded based on student assignment submissions per class; students should follow the course pacing guides and submit all work for the week in all classes by Fridays at 5:00 pm.

Pinellas Virtual School full-time students:
Each virtual class has a schedule for the completion of assignments. Students should complete and submit assignments according to the designated pace chart. Pinellas Virtual School teachers monitor student progress in virtual classes. The submission of assignments measures student attendance. A student is considered "in attendance" if they submit assignments according to the pace chart. A student is considered "not in attendance" if they do not submit assignments according to the pace chart. Students will also receive zeros in the grade book for any missing assignments from the previous week.

If a student falls two or more weeks behind pace, teachers notify the PVS administration according to a reporting schedule. Students who are two or more weeks behind pace in two or more classes are considered "truant." Truant students will be assigned back to their zoned schools to begin attending school right away to avoid truancy court.

Academic Integrity

House Bill 7063 Digital Learning Act signed into Law and in effect as of July 1, 2012. The bill provides that it is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation.

Students in Pinellas Virtual School agree to submit 100% of their own work upon registering for our courses. If a student finishes a segment in an extremely accelerated pace, they may be subject to additional accountability measures. Failure to comply with the Academic Integrity commitment or refusing to take a proctored exam will be grounds for removal from the program.

Do not cut, copy, or plagiarize internet content or the work of your online classmates. Instructors utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing the internet content could result in removal from your course.

Academic Integrity is one of the most important areas of focus as a learning organization. When signing up to take online course with Pinellas Virtual School, you are agreeing to abide by the policies and procedures of PVS and FLVS. Included in these policies is the administration of proctored exams. Proctored exams can be requested by PVS at any time and for any reason in an effort to ensure academic integrity. When taking the exam to assess a student's integrity, the exam must be passed with at least a 59.5%. PVS may institute a program to regularly administer proctored exams to randomly selected students.

Consequences for failing to maintain academic integrity

Incident	Web source: Copying (partially or fully) work from a published Internet or print resource without the proper credit.					Sharing of Work: Copying or allowing others to copy information from someone else's work.					Student Academic Broker: Completing online coursework on behalf of another student, allowing any person to complete coursework, or selling coursework from another person or technological resource.
Offense	1st**	2nd**	3rd	4th	5th	1st**	2nd	3rd	4th	5th	1st
Learning Intervention (Example: Academic Integrity Module)	X	X	X	X	X	X	X	X	X	X	X
Parent Contact by Teacher	X	X	X	X	X	X	X	X	X	X	X
Resubmit for full credit	X										
Resubmit for between 0%-50%		X				X					
Automatic Zero			X	X	X		X	X	X	X	X
Parent Contact by Academic Integrity Dept.			X	X	X			X	X	X	X
IL Involvement/Notification			X	X	X			X	X	X	X
Approved Proctored Exam	X	X	X			X	X				X
Mandated Proctored Exam				X	X			X	X	X	X
Approved F Grade for Segment	X	X	X	X	X	X	X	X	X	X	X
Approved Expulsion from FLVS										X	X
Approved removal of completed course grade, if AI issue determined retroactively			X	X	X	X	X	X	X	X	X
Possible Involvement of Director(s) of instruction					X	X	X	X	X	X	X
Other as designated by AI manager	X	X	X	X	X	X	X	X	X	X	X

Seat Time Policy

Another aspect of the Pinellas Virtual School commitment to student learning is the seat time policy for each segment of every course. To ensure adequate time for comprehension and mastery, students must work in a course segment consistently for a minimum 14 days starting from the date of first submission. Twenty-eight days of work is required, at minimum, for a two-segment course. Based on content, some courses have longer seat time policies. Consistent submission of assessments will ensure the student is engaged and learning. HOPE courses have a 21 day seat time policy for each segment.

This policy provides students the opportunity to receive ongoing feedback and remediation while demonstrating their learning through several required checkpoints. DBAs (Discussion- based Assessments) are limited to no more than one per day. The Administration Team reserves the right to evaluate a student's gradebook to determine when the work habits show consistent progress, thus beginning the count towards the 14 day minimum, and may require a student to take a proctored exam in order to complete the class. All assignments must be completed prior to taking the segment exam.

Students/Parents with questions about a specific course's seat time policy are encouraged to contact their instructor for details.

Technology Requirements

The learning coach should ensure that the student's computer equipment meets all minimum technology requirements:

Some courses may have different or additional requirements to the one listed on this page. For specific System Requirements for your course, go to the Material List page in the Course Information tab within the course. Supported Operating Systems

- Windows 7
- Windows 8.1
- Windows 10
- Mac OS X 10.8 (Mountain Lion)
- Mac OS X 10.9 (Mavericks)
- Mac OS X 10.10 (Yosemite)
- Mac OS X 10.11 (El Capitan)
- macOS Sierra (10.12)
- macOS High Sierra (10.13)
- macOS Mojave (10.14)
- macOS Catalina (10.15)

Supported Browsers

You may use recent versions of the following browsers on a technology capable device that supports Java, Flash, and improvements to HTML including HTML5.

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

Supported Browser Plugins and Settings

The following plugins and settings may be required to use our courses.

- JavaScript enabled
- Cookies enabled
- Flash enabled
- Java installed

Is your web browser up to date?

Below is the browser setup you are using. Please confirm the supported browser, plugins and settings are installed and configured.

Your experience and satisfaction will vary platform to platform. If you see issues in your course content or presentation/layout, please try a different browser or device.

Requesting Technology Help

If you are experiencing technical difficulties in Canvas or FLVS which prevent you from completing your assignments on time, you must notify your teacher or the tech help desk by using this website: http://techhelp2.pcsb.org/MRcgi/MRentrancePage.pl . Technology problems must be reported within 24-48 hours of its onset. You must include in your request the name of the course, the instructor's name, the module/lesson affected if applicable, and a detailed description of the problem. This will expedite a resolution to your problem.

If you are experiencing technical difficulties in Educator the FLVS Support (help.flvs.net) or by phone at 1.888.322.8324.

The FLVS Support Center will assist you in resolving the following types of issues:

- Registering for courses
- Course paperwork
- Passwords
- Computer and/or browser issues
- Saving files
- Math-related Java applets
- Audio/Video tools
- How to install software
- Errors in courses (broken links, proof reading errors, inaccurate content

*** All PVS students may download the full version of Microsoft Office at no charge through their PCSB Office 365 account.

Internet Code of Conduct

Internet access is required for all Pinellas Virtual Students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuse, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negative. We strive in partnering with parents to teach responsible Internet use.

The following rules that should be followed:

- Students are responsible for good behavior on any network, just as they are in a traditional school. It is illegal to use obscene, profane, threatening, or disrespectful language. (F.S. 874.001 Obscene Literature; Profanity)

- It is illegal to create harmful computer viruses. (F.S. 815 Computer-Related Crimes)

- Email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.

- Beware of emails from anyone, particularly adults you don't know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your administrator or a teacher from Pinellas Virtual School of any message you receive that is inappropriate or makes you feel uncomfortable.

- Inappropriate Texting/Messaging including photographs or videos sent via computer, cell phones, or any other electronic device which depict nudity, or any other inappropriate content are prohibited. (F.S. 847.001 Sexting)

- Dress Code Policy: When attending and online meetings, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is not permitted.

- Pinellas Virtual School assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.

Students are responsible for their behaviors and are expected to comply with the Technology Acceptable Use and Student Code of Conduct of Pinellas County Schools.

- Communication will follow professional standards. Offensive message or pictures will not be sent, displayed, or downloaded; District harassment policy applies.

- Users of technology resources will respect the rights and privacy of others. Each student will only use his/her assigned password/ID and will not trespass into files, folders, or work of other users. Teachers and Administration do have the right to access the work and district issued computers of students in their classes as it pertains to the class. Students will not allow other persons to access the computers or networks using his/her password/ID.

- Copyright laws will be respected. All quotations, references, graphics, video clips, digital music, and other information will be cited to give credit to the originator.

- Impersonating another person is strictly prohibited.

- Do not publicly post your personal contact information (address and phone number) or anyone else's private information.

Enrollment and Withdrawal Procedures

Procedures to Enroll

The 2020-2021 enrollment period will run from Sunday, 4/12/20 through Sunday, 7/12/20.

To enroll for full-time, please go to pcsb.org and log into the student reservation system. Then select the "District Application Period" here you will find the application for Pinellas Virtual School Full Time Registration.

To enroll for part-time, please go to http://www.pcsb.org/domain/4898

Procedures to Withdraw

In order to return to their zoned school, a reservation must be made through student assignment. Once the reservation is made, parents must go to the school to register their student.

Steps for withdrawing from virtual school full time:

- Parent completes online withdrawal form

- Virtual school notifies student assignment and student reservation is made

- Parent receives new school assignment via email from virtual school

- Parent registers at school for student schedule

- New school calls virtual school and student is withdrawn

Steps for withdrawing from a part time class in virtual school:

- Parent completes [online withdrawal form](#)
- Virtual school counselor notifies counselor at student's zoned/assigned school they are withdrawing from virtual class and requests virtual course be replaced in student schedule
- Parent receives email confirming that student has withdrawn from virtual school class

[Click here for more information about the student withdrawal process.](#)

Questions about the withdrawal process? Contact Angela Davis at (727) 588-6448

Staff Contact Information

Administrative Staff

Mandy Perry, Principal
Phone: (727) 588-6448
Fax: (727) 588-6185
Email: perrym@pcsb.org

Carlene Meloy, Instructional Staff Developer
Phone: (727) 588-6448
Email: meloyc@pcsb.org

Arnez Dillard, Technology Coordinator
Phone: (727) 588-6448
Email: dillardar@pcsb.org

Judith Rogers, Secretary
Phone: (727) 588-6448
Email: rogersju@pcsb.org

Angela Davis, Data Management Technician
(Registration Contact)
Phone: (727) 588-6448
Email: davisang@pcsb.org

Pinellas Virtual School
Student and Parent Handbook Agreement

We have read the Pinellas Virtual School Student and Parent Handbook and understand all policies and expectations of the virtual school program. We agree to all policies and procedures of Pinellas Virtual School.

_____   _____   _____
Student Name (printed)   Student Signature   Date

_____   _____   _____
Parent/Guardian Name (printed)   Parent/Guardian Signature   Date