STUDENT HANDBOOK

Miami-Dade County Public Schools
The School Board of Miami-Dade County, Florida

CONTENTS

GENERAL SCHOOL INFORMATION

Miami-Dade Online Academy (MDO) is a Miami-Dade County Public Schools. It is the District's only full-time virtual K-12 instructional program. MDO is a School of Choice that provides parents and students an educational option that uses an interactive learning environment created through technology and the Internet in which students are separated from their state-certified teachers by time and space. As stipulated in the Florida Statue 1002.45, MDO contracts content and services from state-approved providers. The district teaching staff is not employed at this Work Location, 7001. Online content taught by district teachers is reported under Work Locations 7004 or 7023. Part-time students are reported under Work Locations 7004, 7006, or 7023.

ACADEMIC ACCREDITATION

Miami-Dade Online Academy is an accredited school by AdvancED. The U.S. Department of Education partnered with AdvancED to provide full-scale accreditation services and school improvement support across the entire country. In 2006 AdvancED was created through a merger of the PreK-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2012. On June 30, 2011, our school was evaluated and accredited by this prestigious organization.

VISION STATEMENT:

We are committed to providing educational excellence for all full-time virtual students anytime, anywhere, any pace.

MISSION STATEMENT:

To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.

VALUES:

Excellence - We pursue the highest standards in academic achievement and organizational performance.

Equity - We foster an environment that serves all students and aspires to eliminate the achievement gap.

Student Focus – We singularly focus on meeting our students' needs and supporting them in fulfilling their potential.

Innovation - We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.

Accountability - We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.

School Code/Work Location: 7001	Phone Number: 305-995-1257

Mailing Address: 1501 NE 2nd Avenue, Suite 336, Miami, Florida 33132	
Website: http://mdo.dadeschools.net/	**Facebook Account:** https://www.facebook.com/miamidadevirtual

MIAMI DADE ONLINE ACADEMY STAFF:

VICE PRINCIPAL:	DR. LUDY LÓPEZ
REGISTRAR:	MS. GUISSELLE RIVAS
SECRETARY:	MS. MARIA T. HERNANDEZ
ADMISSION OFFICER:	MS. NAILA LAUZURIQUE

STUDENT ELIGIBILITY

Students are only eligible for Miami-Dade Online Academy, the district's virtual instruction program if they are residing in Florida and meet the following conditions as specified by §.1002.455, Florida Statutes and the Miami-Dade County Public Schools Magnet Application Eligibility Standards:

	Criteria	Verification
Students eligibility for K-12 virtual instruction	All students, including home education and private school students,are eligible to participate in the School district operated full-time kindergarten through grade 12 virtual instruction programs under FS 1002.45(1)(b).	The school district will verify the student's age in accordance with FS 1003.21, the Miami-Dade County Public School Board Policy 5112, Student Progress Plan, and the Initial Registration Procedures Handbook.
Magnet Criteria	• Student must have a 2.5 minimum cumulative GPA in all Core Courses • Student can have a maximum of 5 unexcused absences per semester and no more than 10 per school year	The school will verify the student's GPA and unexcused absences by reviewing the student's previous report cards.
Enrollment Requirements	• The parent must email PDF files of required documents • Both the parent and student must bring the original documents to a scheduled appointment and register • Parent and student must attend a scheduled four-hour training at the school • The student must have an FSA score of 2 or higher • Seniors must have passed the required EOC and FSA tests • The student must not have "D" or "D" grades in any core classes.	The school will verify that the student meets these requirements by taking note of timely and appropriate submissions of required documents, attendance and positive participation during the mandatory four-hour training, and checking the state test scores on the integrated student information system (DSIS).

ENROLLMENT PERIODS

Miami-Dade Online Academy (MDO) is one of Miami-Dade County Public Schools parent and student's School Choice Options. All through February and March, letters are distributed to every student outlining the virtual options. Parents and students may apply to this program during the open enrollment period between March and July.

PARENT/LEGAL GUARDIAN IDENTIFICATION/LEARNING COACH

Parent/legal guardian identification must be confirmed when student information is discussed. The parent/legal guardian must be present and produce identification for activities involving enrollment, withdrawals, and change of address and/or phone numbers. Only the parent who enrolls the student may withdraw or transfer the student. A learning coach that is not the legal parent/guardian of the student must have a Permission for Release of Records and/or Information from Records (*Form 1867*) signed by parent and learning coach authorizing MDO to discuss student's information with a learning coach.

ADMISSIONS

The Enrollment Process at the School of Choice, Miami-Dade Online Academy (MDO), consists of three major parts:

APPLICATION:

Parents and students should become familiar with our school and determine if it is a good fit for them. They can then check the student's eligibility by visiting the tab titled Eligibility on the MDO website. After obtaining the necessary information, they must apply during the open enrollment period between March and July. The admissions office will review the application and notify the parent by email if the student is not qualified. If the student is pre-approved, they will receive an email and commitment letter with instructions regarding the next steps. Failure to comply with the directions given will change the student's status to Declined.

PRE-APPROVED STATUS:

Parents must submit the required documents via an email in a PDF format to the Admission's Office. All documents must be submitted before the student's application is considered for enrollment in MDO. After the documents are reviewed, the Admissions office will schedule a face-to-face meeting to register the student officially. The parent is required to bring the original documents submitted to the meeting. During the meeting, the student will be photographed for the identification card they will be using at testing facilities and various meetings. Before the face-to-face meeting, parents and students should be acquainted with the virtual options. MDO only chooses virtual options that have researched-based educational curriculum approved by the State of Florida. Currently, MDO offers Broward Virtual, K-12 (kindergarten through 12-grade curriculum), and Palm Beach Virtual.

ENROLLED STATUS:

Once the student is accepted and enrolled, both the student and parent are required to attend a four-hour face-to-face training. At this training, the families will receive an overview of the program, responsibilities of the student, parent monitoring practices, how to run a public school in your home and

hands-on training on the online provider's program. Lastly, the school counselor will guide the student in selecting the 6-virtual online courses.

FAMILY COMMITMENT

PARENT RESPONSIBILITIES:

- Attendance: Every minute a student spends online or offline working on their approved Miami-Dade Online Academy courses, time accumulates into hours of attendance. The parent is responsible for their child's attendance as required by law. School Board Policy 5200 on Attendance states that absences of more than three days must be reported to the school by the parent/guardian. If the student is absent for any reason, parents must ensure that the child completes make-up assignments for all absences from their teachers upon return to their online academic program. Parents will be required to submit a Miami Dade Online Academy Virtual Academic Schedule form to plan for any make-up or progress that will occur while the student is absent from Miami Dade County. If a student has excessive absences of more than 15 days, the parent is responsible to appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities. A student with excessive absences and/or failing will be withdrawn from this Magnet program to the student's residential school. Note: If the attendance is entered and the schoolwork does not equate to the attendance, the attendance entered will be immediately removed and the Truancy process will be activated.
- Monitor Their Student's Time in School: Students in grades K-3 must attend at 720 hours in the required six courses (four hours per day of instruction) a year. By the end of the week, the student must have accumulated at least a total of 20 hours. Parents must login to enter the student's time and monitor the daily assignments. Students in grades 4-12 must attend at least 900 hours in the required six courses (six hours per day on instruction) a year. By the end of the week, the student must have accumulated at least a total of 30 hours. Parents must login every day to enter the student's time, and monitor the daily assignments.
- Monitor Their Student's Assignments and Assessments: In lieu of the daily presence of a face-to-face teacher, parents should take the lead in guiding the students through the curriculum, submission of assignments, practicing FSA assimilations, online class sessions, producing projects, reviewing for quizzes and tests, as well as making sure they participate in the state tests. **Students who do not participate in required testing will be withdrawn from the school immediately without official grades and not allowed to enroll in Miami-Dade Online Academy for the following year.**

STUDENT RESPONSIBILITIES:

The goal of every child should be that of a "model student." A model student is expected to be present at school every day, follow scheduled courses, and demonstrate appropriate behavior and a readiness to learn. Student's responsibilities as defined by Board Policy 5200 - Attendance:

- Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends. Students in grades K-3 must clock in 20 hours a week of virtual education including each of the six courses. Students in grades 4-12 must clock in 30 hours a week of virtual instruction.
- Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class within three (3) days. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed. Failure to make-up all assignments will result in lower assessment of the student's academic progress and/or effort grade.

- Participate in appropriate State of Florida tests.
- Complete all required school days, assignments, quizzes, tests, and projects prior to the end of each semester.

ATTENDANCE

Miami Dade Online Academy (MDO) follows the district's policy on attendance. A MDO student who has attained the age of six years is required to attend school regularly during the entire school term according to Compulsory School Attendance F.S. 1003.21. The school district must verify student attendance; therefore, students are expected to log in every school day and complete the appropriate work for each class.

Attendance record keeping is provided to MDO by the provider, who must maintain an auditable management system that records the student's participation in the virtual instruction. Attendance may be recorded using the number of days a student receives instruction through a virtual program. MDO must report days present and days absent annually. There are 180 days of attendance required.

The information collected by the provider and reported to the district on a semester basis determines the official school attendance. For students present fewer than the total number of days in the semester, the absences are recorded beginning with the last day of the semester. The district enters the information in the district's DSIS.

Only absences as specified in the *Student Attendance Reporting Procedures PK-12 Handbook* may be recorded as excused. The school may use disciplinary actions for excessive absences including placing on probation, reporting to the Federal and State Compliance Office for truancy, and withdrawing to the student's boundary school.

Due to the nature of virtual instruction, MDO students are not confined to attend school or access their course work at a specific time of the day. Therefore, the parent/guardian should monitor their student's daily online accumulated hours, the daily schedules, assignments, quizzes and tests to assure their student does not fall behind during the semester. The student's work should match the attendance. If they do not match, the school will have the authority to remove the attendance and begin the Truancy process. The Miami-Dade County Public School semester dates are the official end of the terms. Extensions and make-up work after the end of the semester date are not acceptable.

EXCESSIVE ABSENCES:

In accordance with Florida Statute *984.03* and Board Rule 5200, any student accumulating **ten** or more class unexcused absences in an annual course, or **five** or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

EXCUSED SCHOOL AND CLASS ABSENCES AND TARDINESS:

The following categories define excusable absences/tardiness.

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must

include all the days the student was absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.

2. Death in immediate family.
3. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
4. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and region, state and national competitions.
5. Subpoena by law enforcement agency or mandatory court appearance.
6. Outdoor suspensions
7. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.
8. Superintendent of Schools declares closing of schools due to an emergency.

UNEXCUSED SCHOOL ABSENCE:

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he or she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)
5. Absences due to lack of Internet, computer malfunction, or software errors.

TRUANCY:

In accordance with Florida Statue (F.S.) 984.03 (27) (a), "Habitually truant" means that the child has 15 unexcused absences within 90 calendar days with or without knowledge or justifiable consent of the child's parent or legal guardian" and is subject to compulsory school attendance under F.S. 1003.21 (1) and (2)(a), and is not exempt under F.S. 1003.21(3), F.S.1003.24, or any other exemptions specified by law or the rules of the State Board of Education. Truancy refers to students' unexcused absences from school. Any school absence – excused or unexcused – as well as missed classes can affect students negatively. Truancy affects students of all ages, and costs students more than their education; it costs them their future. Note: If the attendance is entered and the schoolwork does not equate to the attendance, the attendance entered will be immediately removed, and the Truancy process will be activated. Students with excessive absences will not meet the requirements of this program and will be withdrawn to their home school. If the student is withdrawn before the end of the semester, the student will be transferred to their home school without grades. The following steps will be taken to ensure the truancy issue is rectified:

1. WRITTEN NOTICE TO PARENTS

After a student has had a minimum of five (5) unexcused absences within a calendar month or ten (10) absences within 90 calendar days, the parent should be advised of the unsatisfactory absences and the school may begin to provide services to process the truancy referral.

After 15 unexcused absences within a ninety 90 calendar day period (3 consecutive months), the school principal or designee must give written notice to the student's parent to request their attendance at a **Truancy Child Study Team (TSCT)** meeting to discuss the attendance problem and identify potential remedies.

2. TRUANCY CHILD STUDY TEAM COMMITTEE MEETING AND REPORT

The principal will hold a TCST meeting with the parent on the date designated in the TCST notification. The purpose of this TCST is to:

a. Discuss the reason(s) for the student's absences.
b. Identify and recommend potential remedies/interventions including withdrawing to home school.
c. Advise parents that the student's absences will result in a complaint of truancy to be filed with the Department of Juvenile Justice through a referral to a social service agency, as well as the District's intent to notify the Department of Highway Safety and Motor Vehicles for Driver License revocation.
d. The principal or designee must have the parent sign the TCST Committee Report. If the parent is not present, the form must be signed by three Team Members.
e. Enter "TL" code (Truancy Letter to Parent) into the Student Case Management (SCM) System.

CODE OF STUDENT CONDUCT

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. The *Code of Student Conduct (COSC)* identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. Parents may be required to meet face-to-face with the school's administration regarding the Code of Student Conduct; failure to schedule an appointment within ten business day may result in withdrawal to the neighborhood school. The following excerpts can be found in the Code of Student Conduct link above:

ACADEMIC INTEGRITY:

Student's assignments must be developed by the student; this ensures that they acquire the knowledge, and the ability to apply the information to assessments and real-life situations. Students may not use another student's submission as their own. Group projects must have the teacher's prior approval. Academic Integrity violations will not be tolerated at any level.

Level 1
Plagiarism: copying or using ideas or words (from another person, an online classmate, or any Internet or print source) and presenting them as your own; submitting another student's work or sharing files with other students; and/or inconsistencies between written assignments and oral assessments.

Level 2
Security breaches such as misuse of passwords, accessing another student's account, providing access to one's account to another student, misrepresenting oneself as another student, or illegally accessing any resources that are intended for instructional evaluation purposes.

CONSEQUENCES TO INTEGRITY VIOLATIONS:

All violations or suspected violations of school policy will result in a phone conference and or face-to-face meeting with the parent and student. We may respond in any of the following ways:

1. Denying credit for any assignment
2. Denying credit for any course
3. Suspension or expulsion from the course or school
4. Denial of re-enrollment for the next school year or beyond

INTERNET USE POLICY – BOARD POLICY 7540.03

Accessing the Internet using District equipment or Your Own Device and/or through the District's Network is a privilege, not a right, and inappropriate use, including violation of this rule may result in cancellation of the privilege. Use of the Network must support and be consistent with the educational objectives of the District. In using your own equipment, users are responsible for ensuring their devices use security applications to protect the devices from infection and prevent spreading infections from the devices. M-DCPS staff has the right to review any material on user accounts to maintain adequate fileserver space and monitor appropriateness of material transmitted through the network. All users are expected to follow the generally accepted rules of network etiquette. All students and parents must sign an Internet User's Agreement prior to the use of equipment and the network belonging to Miami-Dade County Public Schools and or an associate provider. Game playing and other non-academic computer activities are prohibited if they interfere with another's use of the equipment for academic proposes. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

STUDENT ELECTRONIC MAIL – BOARD POLICY 7450.06

Use of District student e-mail system must support and be consistent with District objectives. The student e-mail system is the property of the District. The District may monitor the e-mail system for unacceptable use according to the Federal, State, and local laws and District procedures, policies and rules. Users may not use the District's student e-mail system to perform any action or transmit any communication that would otherwise be prohibited in any other medium of communication. This means that e-mail must follow the same rules of conduct as a face-to-face or written communication. Any user who violates this policy is subject to revocation of e-mail privileges and/or appropriate disciplinary action, up to and including suspension and/or expulsion.

PARENT PORTAL

The Miami-Dade County Schools Parent Portal allows parents or guardians to update personal information, see grades, review attendance, and access Parent Resource Links. To access the information in the portal, parents must first establish a parent user account. Parents will also have access to free and reduced lunch application; access to a new *Choice* application that will allow parents to indicate preferential school choice via the portal; and access to the *Supplemental Educational Services (SES)* component of the No Child Left Behind Act (NCLB).

HARDWARE/CONNECTIVITY STIPEND

Our program offers technology assistance to every household family that does not have a personal computer in their home. Families with existing computers in their homes are not eligible for this assistance. Students who qualify for free or reduced-price school lunches under the National School Lunch Act, or who are on the direct certification list may request a hardware loan and/or a connectivity stipend. During the registration meeting, parents are advised to complete the Technology Request Form and the Online Meal Application to determine eligibility. The Technology Request Form is a school created file, and the Online Meal Application is processed through Food and Nutrition. If eligible, parents may request hardware and/or Internet connectivity assistance. Parents may select either the district Clear Mobile USB device or reimbursement from the Internet Service Provider connectivity assistance. Parents must sign an Agreement contract for the use of the mobile USB device. Parent requests should be kept on file. Hardware must be returned to the provider upon withdrawal or graduation completion from Miami-Dade Online Academy.

LIBRARY BOOKS

Students may visit their local M-DCPS media center to request library book loans. All school circulation policies apply, including the length of the loan and late fees. To view the list of available titles, visit the *http://destiny.dadeschools.net*. Students should present their Miami-Dade Online Academy student identification badge to check out books.

ONLINE DATABASES:

Students can use the online databases at *http://virtuallibrary.dadeschools.net/*.

MATERIALS

Materials may be sent home. Students needing a replacement set will be charged. Additionally, any items not returned will be charged to the students.

FINANCIAL OBLIGATIONS

All financial obligations incurred, i.e., school fees, textbook loss or damage, overdue, lost library books, any assessment fees, or hardware damage must be paid in the school treasurer's office.

IDENTIFICATION CARDS

Each student will be required to obtain an MDO identification card for state tests, school functions, and school records.

CONFIDENTIAL INFORMATION – BOARD POLICY 2416 AND 8330

Parents, guardians, and students are protected by The Family Educational Rights and Privacy Act (FERPA), and Florida Statutes from individuals' access to information in students' educational records without prior consent of the parent, guardian, or student and they have the right to challenge the accuracy of these records. A student's records may not be released, except in accordance with the provisions listed in *Title 20 of the United States Code 1232g*. The laws provide certain exceptions to the prior consent requirement of the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders. Each school must provide

to the parents, guardians, or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

EMERGENCY CONTACT INFORMATION:

Miami-Dade County Public School policy requires that each student have emergency contact information submitted by his/her parent or guardian when he or she enrolls in school. This information provides the school with important information regarding how to contact a parent or responsible adult in case of an emergency. It is important that the information is kept up-to-date at all times and should include a functional and frequently used e-mail address. Failure to keep this information current may result in locking out the family from the online curriculum until the emergency contact information is updated with the school.

CUMULATIVE FOLDERS:

Student cumulative folders are kept in a secure location. Records should be kept for any files that are moved from the secure location. Cumulative folders are forwarded to other district schools once the student enrolls at the location, and the folders are requested in writing. Cumulative folders are not to be forwarded to non-MDCPS schools.

MDO follows Board Policy 8330 for maintaining, retaining, and transferring student records. Information regarding the items to be filed is updated and disseminated annually by the Division of Student Services in a Weekly Briefing.

PERMISSION FOR RELEASE OF RECORDS:

Parents/legal guardians who wish for MDO or the contracted vendor to discuss student information with another party, including non-parent/legal guardian learning coaches, must submit a signed Permission for Release of Records and/or Information from Records. A release end date must be included. The release must be kept on file. Parents/legal guardians may rescind the release at any time. Waiver information should be forwarded to the provider.

TRANSCRIPTS:

Students may request transcripts. An official transcript form must be completed and kept on file. Parent signature is not required for students who have graduated or reached their majority.

WITHDRAWALS:

Only the parent who enrolls the student may withdraw or transfer the student. A parent may withdraw their child from MDO during most times of the school year, however expressly not during FTE week(s). Transfers to other district schools are not processed during FSA and EOC administration times. Parent identity must be verified. Student's attendance and grades will be verified and updated in DSIS before withdrawal is completed. However, if the student withdraws before completing a semester, the student will transfer to the next school without grades. The withdraw date and the appropriate code will be entered into DSIS promptly.

INTERNAL RECORDS:

Internal records such as student processing, teacher information, letters, and other documentation should be kept on a central server that is accessible to appropriate MDO staff and personnel. Files should not be kept on individual computers.

HEALTH—BOARD POLICY 2410

The health services provided by the District shall supplement, not replace, parental responsibility, and shall appraise, protect, and promote student health. These services shall be designed to encourage parents to devote attention to child health, to discover health problems and to encourage the use of the series of physicians, dentists, and community health agencies as needed. The student will not be admitted to school without presenting tangible documentation that immunization and health requirements have been met. Health screenings are coordinated with Comprehensive Health at the beginning of the school year. Comprehensive Health notifies the school and MDO staff notifies families. Comprehensive Health sends health screening results to MDO for inclusion in the student cumulative folder.

SCREENING:

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up, if indicated, before initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months before initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of infectious diseases.

Scoliosis Screening - The Florida Statute 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Parents will be notified of the school's scoliosis screenings to be performed. This screening will be performed by trained Easter Seals personnel on a specified date.

IMMUNIZATIONS – BOARD POLICY 5320:

Requirements for School Entry:
1. A Florida Certification of Immunization recorded on a Florida Shots Certificate, or a Department of Health DH-680 – Blue Card
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months.
3. Tuberculosis Clinical Screening, PPD with appropriate follow – up if indicated.

FLORIDA KIDCARE:

Florida KidCare provides high quality, low-cost health insurance for uninsured children from birth through age 18. KidCare includes MediKids, Healthy Kids, and the Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid. Any family can apply; the amount you pay is based on income and family size. Most families pay $15 or $20 each month or nothing at all. Many non-citizen children may qualify. Florida KidCare accepts applications all year. No interview is required. You can apply online at *www.floridakidCare.org* and click "Apply Online Now." If you would like assistance, please ask to speak with the school's KidCare liaison. For more assistance, please call The Parent Academy at 305-995-1207.

ACADEMICS

Students must take a full complement of courses. Each online provider has a specified elementary curriculum for students in Grades K-5. The appropriate number of minutes should be reflected in DSIS.

Students in Grades 6-12 must take at least six courses from MDO each semester. Course loads for secondary students must be monitored so that students are not reported for more than twelve successful half-credit completions each school year. Courses through Adult Education do not count as one of the six required courses.

GRADES:

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

To maintain eligibility, the student must maintain the Magnet GPA requirement. Students that fail classes and maintain their eligibility status must take the recovery classes in an Adult center or neighborhood school. Parents may be required to meet face-to-face with the school's administration regarding the student's grades; failure to schedule an appointment within ten business days may result in withdrawal to the neighborhood school.

ACADEMIC GRADES:

Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct. The established requirements and procedures for student progression can be found in the Miami Dade County Public Schools *Student Progression Plan*.

KINDERGARTEN GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0

GRADES 1-12	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE	GRADE POINT AVERAGE
A	90-100%	Outstanding progress	4	3.50 and above
B	80-89%	Above average progress	3	2.50 – 3.49
C	70-79%	Average progress	2	1.50 – 2.49
D	60-69%	Lowest acceptable progress	1	1.00 – 1.49
F	0-59%	Failure	0	0.99 -- .0.00
I	0	Incomplete	0	

GRADE POINT AVERAGE FOR (HIGH SCHOOL COURSES ONLY):

Grade Points are numerical values assigned to letter grades. Bonus points are additional numerical values assigned for honors and Advanced Placement courses.

- A cumulative grade point average is computed by using grades received for more than one grading period.
- A non-cumulative grade point average is computed by using grades received for the grading period.
- A weighted grade point average is computed by including honors points
- An unweighted grade point average is computed without honors points.

PHYSICAL EDUCATION WAIVERS:

Students in Grades K-5 must be scheduled for 150 minutes of physical education each week. Students in Grades 6-8 must be scheduled for one class period per day of physical education for at least one semester of each year.

The requirement may be waived for students who meet one of the following criteria:

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

Parents must be notified of these options before scheduling the student to participate in physical education. Parent requests must be kept on file.

Physical education waivers are not available for students in Grades 9-12.

PROGRESS MONITORING

REAL TIME PROGRESS:

Parents are urged to view their student's online progress at any point of the semester. An official notice will be provided via email. It is imperative that parents provide updated email addresses and check their accounts on a regular basis.

Parents can assess student's online progress at any point of the semester in the online provider's website.	
Miami-Dade Online Line Official Report Card Availability via Miami-Dade County Public School's Parent Portal	January
	June

ASSESSMENTS

To best meet the individual learning needs of <u>every</u> student, Miami Dade Online Academy contracts with providers that perform in-depth evaluations of each student's academic needs at the beginning, middle and end of each school year. The assessments (skills based progress tests) are administered at grade level to determine each student's academic performance and progression from the beginning to the end of the school year. The grade level skills based assessment identifies the specific skills the students' have mastered as well as those skills with which the student struggles. The school uses a combination of measures to fully capture this information.

In the fall and spring, we ask students in grades 3-10 to take the Scantron Performance Series, a norm-referenced adaptive online assessment of reading and mathematics. This gives us a clear picture of learning within a single school year. It also enables families to know if students progressed as expected during the school year.

To give teachers skill level data for each student so that teachers can individualize instruction based on specific student needs, we also administer the Personalized Learning Assessment diagnostic at grades 3-8 in reading and mathematics. This test measures the mastery of skills from the prior year. These results tell us whether a student needs any help mastering a skill critical from the prior year that is vital to their success in the current year.

EOC/FSA/SAT-10:

Students are **required** to participate in all district and state-mandated testing, including but not limited to the Florida Standards Assessments (FSA) which includes reading, math and writing administrations, End of Course (EOC) assessments and the Stanford Achievement Test-Tenth Edition (SAT-10).

Miami-Dade Online Academy provides the Student Assessment and Educational Testing district office with information about students and required tests. For each testing event, the district assessment office assigns students to schools near their homes. The assignment is based on the address that is on file with the school district. Consideration for alternate testing assignments may be given in extraordinary circumstances. The Student Assessment and Educational Testing district office provide the assigned test location, test chair name, and contact information to Miami-Dade Online Academy. Miami-Dade Online Academy will then provide testing information to parents/guardians via email and, in very limited cases, by US Postal Mail.

Each parent/guardian must have a valid email address on file with Miami-Dade Online Academy. This is the primary method by which Miami-Dade Online Academy will transmit essential testing information. Students who miss their assigned dates will be reassigned for make-up sessions. The location for a make-up session may not be near the student's home. Transportation to and from the testing site is the sole responsibility of the parent/guardian.

<u>Students who do not participate in required testing will be withdrawn from MDO to the neighborhood school immediately and not be allowed to enroll in Miami-Dade Online Academy for the following year.</u>

ACCESS AND CELLA FOR ELLS 2.0:

All new students that enter Miami-Dade County Public Schools and answer one or more affirmative response(s) on the home language survey should be given the CELLA Test to determine placement in the

English for Speakers of Other Languages program (ESOL). The ACCESS for ELLS 2.0 is administered online in the spring to all students in the ESOL program. The spring test assignments are coordinated with the Student Assessment and Educational Testing district office. Miami-Dade Online Academy provides the Student Assessment and Educational Testing district office with information about students and required tests. The district assessment office then assigns students to schools near their homes. The assignment is based on the address that is on file with the school district. Consideration for alternate testing assignments may be given in extraordinary circumstances. The Student Assessment and Educational Testing district office provide the assigned test location, test chair name, and contact information to Miami-Dade Online Academy. Miami-Dade Online Academy will then provide testing information to parents/guardians via email and, in very limited cases, by US Postal Mail.

ADVANCED PLACEMENT EXAMS:

All students taking Advanced Placement courses are required to take the Advanced Placement exams. Advanced Placement exams are coordinated with the Office of Advanced Academics and individual schools via Miami-Dade Online Academy's test chairperson. Advanced Placement testing for Miami-Dade Online Academy takes place at the student's regularly assigned testing location which is based on the student's residential address. Testing locations, school contact names and phone numbers will be distributed by email to the parents of each student. It is the responsibility of the parent to contact the testing location and make arrangements for their child to take the test. The Office of Advanced Academics pays for Advanced Placement exams for students taking those courses during the school day. Students who choose not to take the Advanced Placement exams are responsible for the portion of the fee that is not refunded by the College Board. Payment should be made directly to the assigned school.

PSAT/NMSQT (PRELIMINARY SAT/MERIT SCHOLARSHIP QUALIFYING TEST):

The PSAT/NMSQT is administered in the fall—usually October. The test is coordinated with the Office of Advanced Academics and individual schools. All 10th graders in the Miami-Dade County Public School system are required to take the PSAT/NMSQT. The test fee is paid by the state. Students in grades 9 and 11 may opt to take the PSAT/NMSQT, and if so, must pay the testing fee directly to their assigned testing location. Qualifying juniors may be eligible for a fee waiver. Miami-Dade Online Academy students will take their PSAT/NMSQT tests at their neighborhood school. Testing locations, school contact names and phone numbers will be distributed by email to the parents of each student. It is the responsibility of the parent to contact the testing location and make arrangements for their child to take the test.

POSTSECONDARY EDUCATION READINESS TEST (PERT):

PERT is administered at Miami-Dade College on an as-needed basis for determining eligibility for special programs such as dual enrollment. In addition, the test might also be coordinated with the Student Assessment and Educational Testing Office and the individual schools via the Miami-Dade Online testing chairperson. Miami-Dade Online Academy provides the Student Assessment and Educational Testing district office with information about students and required tests. The district assessment office then assigns students to schools near their homes. The assignment is based on the address that is on file with the school district. Consideration for alternate testing assignments may be given in extraordinary circumstances. The Student Assessment and Educational Testing district office provide the assigned test location, test chair name, and contact information to Miami-Dade Online Academy. Miami-Dade Online

Academy will then provide testing information to parents/guardians via email and, in very limited cases, by US Postal Mail.

EOC/FSA/SAT-10 RESULTS:

The school may access FSA and EOC results when the information is released by the state. A login is required to access the site. FSA and EOC results are available to students and parents on the district portal shortly after scores are released. Individual Student Reports (ISRs) for FSA, EOC, and SAT-10 are mailed to the official address on file for the student. The address will be pulled from the File Download Manager or DSIS. Missing scores are reported to the district Assessment Office.

PROMOTION AND GRADUATION

Miami-Dade Online Academy is a public school in Miami-Dade County. Students are subject to the promotion and progression requirements of Miami-Dade County Public Schools and the State of Florida. Promotion and graduation requirements are outlined in the district's Student Progression Plan (SPP). Variations for students in virtual programs are noted in the SPP. MDO guidance staff reviews student records for purposes of placement, promotion, and to evaluate progress towards meeting graduation requirements.

PROBATION:

Students not performing to acceptable standards should be placed on probation. A conference should be held to outline the expectations of the program. Parents/guardians are notified after the conference via email, a summary of the conference and a letter of probations is attached with a follow-up conference date. Students who are not able to comply with the expectations should be withdrawn to the student's attendance boundary school. Students should be given a minimum of eight weeks to show improvement to remain in MDO.

PROGRESS MONITORING PLAN (PMP):

A Progress Monitoring Plan (PMP) should be initiated as soon as academic deficiencies are evident in the areas of reading, writing, mathematics, and science. Through Response to Intervention (RTI), a district-wide progress monitoring process is in place for all schools. The PMP can be accessed in the district portal.

STUDENT SUPPORT TEAM (SST):

The SST/PST Support Plan (FM-3040) should be completed at the beginning of the school year. Teachers, parents, and other school personnel may request assistance for students who appear to be at-risk academically, behaviorally, and/or demonstrate social-emotional risk factors. The SST/PST Request for Assistance (FM#-7073) should be completed to document the request.

EXCEPTIONAL STUDENT EDUCATION

The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The *Notice of Procedural Safeguards for Parents of Students with Disabilities* documents all the information regarding parents/guardians rights.

Students with disabilities may apply to Miami-Dade Online Academy (MDO). Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). The IEP for a student with disabilities is reviewed before enrollment in MDO to ensure the services and/or accommodations on the student's IEP are available through MDO. Services such as speech, language, and occupational therapy are provided through the student's attendance boundary school. Parents are responsible for transportation to and from the attendance boundary school for these services. If the services and/or accommodations on the student's IEP are not available through MDO, the student will not be enrolled in or be able to attend MDO.

SUMMER SCHOOL

Qualifying students may attend summer school. Criteria are set annually. It is the parent's responsibility to enroll their child in the correct school for the summer. Students should enroll at the school serving their attendance boundary school. The student services counselor will guide students on the appropriate courses and/or program.

ATHLETICS

Students may participate in athletic programs at their attendance boundary school. Students must declare their intention to participate in the attendance boundary school's athletic director before the beginning of the season.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY

Miami-Dade Online Academy contracts online providers that are approved by the state of Florida. The online provider we use is NOT approved by the National Collegiate Athletic Association (NCAA). Therefore, Miami Dade Online Academy students using said provider will NOT be eligible for NCAA.

DUAL ENROLLMENT AND EARLY ADMISSIONS

DUAL ENROLLMENT:

Dual Enrollment is an acceleration mechanism that allows eligible students to attend a college campus and earn college credit that will count towards their high school diplomas, provided they meet criteria. The credits students earn can also be applied to a college degree or certificate if the college they are attending accepts those credits.

For more information of Dual Enrollment and Eligibility, refer to the *Academic Opportunities* tab on the *MDO website*.

EARLY ADMISSIONS:

Early Admissions is a program that allows an academically outstanding high school senior to enroll in college courses and attend the college campus on a full-time basis. The two semesters of college coursework substitute the senior year of high school and must be completed as a full-time student at an

accredited college or university. The student may participate in high school extracurricular activities and a diploma will be issued by the student's home high school.

For more information on Early Admissions and Eligibility, refer to the *Academic Opportunities* tab on the *MDO website*.

XII. RELATED STATUTES, STATE AND BOARD POLICIES

BOARD POLICIES:
- 5131 Student Transfer
- 5200 Attendance
- 5215 Missing and Absent Children
- 5223 Absences for Religious Instructions
- 5225 Absences for Religious Holidays
- 5230 Late Arrival and Early Dismissal

CHAPTERS, FLORIDA STATE STATUTES:

- 1003.21 School Attendance
- 1003.23 Attendance Records and Reports
- 1003.24 Parents Responsible for Attendance of Children; Attendance Policy
- 1001.53 District School Superintendent Responsible for Enforcement of Attendance
- 1003.26 Enforcement of School Attendance
- 1003.27 Court Procedures and Penalties

STATE BOARD POLICIES:
- 6A-1 Finance and Administration
- 6A-1.044 Pupil Attendance Records

Note: These statutes are subject to change based on legislative decisions.

ADDENDUM A

DOCUMENTS:

Several documents must be submitted to complete registration. The following are required:

I. Entries from out-of-county, state, country, and private schools
   A. Age and legal name verification—Must provide one of the following at time of face-to-face registration and a copy to you:
      1. Duly attested original birth certificate or birth card—Must be original; hospital certificate is not acceptable.
      2. Duly attested Certificate of Baptism with a parent affidavit
      3. Insurance policy on the child's life in for two years
      4. Bona fide bible record with parent affidavit (Form 7444)
      5. Passport or Certificate of Arrival in the U.S. showing age of child

6. Transcript of school records of at least four years prior, stating date of birth
7. Affidavit of age signed by parent and Certificate of Age signed by public health officer

B. Verification of Address—Must provide two of the following:
1. Broker's or Attorney's statement of parents' purchase of residence OR properly executed lease agreement
2. Current Homestead Exemption Taxes; and
3. An electric bill, showing name and service address
4. Miami-Dade County Public Schools Statement of Bonafide Residence (FM 7444)

C. Disclosure of Time of Registration (Form 5740)

D. Health Requirements – Must provide both forms:
1. Student Health Examination – DH 3040 yellow form health examination performed within one year prior to enrollment clinical TB screening/results
2. Florida Certificate of Immunization – DH 680 blue card from a private doctor or local health provider

E. School Records
1. For grade placement and verification of credits earned
2. Interpretation of foreign records at no cost available from Federal and State

F. Directory Information Opt Out (Form 6479)

G. Parental Consent for Photo/Video (Form 5703)

H. Military Families (Form 3281)

I. Student Records—Not All Apply
1. FSA Scores or other standard test in USA
2. Official Transcripts for all grades completed outside of MDCPS
3. Foreign student academic records
4. State/School Course Descriptions for all courses completed outside of MDCPS
5. IEP
6. 504 Plans
7. EP Plans
8. PE Waiver

J. School Forms:
1. Acceptance Letter
2. MDO Commitment Letter
3. Parent And Student Agreement Contract
4. Student Data Card
5. Provider Choice

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.