DIGITAL ACADEMY OF FLORIDA

PARENT-STUDENT HANDBOOK

2026-2027 SCHOOL YEAR

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DIGITAL ACADEMY
OF FLORIDA

POWERED BY STRIDE K12

Welcome to Our School

August 2026

Dear Students, Parents and Guardians:

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

As a K12 school, we believe in the mission that we are transforming learning for every student we serve. Our goal at DAOF is to put students first and support our students' growth by setting high expectations coupled with positive productive relationships between home and school.

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

The Parent-Student Handbook is a comprehensive guide to Digital Academy of Florida's policies and procedures. The handbook will review the expectations and responsibilities of both the student and learning coach to ensure a successful school year. Please review it in its entirety as it will serve as a resource for you throughout the year.

Have a great school year!

Sincerely,

Adam Marcum
Director of Academics

Who we are: Our Vision and Mission

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

Stride Career Prep

The Stride Career Prep at Digital Academy of Florida (DAOF) is an innovative, tuition-free online program that combines traditional academics with industry-relevant, career-focused electives—giving students a jump-start on their college and career goals. While working toward their high school diplomas, students choose from a variety of courses in high-demand career fields. At DAOF, all 7th through 12th grade students are part of Stride Career Prep.

Questions about our CRE Options for student should be directed to our Assistant Principal of CRE, Jasmine Ansley, at jaansley@digitalacademyofflorida.org

Staff Directory

Academics and Assessment

Teachers

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

Counselors and Advisors

Middle School	Katlyn Segreto	segreto@digitalacademyofflorida.org	ext. 2127
Middle School	Terri Alvarado	talvarado@digitacademyofflorida.org	ext. 2291
Middle School	Jewl-Lee Lessem	Jlessem@digitalacademyofflorida.org	ext. 2311
High School	Hollie Pajak	hpajak@digitalacademyofflorida.org	ext. 2850
High School	Teresa Hawkins	thawkins@digitalacademyofflorida.org	ext. 2388
High School	Romana Fedun	rfedun@digitalacademyofflorida.org	ext. 2853
High School	Andrea Cosner	hopajak@digitalacademyofflorida.org	ext. 1083
High School	Kristen Clark	kclark@digitalacademyofflorida.org	ext. 2296
High School	Stacie Clark	sclark@digitalacademyofflorida.org	ext. 1071

Special Programs

Academic Admin. Special Programs	Marlene Walker	mwalker@digitalacademyofflorida.org	ext. 2872
Special Programs Supervisor	Jennifer Bush	Jbush@digitalacademypfflorida.org	ext. 1000
SPED Registrar	Shaniqua Smith	ssmith10@digitalacademyofflorida.org	ext. 2851
SPED Registrar	Crystal Sexton	Csexton@k12.com	ext.1138
Special Education Compliance Coordinator	Brandi Spencer	bspencer@digitalacademyofflorida.org	ext. 2003
Special Programs EL Lead Teacher	Lauren Crandall	lcrandall@digitalacademyofflorida.org	ext. 2301
Elementary Section MTSS/504 Coordinator	Angela Earl	anearl@digitalacademyofflorida.org	ext. 2089
High School Section MTSS/504 Coordinator	Stacy Wycuff	swycuff@digitalacademyofflorida.org	ext. 2180
Middle School MTSS Coordinator	Shayla McDuffie-White	smcduffiewhite@k12.com	ext. 1173
School Social Worker	Christina Cristofaro	ccristofaro@digitalacademyofflorida.org	ext. 1142
McKinney-Vento Coordinator	Seanna Hall	sehall@digitalacademyofflorida.org	ext. 1050
Special Programs ESE Lead Teacher	Lori Knapp	lknapp@digitalacademyofflorida.org	ext. 2336

Academic Administration

Academic Administrator/Principals

Elementary (K-5) Principal	Kali Bass	kbass@digitalacademyofflorida.org	ext. 2186
Elementary (K-5) Assistant Principal	Amanda Mancini	amancini@digitalacademyofflorida.org	ext. 2001
Middle School (6-8) Principal	Nicole O'Quinn	noquinn@digitalacademyofflorida.org	ext. 1144
Middle School (6-8) Assistant Principal	Matthew Farrell	mfarrell@digitalacademyofflorida.org	ext. 1171
High School (9-12) Principal	Frederick Whitaker	fwhitaker@digitalacademyofflorida.org	ext. 2418
High School (9-12) Assistant Principal	Shannon Steimle	ssteimle@digitalacademyofflorida.org	ext. 2062
High School (9-12) Assist. Principal (CRE)	Jasmine Ansley	Jansley@digitalacademyofflorida.org	ext. 1158
Accountability/Assessment Administrator	Bridget White	bwhite@digitalacademyofflorida.org	863-271-4300
Director of Academics	Adam Marcum	amarcum@digitalacademyofflorida.org	863-271-4300
Executive Director of Florida Schools	Clark Berry	chberry@k12.com	863-271-4300

Compliance, Operations and Finance including Enrollment and Records

Registrars – Hendry County

K – 8th Grades	Lenita Lewis	llewis@digitalacademyofflorida.org	ext. 1017
K – 8th Grades	Alex Martinez	amartinex@digitalacademyofflorida.org	ext. 1082
K – 8th Grades	Skylar Clemmons	sclemmons@digitalacademyofflorida.org	ext. 1015
K – 8th Grades	Malerie Martinez	mmartinez4@digitalacademyofflorida.org	ext. 1007
K – 8th Grades	Brittany Rollins	brollins@digitalacademyofflorida.org	ext. 1008
9th – 12th Grades	Kylie Kreusch	kkreusch@digitalacademyofflorida.org	ext. 2192
9th – 12th Grades	Bianca Heard	bheard@digitalacademyofflorida.org	ext. 2268
9th – 12th Grades	Raelyn Cusumano	rcusumano@digitalacademyofflorida.org	ext. 1189
9th – 12th Grades	Meeka McDonald	mmcdonald@digitalacademyofflorida.org	ext. 2192

Registrars – Dixie County

K – 8th Grades	Malerie Martinez	mmartinez4@digitalacademyofflorida.org	ext. 1007

Senior Operations Manager	Jill Foster	jfoster@digitalacademyofflorida.org	ext. 1003
Assistant Operations Manager	Kimberly Kershner	kkershner@digitalacademyofflorida.org	ext. 1009
Operations Support Specialist	Amanda Gordon	agordon@digitalacademyofflorida.org	ext. 1016
Enrollment Specialist	Brooke McCreary	bmccreary@digitalacademyofflorida.org	ext. 1005
Compliance Analyst	Ashley Allison	aallison@digitalacademyofflorida.org	ext. 1018
Data Analyst - Dixie	Jenna Guerrido	jguerrido@digitalacademyofflorida.org	ext. 1182
Data Analyst - Hendry	Rachel Kreusch	rkreusch@digitalacademyofflorida.org	ext. 2423
Student Experience Administrator	Madison Hickman	mhickman@digitalacademyofflorida.org	ext. 2447
Attendance Specialist	Alea Smith	asmith@digitalacademyofflorida.org	ext. 2409
Community Engagement Specialist	Jessica Bongayan	jbongayan@digitalacademyofflorida.org	ext. 2124
HR and Compliance Administrator	Kim Floyd	kfloyd@digitalacademyofflorida.org	904-247-3268 x1015
Supervisor Finance & Compliance	Joanna Brown	Jbrown3@k12.com	904-247-3268 x1010

K12 Support

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

2026-2027 Digital Academy of Florida Calendar

Digital Academy of Florida

2026 - 2027 School Calendar

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

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October 2026

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November 2026

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December 2026

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January 2027

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February 2027

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28						

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
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May 2027

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- First and Last Day of School
- School Closed/Holidays
- Student Holiday/Teacher Professional Day
- Teachers' Last Day

Student Admission

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

DAOF is a tuition-free Florida public school. As such, DAOF does not accept scholarships such as Family Empowerment, or PEP scholarship through StepUp for Students. Admission to DAOF may require the enrollee to forfeit the scholarship.

Required documents for enrollment:

- Proof of Age
- Report Card (Applicable to students in grades 1-8, first-time 9th graders, and 2nd Semester Kindergarten)
- All Report Cards from Previous Years, if applicable (repeating 6th and 7-8th graders)
- Transcript (Applicable to repeating 9th and 10-12th graders)
- Homeschool Documentation (Required to Start for students who have been previously homeschooled)
- Proof of Residency
- Proof of Continuous Enrollment (proof your student has consistently been enrolled in school leading up to enrolling with DAOF)
- FL Physical Exam Form (within 30 days of enrollment)
- FL Immunization Record (within 30 days of enrollment)
- State Assessment Scores (required for 11th and 12th graders, and recommended for all students)
- Enrollment Verification Form
- Home Language Survey
- Release of Records

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

Digital Academy of Florida is a school of choice and a fully online K–12 public school. Students are held to the same promotion and graduation requirements as all Florida public schools. However, due to the unique design of our program, it may not be the right fit for every learner. Based on academic history and progress toward success and graduation, some students may be deemed ineligible to enroll.

Florida Residency Requirements

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

Out of State Travel Expectations

- Families that will be traveling out of the state of Florida for more than 2 calendar weeks MUST obtain prior written approval from the school administration to avoid truancy issues and potential withdrawal. Written requests can be sent via e-mail to attendance@digitalacademyofflorida.org. *Please note that notifying a DAOF teacher or staff member does not constitute prior written*

approval.

- Families must continue to participate in school and communicate with teachers and staff.
- Students must be present for all face-to-face state testing.
- Families that do not comply with this policy risk having their student(s) withdrawn from DAOF. For any questions related to school admission, contact the enrollment center at (855) 848-5851.

Student Progression Plan

As a district partner public school, we follow the progression plan of our partner school districts.

Student Engagement Expectations

Students are required to attend and participate in all live classes and keep cameras on during the entire class session.

- Students are required to attend all live classes and remain visible on camera for the entire class time.
- Students are required to participate in all class activities, including polls, exit tickets, interactive class assignments, and log into engagement platforms (such as Nearpod) as directed by their teacher while present in live class.
- Students who do not adhere to the class expectations including camera requirements and class participation will be marked absent for the class/period. Students with multiple absences will be escalated for engagement intervention. Our goal is to support every student. However, refusal to attend and meet engagement expectations may lead to students being withdrawn.

Adhering to the above guidelines will lead to increased collaboration between teachers, families, and administrators and help ensure student success.

Attending class with cameras on during the entirety of the class, supports consistent student class attendance, participation, and accountability during live instruction. Additionally, students being on camera during class instruction helps:

- Strengthen your child's connection to their virtual classroom community
- Encourage active participation in daily instruction
- Ensure teachers can engage with students and support their academic needs in every class session
- Improve academic outcomes through increased visibility and support
- Increase collaboration between teachers, families, and administrators to ensure student success

Students who do not adhere to the class expectations including camera requirements will be escalated for academic engagement intervention. Our goal is to support every student. However, refusal to meet attendance and engagement expectations may lead to students being withdrawn.

Learning Coach/Student Involvement & Responsibilities

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

The expectations of a Learning Coach also include ensuring that students log into Canvas daily, are meeting school attendance hours, attending required Class Connect sessions, monitoring the student's gradebook regularly, and monitoring assignment completion and submission. Learning Coaches must maintain accurate contact information and notify the school office if a phone number, email or physical

address has changed.

Refer to the Enrollment Verification Form which you completed during enrollment for more details about the requirements and responsibilities of the Learning Coach. (See Appendix 4 for an example of the Enrollment Verification Form you signed during enrollment.)

Students who are not experiencing academic success or meeting Learning Coach/student expectations may be placed on an Academic Contract. Student engagement and performance will be reviewed by Digital Academy of Florida Administration to determine eligibility for continued enrollment status. Students who are placed on an academic engagement contract must remain in compliance with all requirements of the contract. Failure to do so may lead to withdrawal from Digital Academy of Florida.

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

School Communications

In addition to announcements within the online learning platforms, school communications are sent via phone, text message, and email. To ensure you receive important updates and report cards, Legal Guardians and Learning Coaches should mark all emails from **@digitalacademyofflorida.org** and **broadcasts@schoolmessengermail.com** as safe so they are not filtered as spam.

Please follow the instructions here: How to add DAOF emails to your email account's "Safe to Receive" list to ensure you get DAOF report cards and other important school communications.

Code of Civility

To ensure an optimal learning environment at DAOF, effective collaboration among students, families, teachers, and staff is essential. This collaboration requires open communication and active engagement from all parties involved.

We recognize that disagreements may arise, and diverse perspectives are crucial for crafting effective solutions. It is imperative that we engage with each other respectfully and civilly even when there are disagreements.
At Digital Academy of Florida, we expect the following standards to be upheld in all forms of communication—written, verbal, online, and in-person:

Respectful Language: All communication must be conducted with respect, courtesy, and kindness. Do not use derogatory language, profanity, or personal attacks. Whether speaking or writing, be mindful of your tone, word choice, and language. During both in-person and virtual meetings, be mindful of volume, tone of voice, body language, and gestures.

Active Listening and Patience: Practice active listening by giving full attention to the speaker or message being conveyed. Refrain from interrupting others and ensure everyone has the opportunity to express their thoughts and opinions. When communicating via email, please practice respectful patience in allowing everyone appropriate time to respond to the communication.

Responsibility and Collaboration: Take ownership of your role within the school community and collaborate to find reasonable solutions that align with policies, procedures, and expectations. Foster a culture of collaboration and cooperation among all stakeholders.

In situations where a DAOF teacher or staff member is not upholding the Code of Civility, a parent or student should contact the DAOF employee's supervisor.

If a family or student is not adhering to the Code of Civility, the DAOF employee should inform them politely and ask for civil communication. If the situation persists, the DAOF employee should announce they are terminating the conversation or meeting and inform their supervisor.

By adhering to this code of civility, parents, students, teachers, and staff can contribute to a positive and supportive school community conducive to student learning and growth.

Parent Organizations

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

Student Names

Legal guardians may request that DAOF staff and teachers call students by a name other than the student's full legal name. To make this request after initial enrollment, legal guardians should email jfoster@digitalacademyofflorida.org for the required Digital Academy of Florida Parental Authorization for Deviation from Student's Legal Name Form. This name will not replace the student's legal name in legal records, mail merges, or reports.

Grading

Progress Reports/Report Cards

Learning Coaches can access student progress and grades at any time by logging in to the Canvas platform. Final report cards will be distributed for MS and HS students after semester 1 and semester 2; K-5 report cards will be distributed after semester 2 (end of year).

Marking Period End dates	
Semester 1	December 18, 2026
Semester 2	May 28, 2027

Grade Appeal Policy

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

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

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

Content Mastery

Because the goal of instruction at DAOF is student mastery of standards, where appropriate, some courses may offer the opportunity for resubmission.

Grading for Elementary

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

Grading Scales

Core Subjects

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 0-59%

Electives

S = 60-100%
U = 0-59%

Grades of NG (No Grade Assigned) are not applicable for inclusion in the Grade Point Average State, Cumulative.

Promotional Requirements for Elementary School Students

Promotion for students in grade K – 5 is based on mastery of the current Florida Standards approved by the State Board of Education. Progression from one grade to the other is determined in part by proficiency in language arts/reading, writing, math, and science at each grade level. The mandatory state assessment is not the sole determiner of promotion. Additional evaluations, RTI Plan/PMP reviews, and assessments are available to assist parents and the school district in knowing when a child is reading at or above grade level for promotion. Promotion or retention decisions will be made at the end of the school year (or the end of summer school, if applicable). The primary responsibility for determining each student's performance and ability to function academically, socially, and emotionally in the next grade is that of the classroom teacher in conjunction with the principal.

To be promoted to grade 4, a student must score a Level 2 or higher on the statewide standardized English Language Arts assessment as required under s. 1008.22, F.S., for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the grade 3 statewide, standardized English Language Arts assessment required under s. 1008.22, F.S., the student must be retained. (s. 1008.25(5), F.S.)

Grading for Secondary

Academic subject grades are based on numerical averages and will use the same scale required for middle grades and high school levels. The grading system and interpretation of letter grades to measure student success are listed below. Courses have hard due dates for assignment submissions, with the appropriate time provided for those students with extended time accommodations.

Grade	Percent	Definition
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failing
I		Incomplete

Grades of NG (No Grade Assigned) are not applicable for inclusion in the Grade Point Average State, Cumulative.

Note: Middle school students may take high school credit courses while in middle school with their school counselor's approval. Information can be found in the Hendry County Student Progression Plan linked in the next section.

Promotion and Graduation Requirements for Middle and High School Students

Promotion from Grades 6 to 7 and 7 to 8

In order for a student to be promoted from grades 6 to 7 and 7 to 8, the student must accomplish the following:

- Successfully complete a minimum of four subjects, three of which must be in core courses – ELA, mathematics, science or social studies;
- Achieve a 2.0 grade-point average (GPA) on a 4.0 scale.

Promotion from Grade 8 to Grade 9

Please click *here* access the Middle Grades Promotion Requirements per the Florida Department of Education and Florida Statute, section 1003.4156.

Promotion and Graduation of Grades 9-12

Please click *here* to access our partner district student progression plan.

Gifted and Talented

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

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

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

For referral for consideration of gifted eligibility, parents/students should contact their child's assigned school counselor. For general questions, please contact the Special Programs department at specialprograms@digitalacademyofflorida.org

Advanced Placement Courses

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

For specific information about courses available and enrollment information, please contact your school counselor.

Dual Enrollment

Dual enrollment is an acceleration program that allows eligible students to simultaneously earn high school core or elective credit toward high school graduation and a career certificate, an associate or baccalaureate degree at a Florida public postsecondary institution or preparation toward an industry certification examination. Digital Academy of Florida has a dual-enrollment articulation agreement with Florida Southwestern State College.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 11-12).
- Have a 3.5 unweighted high school GPA to enroll in college credits or dual enrollment courses.
- Enrolled in 11th or 12th grade.
- For college credits, achieve a minimum score on a common placement test pursuant to Rule 6A-14.064, F.A.C.
- Meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement; and
- Not be scheduled to graduate from high school prior to the completion of the dual-enrollment course.

Students must maintain at least a 3.5 postsecondary GPA specified in the Dual Agreement Articulation Agreement for continued eligibility to participate in college credit dual-enrollment courses. A student who is enrolled in a dual-enrollment or early admission program through a Florida College System institution or state university is exempt from the payment of tuition, registration, and laboratory fees pursuant to s. 1009.25, F.S.

The Dual Enrollment Course-High School Subject Area Equivalency List is updated annually and approved by the Articulation Coordinating Committee and the State Board of Education as a tool that identifies dual-enrollment courses guaranteed to satisfy specific high school graduation subject-area requirements. It is available at the FDOE's web page at https://www.fldoe.org/schools/higher-ed/fl-college-system/dual-enroll-transfer/.

Comprehensive Health Education

Pursuant to State law, the School Board shall provide an evidence-based, medically accurate comprehensive health education curriculum that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as

the expected standard and the consequences of teenage pregnancy for one's life, health, and development; mental and emotional health. injury prevention and safety; nutrition; personal health; prevention and control of disease; substance use and abuse; and teen dating violence and abuse.

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

A. abstinence as the only certain way to avoid pregnancy or sexually transmitted infections, including HIV/AIDS.
B. the consequences of teenage pregnancy.
C. the health benefits and side-effects of contraception and condoms.
D. responsible decision-making, communication, and relationship skills; and
E. the importance of family-child communication.

This curriculum shall be taught beginning in the 7th grade and continue throughout high school and shall enable students to master the standards set forth in the FL Statute 1003.42.

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

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

Personnel providing instruction in human sexuality shall receive training based on District approved standards, prior to presenting.

Extra-Curricular Club Eligibility

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

Dress Code for DAOF Students

Please be advised of the following Dress Code Policy for all students in grades K-12. Each student has the responsibility to dress appropriately and have respect for self, others and the school environment.

School administration reserves the right to prohibit the wearing of any article of clothing, accessory, hairstyle or use of an online background or profile picture that presents a hazard or safety for the student or others and/or interferes with or in any way disrupts the educational process.

All clothing, accessories, profile picture, and online background must be free of any promotion or suggestion of drugs, alcohol, tobacco, sex, violence, or offensive, profane, or discriminatory words or images.

During face-to-face events including state testing, students are required to adhere to all affiliated school districts' dress code policies. Students in violation of the dress code policy may be asked to change their clothing to meet the dress code requirements. If the student is unable to meet the dress code policy, they may be removed from the event/testing site.

State Assessment and Testing Requirements

Florida's K-12 statewide student assessment program includes assessments aligned to the Florida Academic Standards including the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards. Students will participate in assessments required for the grade level and/or course of enrollment. Florida's Assessment of Student Thinking (FAST) is the progress monitoring and coordinated screening program that includes Kindergarten through grade 10 English Language Arts and Kindergarten through grade 8 Mathematics. Statewide assessments are designed to provide information about how well students are mastering the state standards in the core content areas of language arts, mathematics, science, and social studies. Statewide assessments are designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or endeavor (college or career).

Informing parents, educators, and the public about how well students are learning important content is an essential aspect of any educational assessment and accountability system. Parents, the public, and policy makers, including local school districts and boards of education, can use the results as a barometer of the quality of educational opportunity provided throughout the state of Florida. As such, all State assessments serve as a key component of the Florida State accountability system. **It is important to note that there is no opt-out policy in Florida and all students are required to test.**

Test Administration

All Florida Statewide assessments (FSA), except the Florida Alternate Assessment (FAA), are computer-based tests and will be administered in strict adherence to the mandates set forth by the Florida Department of Education. For DAOF students, this means testing at a location outside of the student's home, in-person, and on select dates throughout the school year. Specific information regarding test administration will be shared with all parents and students at the beginning of the school year. **Participation in in-person state testing is required for all students.** Please contact Ms. Bridget White, the DAOF School Assessment Coordinator, at daoftesting@digitalacademyofflorida.org for more information.

Students to Be Tested

All students enrolled in tested grade levels/subjects participate in the Spring 2027 FSA administration with or without accommodations, per Section 1008.22(3)(a), Florida Statutes (F.S.). Students who have received a GED diploma are not eligible to participate in FSA administrations.

FSA – Florida Statewide Assessments

All Florida Statewide Assessments are aligned to the Florida Academic standards, including the Florida Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.

Students must take the test(s) appropriate for the grade level/subject in which they are receiving instruction.

Please see the chart below for more information.

Middle School Students

In accordance with section 1008.22(3)(b)2., Florida Statutes, middle grades students will not be tested on both the Statewide Science Assessment and the Biology EOC Assessment. Students enrolled in Biology 1 must take the EOC assessment, not the Statewide Science Assessment.

Students in middle grades take only one FSA Math assessment per school year based on grade level. If a student is enrolled in Algebra 1 or Geometry, the student will take the EOC associated with that course and not the grade-level Math assessment.

End-of-Course Information

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

- Students who have not yet taken an assessment to be averaged as 30% of their course grades (required)
- Students who still need to pass an assessment for graduation purposes (Algebra 1 or Geometry)

- Students who must earn a passing score on an assessment for a standard diploma with a scholar designation (Geometry, Biology, and US History)
- Students who are in grade forgiveness programs and wish to retake an assessment to improve their course grades
- Students in a credit acceleration program (CAP) who wish to take an assessment to earn course credit

Assessment Season					
Fall		**Winter**		**Spring**	
FAST PM1	EOCs	***FAST PM2***	Algebra 1	***FAST PM3***	Algebra 1
STAR Early Literacy‡	Algebra 1	STAR Early Literacy‡	Geometry	STAR Early Literacy‡	Geometry
STAR Reading‡	Geometry	STAR Reading‡	Biology	STAR Reading‡	Biology
STAR Math‡	Biology	STAR Math‡	US History	STAR Math‡	US History
FAST Reading‡	US History	FAST Reading‡	Civics	FAST Reading‡	Civics
FAST Math‡	Civics	FAST Math‡	Gr. 10 FAST Reading Retake	FAST Math‡	Statewide Science
	Gr. 10 FAST Reading Retake		FCLE		FAA
					ACCESS for ELLs
					FCLE

Students take an end-of-course assessment (or the FCLE) at the conclusion of their enrollment in the course.

‡ Students participate in the FAST Progress Monitoring (PM) each assessment season. (STAR/Cambium Assessment, Inc.-CAI)

State Assessment	**Grade Level**												
FAST Progress Monitoring (PM) – CBT	**KG**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
STAR Early Literacy†	●	●PM 1											
STAR Reading†		●PM 3	●										
STAR Math	●	●	●										
Reading - *Cambium Assessment, Inc. (CAI)*				●	●	●	●	●	●	●	●		
Math – *Cambium Assessment, Inc. (CAI)*				●	●	●	●	●*	●*				
End of Course (EOC) Exams – CBT	**Based on Course Enrollment**												
Algebra 1 EOC								Enrolled in Algebra 1					
Geometry EOC									Enrolled in Geometry				
Biology EOC									Enrolled in Biology				
U.S. History EOC										Enrolled in U.S. History			
Civics EOC							Enrolled in Civics						
Florida Civic Literacy Exam – CBT	**Based on Course Enrollment**												
Florida Civic Literacy Exam (FCLE)										Enrolled in U.S. Gov.			
Other Statewide Assessments –	**KG**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Florida Statewide Science						●			●**				

WIDA ACCESS	●LY	●LY	●LY	●LY	●LY	●LY	●LY	●LY	●LY	●LY	●LY	●LY	●LY
Florida Alternate Assessment (FAA) (PBT)	Select Students (ACCESS Point Curriculum)												

Computer-Based Testing (CBT) ***Paper-Based Testing (PBT)***

* *Students enrolled in Algebra or Geometry and taking the respective end-of-course exam do not participate in the FAST Math.*

** *Students enrolled in Biology and taking the Biology End-of-Course exam do not participate in the Statewide Science Test.*

*** *WIDA ACCESS is not included in the 95% school grade participation calculation but is included in the 95% participation requirement for ESSA's Federal Percent of Points Index calculation.*

† ***Grade 1*** *students will participate in STAR Early Literacy for PM1. For students who score at or above 852 on STAR Early Literacy, the student will be assessed on STAR Reading for PM2. All* ***grade 1*** *students will take STAR Reading for PM3 regardless of their previous Early Literacy score.*

Students with Disabilities

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

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

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

Extraordinary Exemptions Per s. 1008.212, F.S., a student with a disability whom the IEP team determines is prevented by a circumstance or condition from physically demonstrating the mastery of skills that have been acquired and are measured by the statewide standardized assessment, a statewide standardized EOC assessment, or an alternate assessment shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability, or the receipt of services through the homebound or hospitalized program in accordance with Rule 6A-6.03020, Florida Administrative Code (FAC), is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption. A written request for an extraordinary exemption must be submitted to the district school superintendent by the student's IEP team **no later than 60 calendar days before the first day of the administration window of the assessment** for which the request is made. An exemption request for FSA ELA applies to both Writing and Reading assessments and should have been submitted no later than 60 calendar days before the first day of the FSA ELA Writing test administration. The Commissioner of Education shall determine whether the extraordinary exemption is granted or denied.

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

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

For more information visit these resources: FSA Resources

Florida Alternate Assessment (FAA)

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

More information: FAA Information

WIDA ACCESS: English Language Learners

WIDA ACCESS - Florida uses the WIDA ACCESS suite of assessments as a tool to measure English Language Learners (ELLs) proficiency in the English language; thus, ensuring the skills needed in school to achieve at high levels, academically.

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

2026-2027 Schedule of State Assessments and Administration Dates

Elementary (grades K–5)			**Middle (grades 6–8)**			**High (grades 9–12)**		
Test	**Grades**	**Testing Date(s) Initial and Makeup**	**Test**	**Grades**	**Testing Date(s) Initial and Makeup**	**Test**	**Grades**	**Testing Date(s) Initial and Makeup**
B.E.S.T. Writing	4 & 5	March 29 – April 9, 2027	**B.E.S.T. Writing**	6 - 8	March 29 – April 9, 2027	**B.E.S.T. Writing**	9 & 10	March 29 – April 9, 2026
FAST ELA Reading	3 - 5	May 3-29, 2027	**FAST ELA Reading**	6 - 8	May 3-29, 2027	**FAST ELA Reading**	9 & 10	May 3-29, 2027
FAST Mathematics	3 - 5	May 3-31, 2027	**FAST Mathematics**	6 - 8	May 3-31, 2027	**Algebra 1 & Geometry EOCs**	Enrolled in the Course	May 31-31, 2027
Statewide Science	5	May 3-31, 2027	**Statewide Science**	8	May 3-31, 2027	**Biology 1 EOC**	Enrolled in the Course	May 3-31, 2027
PM3 – FAST ELA Reading and FAST Mathematics	K-2	April 12 – May 28, 2027 (Remote administration)	**Civics EOC**	Enrolled in the Course	May 3-28, 2027	**U.S. History EOC**	Enrolled in the Course	May 3-31, 2027
Fall FAST and EOCs			**Winter FAST and EOCs**			**FAST Spring Retakes**		
FAST Gr. 10. ELA Reading Retake	September 8 – October 3, 2026		FAST Gr. 10 ELA Reading Retake	December 1 - 18, 2026		FAST Gr. 10 ELA Reading Retake	May 3-29, 2027	

Algebra 1, Geometry, Biology 1, Civics, US History	September 8 – October 3, 2026	Algebra 1 & Geometry, Biology 1, Civics, US History	December 1 - 18, 2026		

Elementary (grades K–5)			Middle (grades 6–8)			High (grades 9-12)		
Test	**Grades**	**Testing Date(s)**	**Test**	**Grades**	**Testing Date(s)**	**Test**	**Grades**	**Testing Date(s)**
FAST PM1* – ELA Reading and Mathematics	K-2	August 17 - September 25, 2026	**FAST PM1*- ELA Reading and Mathematics**	6-8	August 17 - September 25, 2026	**FAST PM1*- ELA Reading**	9 & 10	August 17 - September 25, 2026
FAST PM1* – ELA Reading and Mathematics	3-5	August 17 - September 25, 2026						
FAST PM2* – ELA Reading and Mathematics	K-5	December 1, 2025 - January 22, 2027	**FAST PM2* – ELA Reading and Mathematics**	6-8	December 1, 2026 - January 22, 2027	**FAST PM2* – ELA Reading**	9 & 10	December 1 2026 - January 22, 2027
WIDA ACCESS	K-5	January 11 – March 12, 2027	**WIDA ACCESS**	6-8	January 11 – March 12, 2027	**WIDA ACCESS**	9-12	January 11 – March 12, 2027
FAA	3-5	March 1 – April 16, 2027	**FAA**	6-8	March 1 – April 16, 2027	**FAA**	9-12	March 8 – April 30, 2027
						FAA Makeups Grade 10 ELA Algebra 1		September 21 – October 9, 2026
FAA Datafolio Collection Periods (all grades)	Period 1 September – October 2026		Period 2 November – December 2026			Period 3 February – March 2027		

*PM 1 and PM 2 will be administered remotely.

Other Statewide Assessments		
Test	**Grades**	**Dates**
PSAT/NMSQT	Grade 10	October 2026
FCLE	All students enrolled in U.S. Government	December 2026 or April/May 2027
Advanced Placement Exams (AP)	All students enrolled in an AP course	May 2027
Classic Learning Test (CLT)	All 11th grade students	April 2027
Classic Learning Test (CLT)	All 12th grade students who need to meet an assessment requirement for graduation	CLT will be offered 4 times per school year. Dates TBD.
Armed Services Vocational Aptitude Battery (ASVAB)		April 2026-May 2026

In the 2026-2027 school year, the following assessments are Paper-Based Test (PBT) administrations:

- Florida Alternate Assessment
- Some Advanced Placement Exams

In the 2026-2027 school year, the following assessments are Computer-Based Test (CBT) administrations:

- Grades K-8 FAST Mathematics
- Grade K-10 FAST ELA Reading
- B.E.S.T. Algebra 1 and Geometry Assessments
- Biology 1, Civics, and U.S. History EOC Assessments
- FCLE
- Grades 5 and 8 Statewide Science
- Classic Learning Test (CLT)
- PSAT/NMSQT
- Some Advanced Placement Exams
- WIDA ACCESS

Digital Academy of Florida Internal Assessment Management System: Testing Nirvana

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

Test Participation

Participation in testing and test attendance at a test site location outside the student's home is **mandatory** at DAOF. The School Assessment Coordinator will communicate test site locations and test dates for all state testing. Teachers will also communicate attendance expectations through the Class Connects and Course Announcements. Some tests will be taken remotely (when allowable) and some will be in-person. Most of the in-person testing will be conducted in the spring semester and the requirements for each individual test will be communicated to students and families in a timely manner.

Students who do not fully participate in and complete all required state testing may be withdrawn and/or ineligible for re-enrollment at DAOF.

College Reportable Testing

College Reportable Assessments: CLT, SAT, and ACT. Colleges use scores from these tests for admission decisions and merit-based scholarships. DAOF will administer either the CLT, SAT or the ACT as determined each school year by the school and the district. Detailed information will be shared as the school finalizes the administration of this test.

The **Classic Learning Test (CLT)** is administered on specific test dates. Click here for more information and to see current school year administration dates. This assessment will be administered multiple times this school year and you can also register to take this assessment on your own.

For ACT and SAT: High School Code: **102727**

To register for either test to be taken **outside the school**, please see the information below and be sure to register using our High School Code so the school can receive your scores: 102727

SAT is administered on specific test dates throughout the school year. Click here for dates for the SAT.
There are 3 sections – Reading, Writing & Language and Math with an optional Essay section.
Get more information about SAT and register for the SAT here

ACT is administered on specific test dates. Click here for dates for the ACT.
There are 4 sections – English, Math, Reading and Science plus an Optional Essay. A calculator can be used for the entire Math section.
Get more information about the ACT and register for the ACT here

Special Circumstances for Students with Disabilities
If you are a student registering for one of the above tests and are seeking to use allowable accommodations (documented on an active IEP or 504 plan), you must complete the registration and apply for the accommodations. The School Assessment Coordinator will be notified and will need to submit documentation on your behalf. For any requested accommodations to be approved, students must register by the first deadline for each test, not the Late Registration. Find more information about ACT Accommodations and SAT Accommodations.

For CLT accommodations, you will receive an email with a consent form to be filled out so the school can apply for accommodations on our behalf. Please note: if you do not return this file, we cannot get approved accommodations for your student to test with.

For more information on State Assessments, testing requirements and College Admissions testing, please contact the DAOF School Assessment Coordinator, Ms. Bridget White at daoftesting@digitalacademyofflorida.org.

Academic Integrity

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

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

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

Responsible AI Use

- AI tools should be used as directed by teachers only for educational purposes.
- Students must not submit AI generated content and represent it as their own original work.
- AI may be used to assist with learning, research and idea generation but it should not substitute for independent thinking or individual effort

Responding to Academic Dishonesty

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

Online/Computer Usage

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be harmful in any way to another person.

Further, at no time may any technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

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

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

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

Suspension and Expulsion

A good faith effort shall be made by the Principal, Director of Schools, or his/her designated representative to employ parental assistance or other alternative measures prior to placing student in out-of-school suspension, except in the case of emergency or disruptive conditions which require immediate removal of the student from the school environment. Parents will be required to participate in a conference with school personnel before their suspended child returns to school.
Digital Academy of Florida will not use continuous or multiple out-of-school suspensions to exclude a student with a disability from educational services since the major purpose of disciplinary action is to bring about positive student behavior within the school setting, not in exclusion. Students with an Individualized Education Plan (IEP) or a Section 504 Plan shall not be suspended for more than ten cumulative days within a school year without provision of educational services. By the 10th day of suspension, a Manifestation Determination must be conducted by DAOF's IEP team. After the manifestation determination the IEP team will review the student's current IEP to initiate behavior interventions, create a Functional Behavior Assessment, a Behavior Intervention Plan, and/or other educational plans as deemed appropriate by the IEP team.

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

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

this District.

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

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

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

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

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

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

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

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

1. The student will receive oral and written notice of the charges and an explanation of the evidence against him/her.

2. The Principal will hold an informal hearing to give the student an opportunity to explain his/her side of the story. The principal or designee shall make a good faith effort to employ parental assistance or alternative methods of dealing with the student and shall document such efforts.

3. The Principal will make a good faith effort to inform a student's parent by telephone of a suspension and the reasons for it.

4. Within twenty-four (24) hours the Principal will send formal written notice to the student's parent or guardian by U.S. Mail informing them of the length of the suspension and the reasons for it. The Principal will also report each suspension to the Superintendent in writing within twenty-four (24) hours of the time the student is informed of the suspension. If the offense is one for which the Principal is recommending expulsion, then the notice will include a detailed report on the student's actions and alternative measures taken before the recommendation.

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

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court
Under State law, the decision of the Board may be further appealed to the District Court of Appeal per F.S. 120.68.

Student Offenses and School Action

Student Offense	Possible School Action
Academic Dishonesty (plagiarism, cheating on coursework and/or standardized testing)	Digital Academy of Florida students are required to attend, complete, and submit all work as their own for all schoolwork and state assessments. Teachers closely monitor academic integrity in all areas. If a student is found to have plagiarized, cheated, or falsely identified themselves, the Digital Academy of Florida teacher will intervene immediately to research the possible infraction. A meeting may be scheduled by faculty or staff with Digital Academy of Florida administration, possibly leading to disciplinary consequences including suspension following repeated infractions as outlined in the Academic Integrity section of our handbook.
Assault, verbal threats, or intimidation; battery	School suspension or expulsion may occur. Notification of appropriate local law enforcement as needed.
Bullying (in-person or cyber) based upon race, gender, color, national origin, sexual orientation, disability, etc.	School suspension or expulsion may occur.
Inappropriate behavior or actions during Class Connect sessions	School suspension or expulsion may occur for repeated infractions or infractions of a severe or profane nature.

Inappropriate Computer Use Specific procedures, conditions, and legal restrictions guide the use of school owned computers. Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer and should maintain a confidential user password.	Depending upon the misuse of the school computer, the Academic Administrator or Director of Schools will determine disciplinary consequences, including loss of privileges up to expulsion. Notification of appropriate law enforcement agency, as necessary.
Disrespectful Behavior or Inappropriate Conduct: Students and parents are expected to comply with reasonable directives of school personnel in a timely and cooperative manner. Any refusal to comply or any use of profane means of expression toward school personnel will be assigned a range of consequences.	School suspension or expulsion may occur.
Weapons: Weapons are not permitted in any facility utilized by Digital Academy of Florida during school events or outings, including any standardized testing locations. Weapons may be defined as firearms, knives, cutting tools, or any instrument capable of inflicting serious bodily injury. Small pocket- knives are considered weapons under this definition and should not be brought on any premise utilized by Digital Academy of Florida for any reason.	Digital Academy of Florida administration will take any, and all necessary action to protect students, teachers, and staff. If a weapon is discovered, local law enforcement will be notified. Possession of a weapon will lead to suspension, and could ultimately lead to expulsion, pending investigation outcome.
Vulgar/Obscene Language, Gestures, or Display: To establish and maintain a proper atmosphere for education, students are to refrain from inappropriate, vulgar, and obscene, language, or gestures.	School suspension or expulsion may occur.
Bomb/Terror Threat/False Report	Notification of appropriate law enforcement agencies, disciplinary action including out of school suspension and expulsion may occur pending investigation results.
Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal, or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with an appropriate educational atmosphere.	School suspension or expulsion may occur. Notification of appropriate law enforcement agency, as necessary.

Controlled Substances, Unauthorized Prescription Medications, Purported Substances, Alcohol, etc.: Illegal drugs (including prescription medications not in possession of the parent or appropriate school officials), purported drugs, tobacco, and alcohol products will not be permitted on school outings or at any sites utilized by Digital Academy of Florida for any school related activities or events, including testing.	Local law enforcement will be contacted, and students will be required to leave the premises once the investigation has concluded. School suspension and/or expulsion may occur pending results of the investigation.

Parent/Student Concern, Complaint, and Grievance Policy

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

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

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

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

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

Formal Grievance Process

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

- Violation of the student's constitutional rights.
- Denial, not related to the student's individual capabilities, of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discrimination based on race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Students may present a complaint or grievance provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and

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

The guidelines to be followed are:

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

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

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

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

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

Course Access Policy

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

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

Once the student and/or family becomes compliant in the identified area of violation, access to the curriculum will be restored, and the student can resume work. If the identified area of violation is not resolved, the student may be subject to withdrawal.

Student Engagement Expectations

Students are required to attend and participate in all live classes and keep cameras on during the entire class session with the student visible.

Attending class with cameras on during the entirety of the class, supports consistent student class attendance, participation, and accountability during live instruction. Additionally, students being on camera during class instruction helps:

- Strengthen your child's connection to their virtual classroom community
- Encourage active participation in daily instruction
- Ensure teachers can engage with students and support their academic needs in every class session
- Improve academic outcomes through increased visibility and support
- Increase collaboration between teachers, families, and administrators to ensure student success

Students who do not adhere to the class expectations including camera requirements will be escalated for academic engagement intervention. Our goal is to support every student. However, refusal to meet

attendance and engagement expectations may lead to students being withdrawn.

Attendance and Truancy

Regular school attendance is essential to student success and academic achievement. Florida law (Section 1003.21, Florida Statutes) requires all children who are of compulsory school attendance age to attend school regularly. Excessive absences can negatively impact academic progress, course completion, promotion, graduation, and may result in truancy interventions, withdrawal from school, or the loss of driving privileges.

Florida Compulsory Attendance Requirements

Florida law requires:

- All children aged 6 years (or who will be 6 by February 1) and up to 16 years old must attend school regularly for the entire school term.
- Students must receive a minimum of 720 instructional hours annually in the core subject areas of Language Arts, Mathematics, Science, and Social Studies.
- A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent is filed with the district school board.
  The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. The school district shall notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment. The student's certified school counselor or other school personnel shall conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student's certified school counselor or other school personnel shall inform the student of opportunities to continue his or her education in a different environment, including, but not limited to, adult education and high school equivalency examination preparation.

- Additionally, the student shall complete a survey in a format prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled.

Attendance Requirements at DAOF

Attendance is automatically recorded when students participate in instructional activities through Canvas, including:

- Participation in required live Class Connect sessions, remaining on camera for the duration of the entire class session
- Daily login and completion of coursework in Canvas
- Activity in external programs, including but not limited to i-Ready and Nearpod, does not solely count toward daily attendance requirements or replace attendance in live class sessions.
- Students are also required to log in to Canvas on state testing days.

If a family needs to deviate from the regular school calendar, the parent or guardian must notify the student's homeroom teacher in advance, complete the DAOF Report Absence Form, and contact the Student Experience Team at attendance@digitalacademyofflorida.org.

Reporting Absences

All absences must be reported using the DAOF Report Absence Form. Supporting documentation may be submitted to attendance@digitalacademyofflorida.org.

The submission of documentation does not automatically result in an excused absence. School administration will determine whether the absence meets the criteria for excusal.

Absence Documentation and Approval

Parents or guardians must report absences through the DAOF Report Absence Form and provide any required supporting documentation within forty-eight hours of the student's return to school. Failure to provide the required information may result in the absence being recorded as unexcused. Submission of documentation does not automatically result in an excused absence.

School administration will determine whether the absence meets the criteria for an excused absence, and that determination will be final. The school may request additional documentation, including but not limited to doctor's notes, court documents, or other supporting records, when necessary to verify an absence. Documentation from a licensed healthcare provider must include the specific dates of the student's absence.

After a student accumulates fifteen absences, whether excused or unexcused, documentation from a licensed healthcare provider may be required for all subsequent illness-related absences.

Excused Absences

Students are expected to attend school daily unless the absence is approved for one of the reasons listed below. Documentation may be required for any absence.

Excused absences may include:

- Student Illness (a doctor's note is required for absences of three or more consecutive school days)
- Medical, Dental, or Mental Health Appointments for the student
- Verified Technical or Internet Issues (documentation or a technology support ticket number is required)
- Weather, Natural Disaster, or Mandatory Evacuation
- Relocation or Move of Residence (documentation required; up to five excused school days)
- Family Emergency or Bereavement (up to five excused school days)
- Religious Observances of the student's faith
- Court Appearances or Legal Obligations
- Other Circumstances Approved by School Administration

The submission of documentation does not automatically result in an excused absence. School administration will determine whether an absence meets the criteria for excusal.

Unexcused Absences

Unexcused absences include, but are not limited to:

- Vacations or Pleasure Trips
- Oversleeping
- Suspension from School
- Illness of a Family Member or Other Individual (unless otherwise approved by school administration)
- Medical, Dental, or Other Appointments for Anyone Other Than the Student
- Sports Practices, Athletic Training, Rehearsals, Lessons, Camps, Clinics, Private Instruction, or Other Extracurricular Practices
- Failure to Provide Required Documentation for an Absence
- Other Avoidable Absences Determined by School Administration

Absences that do not meet the criteria for an excused absence will be recorded as unexcused and may contribute toward truancy.

Extracurricular Activities

Participation in extracurricular activities does not excuse a student from attending school. Absences for athletic practices, music lessons, rehearsals, camps, clinics, private instruction, club activities, and similar extracurricular

activities will be considered unexcused.

Students may be considered for excused absences related to extracurricular competitions, tournaments, performances, showcases, or similar qualifying events when written documentation is provided by the coach, instructor, director, or sponsoring organization.

Documentation must include:

- Student name
- Name of the event
- Dates of participation

A maximum of two school days per event may be approved as excused absences. Any additional days beyond the two-day limit will be recorded as unexcused unless otherwise approved by school administration due to extenuating circumstances.

All requests must be submitted through the DAOF Report Absence Form with supporting documentation to be sent to attendance@digitalacademyofflorida.org.

Make-Up Work

Students are responsible for completing all missed assignments, assessments, and coursework regardless of whether an absence is excused or unexcused. Students should work directly with their teachers regarding deadlines and make-up work requirements. Excessive absences, whether excused or unexcused, may negatively impact student progress and participation.

Truancy Interventions

The following attendance interventions may occur when students accumulate unexcused absences during a semester:

Unexcused Absences (per semester)	Attendance Intervention Action
Previous Day Absent	Automated phone call and/or email notification
5 Unexcused Absences	Automated phone call and email notification of Florida truancy law sent by the Attendance Specialist
10 Unexcused Absences	Attendance contract is sent via email by the Attendance Specialist
15 Unexcused Absences	Attendance contract reminder is re-sent by the Attendance Specialist. A well-check home visit by local law enforcement may be conducted. Student attendance may be reported to the Department of Highway Safety and Motor Vehicles (DHSMV) for possible driver's license suspension or denial
20 Unexcused Absences	Students are subject to administrative withdraw

All attendance communications will be sent to the Legal Guardian email address on file. Families are responsible for maintaining accurate contact information and monitoring communications from the school.

Attendance Contracts

Attendance contracts are issued by the Attendance Specialist and emailed to the student's legal guardian when a student reaches 10 unexcused absences in a semester. A second contract is issued at 15 unexcused absences. Attendance contracts become effective immediately upon issuance, regardless of whether the contract is signed or returned. Completion of the attendance contract will be considered as part of the review process for administrative withdrawal if a student accumulates 20 unexcused absences in a semester.

Truancy and the Learner's Permit: Driver License Denial

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

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

Learning Coach Account Login Expectations

Students must log in using their own student credentials each school day. Attendance cannot be accurately recorded when students complete work or attend Class Connect sessions using a Learning Coach account. If a student is repeatedly logging in incorrectly using the LC account, the following escalation process will be followed by the attendance team:

Day 1 of LC Account Log In	An email will be sent to the learning coach email address on file to alert the learning coach of the incorrect log in and steps to follow to correct the issue
Day 5 of LC Account Log In	A second reminder email is sent
Day 10 of LC Account Log In	The attendance team will contact the Learning Coach/Legal Guardian by phone or text A third email will be sent Your student's account will be temporarily locked. To unlock the account, the Learning Coach/Legal Guardian must contact the attendance team and the student must log in with the correct credentials
Day 15 of LC Account Log In	An administrator will reach out via phone call/email/text
Day 20 of LC Account Log In	If the issue is still unresolved, your student may be withdrawn for nonattendance.

DAOF MTSS Attendance Policy

Attendance is mandatory and a critical piece for MTSS to be successful. It is also important that students participate and attend the entirety of the session. Arriving 10+ min. late or leaving early may result in being counted as an absence due to missed instruction. Students in attendance but not on camera and/or not responding during the lesson will be counted as absent. Attendance is recorded daily by the MTSS teacher and checked weekly by the MTSS Teacher and the MTSS coordinator.

Students who do not attend the MTSS Intervention sessions may be withdrawn from DAOF according to the following policy:

An email will be sent after a missed class. After three missed classes, the MTSS teacher will call about the attendance. If the student continues to miss, the MTSS coordinator will reach out to the family. If the student is still not participating fully in MTSS; the student may be withdrawn from the school due to attendance.

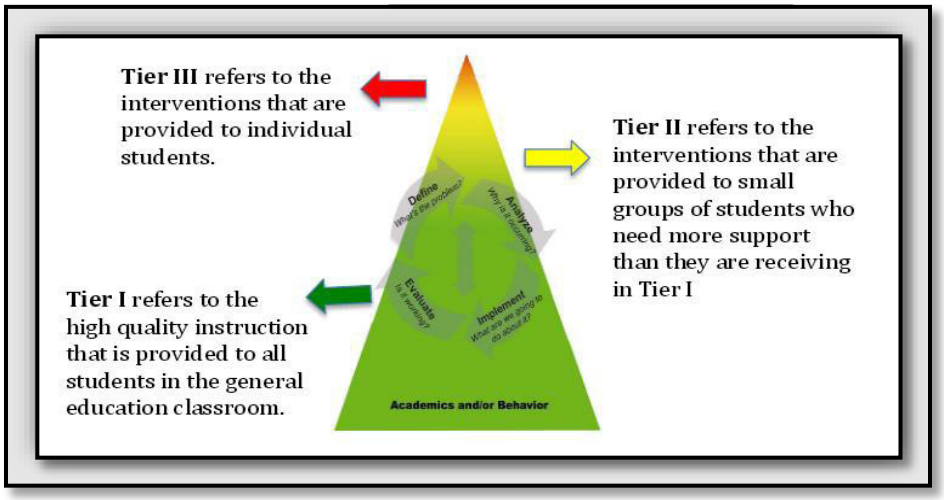
In the event the student will need to be absent, for an excusable reason, such as a doctor appointment, illness,

family emergency, etc., please reach out to your child's Homeroom and MTSS teacher to let them know after sending the excuse to the attendance office.

MTSS: Multi-Tiered System of Support

What are tiered supports?

All students in Digital Academy of Florida participate in the MTSS process, which is embedded in the school's instructional model. If your child is identified for additional tiered interventions, you will be contacted by your child's teacher along with the grade level MTSS Coordinator. At this time, they will explain in more detail what the Multi-Tiered System of Supports will look like for your child and what you can do to help your child be successful. If you have specific questions about what that means for your child, please contact your student's grade level principal.



MTSS Coordinators:
K-5, Angela Earl, anearl@digitalacademyofflorida.org
6-8, Shayla McDuffie-White, shmcduffiewhite@digitalacademyofflorida.org
9-12, Stacy Wycuff, swycuff@digitalacademyofflorida.org

Administrators:
Elementary School (K-5), Dr. Kali Bass, kbass@digitalacademyofflorida.org
Middle School (6-8), Nicole O'Quinn, noquinn@digitalacademyofflorida.org
High School (9-12), Frederick Whitaker, fwhitaker@digitalacademyofflorida.org
Special Programs Manager, Marlene Walker, mwalker@digitalacademyofflorida.org

Homeless Students

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

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings…

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard

housing, bus or train stations, or similar settings; and

(iv) migratory children… who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

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

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

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

   While disputes are pending, students have the right to participate fully in school and receive all services which they would normally receive. This includes transportation services, as indicated by the Non-Regulatory Guidance: The McKinney-Vento Act's transportation requirements apply while disputes are being resolved [2004, H-5]

2. The parent, guardian, or unaccompanied youth will be provided with a written explanation of the school's decision regarding school selection or enrollment, including the right of the parent, guardian, or youth to appeal the decision any time the student is denied enrollment in a requested school [42 U.S.C. § 11432(g)(3)(E)(ii)]. In the case of an unaccompanied homeless youth, the notice explaining the decision and the right to appeal are provided directly to the youth [42 U.S.C. § 11432(g)(3)(B)(iii)].

3. The child, youth, parent, or guardian will be referred to the local liaison, who will carry out the dispute resolution process as quickly as possible [42 U.S.C. § 11432(g)(3)(E)(iii)]. The local liaison will be familiar with the state's McKinney-Vento dispute resolution process and follow all procedures outlined therein.

Educational Rights of Homeless Students

Information regarding the educational rights of students experiencing homelessness is made available through the school website, school social media accounts, registration materials, and direct communication from the McKinney-Vento (MKV) Coordinator to ensure families are informed of available supports and services.

Transportation

MKV students are eligible for transportation to and from their assigned testing site for all mandatory state assessments. Transportation arrangements are managed through the assigned testing site coordinator.

Immediate Enrollment

Homeless students will be enrolled immediately and will have 30 days to provide the required documents such as physical exam forms and immunization documentation. Enrollment will not be delayed due to delays in documentation. However, these documents are required within 30 days to remain enrolled.

If assistance is needed in obtaining these documents, please let our staff know. We can assist families and unaccompanied youth in obtaining needed records and services to support enrollment and school continuity.

Please contact our school social worker for information and resources available to families in their individual area of residence and empower families to seek out help. An additional function is to manage a caseload of students who are homeless and/or have special concerns due to family and home life. The Liaison will coordinate with foster families and the Department of Children and Families, as needed, to assist with special concerns.

Name: Christina Cristofaro
Title: School Social Worker
Email: ccristofaro@digitalacademyofflorida.org
Phone: 904-902-6282

Name: Seanna Hall
Title: McKinney-Vento Coordinator
Email: sehall@digitalacademyofflorida.org
Phone: 904-701-9470

Child Find

Digital Academy of Florida has a Child Find responsibility for each student they suspect may have a disability. During the school year, if school staff determines that a student may have a disability, this Child Find process is followed.

Child Find is a process based on the Individuals with Disabilities Act (IDEA) Part C. The purpose is to identify, locate and evaluate individuals with disabilities who may need special education services. Anyone can initiate the process: a parent, doctor, teacher, relative or friend.

To ensure that all Digital Academy of Florida students are properly identified and served, the parent or guardian will be asked at least twice if their student has ever been evaluated for possible special education services, and if the student has ever received special education services as a student in a public or private school. If so, the parent or guardian will be asked if their student has an active Individual Education Plan (IEP).

For any questions related to Child Find, contact the Special Programs department at specialprograms@digitalacademyofflorida.org.

504 Coordinator

Section 504 Overview

Section 504 of the Rehabilitation Act is a civil rights law to protect disabled workers (1973) and students (1974) from discrimination. The Office for Civil Rights (OCR) enforces Section 504 compliance and Congress

bases future receipt of federal funds on the school District meeting all compliance requirements. Students served under Section 504 receive assistance with accessing the classroom environment such that they receive educational benefits. Section 504 protections do not involve modification of the academic curriculum. Under Section 504, students are held responsible for meeting the requirements of Florida's state standards. In the case where a student qualifies for IDEIA services, the parent may not refuse those services in preference for a Section 504 plan for that impairment. That is, the refusal of IDEIA services is the refusal of Section 504 as well.

Students who have impairments are not automatically eligible for a Section 504 Plan; eligibility is determined on a case-by-case basis. If a student is functioning at the average or above average level compared to peers, eligibility determination should be carefully considered. In order to qualify, students must demonstrate a documented physical or mental impairment that substantially limits a major life activity in one or more areas,
such as caring for self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, reading, concentrating, thinking, sleeping (ex. apnea, narcolepsy), eating, lifting, bending, communicating, and the operation of a major bodily function such as the immune system, normal cell growth (ex. cancer, sickle cell, etc.), digestive, bowel, and bladder functions. In addition, a substantial limitation must be demonstrated in the school setting. For example, students with diabetes have been determined to
be significantly impaired due to the daily actions and/or assistance required in the classroom to support their healthy functioning. Mitigating measures no longer negate Section 504 eligibility except in eyewear.

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

For questions regarding 504, please contact our Special Programs Academic Administrator at specialprograms@digitalacademyofflorida.org.

English Language Learners

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

Please contact our Special Programs Academic Administrator with any questions: specialprograms@digitalacademyofflorida.org.

Exceptional Student Education (ESE): Overview

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

Therapy Session Attendance for ESE Students

To benefit from Special Programs services and to provide a Free and Appropriate Public Education (as required by law), it is necessary for the student to attend all therapies regularly as indicated in their Individualized Education Plan (IEP). DAOF considers absences from therapy sessions the same as an absence from any required school class. DAOF noncompliance processes will be initiated if a student does not follow attendance guidelines, as described below.

Should a student be considered noncompliant to therapy sessions (more than 2 consecutive absences in a row or habitual absenteeism of 5 or more in a 2-month time period), DAOF will follow this procedure:

1. The Special Education teacher will be notified by the Related Services team via email that the student is escalated. Special Education teacher will call the parent and log the call.
2. Should the student no-show to another two sessions consecutively or parent cannot be reached by phone, the Special Education teacher will escalate to Academic Administrator of Special Programs (AASP).
3. AASP will send therapy session attendance contract to the family, if a student is assigned to a contracted SLP, the SLP may be switched at this time to the STAGES therapists, employed by STRIDE.
4. If the parent does not return the contract and/or the student continues to be a no show, the SE teacher will schedule a meeting to discuss the student’s attendance, provision of FAPE, expectations, and current services/data. The team will discuss the student’s enrollment at Digital Academy of Florida and live class attendance requirements. The general education teacher should provide information regarding attendance, grades, assessment, and behavior data.
5. The team will discuss options depending on the student’s current progress monitoring data, classroom grades, needs, etc. The IEP may be amended at this time, or the team may discuss additional services/needs to help meet the goals. (I.e., self-advocacy, self-determination, organizational, attendance, etc.)
6. After two additional consecutive sessions or habitual absences of 5 within a two-month time period, the Special Education teacher will contact the AASP for next steps.
7. The AASP will review cases with the school house Administration team. If the student is absent in all classes or on an academic contract after multiple attempts to reach the family, withdrawal may be initiated. When the AASP receives final withdraw date and withdrawal notice is sent to the family, a Prior Written Notice will be sent to the legal guardian.

Restraint and Seclusion

It is the policy of Digital Academy of Florida to limit the use of restraint in the education and discipline of students with disabilities to circumstances in which the strategy can be used safely in a manner that is in the best interest of the student with a disability and as defined in this policy. Digital Academy of Florida prohibits the use of mechanical restraint by school employees.

Health and Safety

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

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

SELF-ADMINISTERED MEDICATION AND EPINEPHRINE USE

A. For self-administration of an epinephrine auto-injector, the parent or guardian must provide the school with a written authorization that is signed and dated by both the parent or guardian and the physician. The written approval by the physician must include:

    1. the times or the special circumstances under which the medication is to be administered; and

    2. any other special related information regarding the administration of the epinephrine auto injected.

    3. name of the medication.

    4. the prescribed dosage.

    5. the times or the special circumstances under which the medication is to be administered; and

B. For the use of a diabetic supplies and equipment, the parent or guardian must submit written authorization from the student’s physician, containing the following:

    1. an identification of the diabetic supplies and equipment the student is authorized to carry.

    2. a description of which activities the child can perform without assistance.

    3. any other special related information regarding the administration of the medication.

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

    A. self-administer an epinephrine auto-injector.

    B. use prescribed pancreatic enzyme supplements.

Parent – Teacher Communication

Parent- Teacher communication is vital for student success and is required at least every 30 days. Communication will take place through various methods including emails, phone calls, text messages, newsletters, course announcements, and other electronic means. Primary communication will take place via email through our Canvas platform. Email communication sent by the teacher to students will automatically copy the Learning Coach's email to the distribution. Students and Learning Coaches are expected to check their emails twice daily (once in the morning and afternoon).

When sending email correspondence to teachers, please include your child's first initial and last name in the subject line. Please note that teachers spend the majority of their day conducting live classroom instruction. We ask that you allow 24-48 hours from the time the email was sent for a response.

It is an expectation that all communication between students, learning coaches, and DAOF staff remain positive and respectful in tone and diction.

Student Information Changes

In the event your contact information changes, please always send updated contact information to your student's teacher to ensure the teacher and school have the best way to reach you within 48 hours of the change. If the physical address changes for your student, please send the required proof of address documents to Digital Academy of Florida's school office at schooloffice@digitalacademyofflorida.org.

If you have a change of address, please complete the link here and submit your updated Proof of Residency documents in the Legal Guardian's name. https://forms.office.com/r/tvXNxtqVc2

If you are homeless and self-reporting a housing insecurity due to financial hardship, please complete the form linked below and email our School Social Worker/MKV liaison at sehall@digitalacademyofflorida.org once it is submitted.

McKinney-Vento Eligibility/ Housing Questionnaire:
McKinney-Vento Eligibility Form – Fill out form

Name: Christina Cristofaro
Title: School Social Worker
Email: ccristofaro@digitalacademyofflorida.org
Phone: 904-902-6282

Name: Seanna Hall
Title: McKinney-Vento Coordinator
Email: sehall@digitalacademyofflorida.org
Phone: 904-701-9470

Withdraw from School Process

Parents who decide to withdraw their student from Digital Academy of Florida are required to communicate their intentions to their assigned homeroom teacher prior to the withdrawal from Digital Academy of Florida and complete a DAOF Parent Withdrawal Form.

When a family withdraws from Digital Academy of Florida for whatever reason, it is the parent's responsibility to report to the local school district to enroll and/or declare their intentions to participate in traditional home school, enroll in private, or another public school. Digital Academy of Florida will also notify the district stating that the student has withdrawn from our school and identify the new school.

Supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments once the withdrawal request has been processed in our system. In addition, labels can be requested at our K12 Help site.

Objectionable School Materials

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

How to request a Transcript or Records

High school students will need an official transcript for each college application submitted. Transcript requests can be made via our High School Transcript Request Form link here.

Students in grade K-8 may request records by emailing schooloffice@digitalacademyofflorida.org

You should allow at least 7 to 10 business days for processing. Students should follow up with the institution(s) to determine if the school, college, or university needs an electronic copy.

For general school records, please email schooloffice@digitalacademyofflorida.org with your request.

Scholarship and High-School Service Hour requirements

https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home

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

Initial Eligibility Requirements determined by the Florida Department of Education

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

Type	16 High School College-Preparatory Course Credits [1]	High School Weighted Bright Futures GPA	College Entrance Exams by High School Graduation Year (ACT®/SAT®)	Volunteer Service Hours[2]	Paid Work Hours[2]
FAS	4 - English (three must include substantial writing) 4 - Mathematics (at or above the Algebra I level) 3 - Natural Science (two must have substantial laboratory) 3 - Social Science 2 - World Language (sequential, in same language)	3.50	2022-23 Graduates: 29/1330 2023-24 Graduates: 29/1340	100 hours	100 hours
FMS		3.00	2022-23 Graduates: 25/1210 2023-24 Graduates: 25/1210	75 hours	100 hours

[1] The required coursework aligns with the State University System admission requirements found in Florida Board of Governor's Regulation 6.002. Additional information regarding high school coursework can be found within the Florida Counseling for Future Education Handbook.
[2] Students must earn either the required volunteer service **OR** paid work hours, but not a combination of both.

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

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

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

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

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

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

Students must complete service hours during high school and by high school graduation. Students must earn either the required volunteer service OR paid work hours, but not a combination of both. The student may identify a social or civic issue or a professional area that interests them and develop a plan for their personal involvement in addressing the issue or learning about the area. The student must, through papers or other presentations, evaluate and reflect upon their volunteer service or paid work experience. Volunteer service or paid work may include, but is not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office. The hours of volunteer service or paid work must be documented in writing, and the document must be signed by the student, the student's parent or guardian, and a representative of the organization for which the student performed the volunteer service or paid work.

For information about Federal Financial Aid, students should contact their school counselor. The site for the FAFSA and resources for Federal Financial Aid can be found here: https://studentaid.gov/

Anti-Bullying Statement and Program

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

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

Digital Academy of Florida references the resources available on https://www.stopbullying.gov/and encourages parents to utilize the lessons available to students on this website. Homeroom meetings will include anti-bullying lessons as well.

Use of Tobacco and other Drugs

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

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

Digital Academy of Florida references the Florida Safe and Drug-Free School's Program, found at this website: https://www.fldoe.org/core/fileparse.php/7771/urlt/0084819-staterep0910.pdf

Possessions of Weapons

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

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

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

The District Superintendent and DAOF Director of Schools are authorized to establish administrative procedures on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

Student Groups

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

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited in the school. In particular, the school shall not tolerate any type of gang or gang-related activity to occur on any property or while students are attending virtual instruction and are under the auspices of the school.

Student Searches

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

Immunization Requirements

Parents must submit copies of the child's immunization records within 30 days of starting school at Digital Academy of Florida and possibly at re-registration periods, where applicable. Records will be reviewed upon submission. Parents will be notified of required immunizations that are missing or omitted and should make every effort to ensure their student's immunizations are current. Exceptions may be granted if there is parental objection on religious grounds documented on Florida Department of Health Form DH681 or written certification for exemption for medical reasons by a licensed provider.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

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

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

Pre-kindergarten

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

Kindergarten

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

1st - 7th Grade Students	5 doses **DPT** (diphtheria, pertussis, tetanus 4 doses **Polio** 2 doses **MMR** (measles, mumps, rubella) 3 doses **Hepatitis B** 2 doses **Varicella** or have had the disease as verified by parent or physician
8th - 12th Grade Students	5 doses **DPT** (diphtheria, pertussis, tetanus 4 doses **Polio** 2 doses **MMR** (measles, mumps, rubella) 3 doses **Hepatitis B** 1 dose **Tdap** 1 doses **Varicella** or have had the disease as verified by parent or physician

Vision and Hearing Screenings

Each year, multiple communications will go out via email to all active, enrolled families regarding the opportunity to participate in local health screenings to include, but not limited to vision, hearing, BMI, and scoliosis screenings. This communication will include contact information for your family's local health department. All families are encouraged to take part in health screenings for your students.

Safe Schools and Crisis Plan

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

The Superintendent and Director of Schools shall promulgate administrative procedures for responding to the need of an individual or group of individuals who are experiencing stress as the result of a critical incident event or personal crisis that impacts the mental health of an individual or the educational environment.

Each school will have a counseling plan that:

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

Students and families also have access to FortifyFL. The FortifyFL app is a suspicious activity reporting tool that allows anyone to instantly relay information to law enforcement and school officials. Students, staff, families, and members the community can use the app to report school safety concerns anonymously and easily.

The Florida Legislature directed this tool's development in the Marjorie Stoneman Douglas High School Public Safety Act. The app is critical to ensuring that all Florida schools are safe environments where students and educators can experience and share the joy of learning without fear.

Students with school-issued laptops will have a FortifyFL shortcut on their desktop. All students can also access the application by going to https://getfortifyfl.com/ at any time. Please note that Florida Statute 943.082 states that if, following an investigation, it is determined that a person knowingly submitted a false tip through FortifyFL, the Internet protocol (IP) address of the device on which the tip was submitted will be provided to law enforcement agencies for further investigation, and the reporting party may be subject to criminal penalties under Section 837.05, F.S. In all other circumstances, unless the reporting party has chosen to disclose his or her identity, the report will remain anonymous.

Mental Health Awareness

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

Should a teacher or Digital Academy of Florida staff member be notified or is aware of a concern surrounding a student regarding abuse/neglect, violence, drug use/abuse, suicidal thoughts, self-injurious behavior, etc., it is necessary for them to assess the situation and raise the question, "Is the student safe?" All teachers and school staff members are required by law to report suspected abuse, neglect or questionable behaviors taking place in the home(s) of students.

Materials and Computer Equipment

Digital Academy of Florida provides materials, books, and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted; unauthorized

copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student while enrolled in the Digital Academy of Florida program.

Each family will be required to have a computer system that meets the minimum specifications necessary to access Canvas. Families must also have Internet access to participate in the school and all required Class Connects. In certain cases, based on financial need, a family may be eligible for a loaner computer.

Computer Use Policy

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

- Any computer use that violates federal, state, or local law or regulation.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks.
- The use of Digital Academy of Florida Internet-related systems to access, transmit, store, display, or request inappropriate materials.
- Any use that is deemed to adversely affect Digital Academy of Florida or its students.
- If a student or family abuses or destroys any part of the computer or peripherals, they may be held responsible for payment to fix or replace the unit. Students, parents, learning coaches, etc. are prohibited from using technology resources and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using technology resources and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images.

Internet Reimbursement

In certain cases, based on financial need, a family may qualify for Internet Reimbursement at the completion of the school year. If eligible, families will be reimbursed $9.95 per month of enrollment with Digital Academy of Florida. To be eligible for this reimbursement, a yearly Family Income Form must be completed no later than the last day of student attendance for that school year and would show that the family is eligible for free and/or reduced lunch. Payments will be sent to the mailing address on file no later than August 31.

Families who receive an Internet Reimbursement check will have 90 days to cash the check from its issue date. After the 90 days, checks will be voided and are not able to be reissued or redeemed. Families are responsible for updating their mailing address and providing the corresponding required proof of residency before checks are issued each summer.

School Online Account and Set Up Information

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

This email contains all information needed to complete the Account Setup process which will provide

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

- The email will be sent from Registration@k12.com to the email address assigned to the person designated as the Learning Coach. This information was provided during the Enrollment Process on the student's application.
- The subject line format will look like this: [Learning Coach's Last Name] Family, "Welcome and Important Next Step"

Hardware Requirements

Windows OS

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

- CPU: Intel 1.0 GHz or faster processor (or equivalent)
- Browser: Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 35.0 versions or higher, Chrome 40.0 or higher. RAM: 1GB of RAM
- K12 presently supports the Windows 7 Operating System. The online school should also function with Windows 8 and Windows 10. Windows Vista and Windows XP OS's are no longer supported by Microsoft and no longer compatible with doing work on the online school.
- Mac OS
- CPU: PowerPC G4 1 GHz or faster processor; Intel Core Duo 1.83 GHz or faster processor
- RAM: 1GB of RAM
- Browser: Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 35.0 versions or higher, Chrome 40.0 or higher.

Using Mobile Devices with the Online School

Unfortunately, many portable devices do not support the software products required to run the Online School. These devices may include (but not limited to): Chromebooks, iPads, iPhones, iPods, Kindles, eReaders, and the newer Android phone.

See iPhones, iPods, iPads, Smart Phones and Mobile Apps to learn about K12 Apps for smart phones and other mobile devices.

Software

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

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

Internet Connections

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

- ALL web acceleration software must be disabled for the school to work properly.
- If you are using NetZero, the 3G or Hi-Speed version of the NetZero software is not able to be used consistently with the Online School. The basic version of the NetZero Software should have been installed.
- If you are using AOL, you must minimize AOL after Connecting and use an approved browser
- If you are using MSN, you cannot use MSN Explorer consistently

- You MUST meet the minimum speed of 56kbps -- click here to perform a speed test

Engageli

The following are required for the use of the Engageli platform:

- Supported browsers: Google Chrome, Microsoft Edge **Note: At this time, Engageli does not support Firefox and Safari.
- Computer Specifications
    - 2 GHz dual core or higher is required. (2.4 GHz quad core or higher is recommended.)
    - 8 GB of memory is required. (16 GB or larger is recommended for a better experience and is required for Engageli classrooms using Miro Whiteboards.
    - 1 GB of storage space
- Network Specifications
    - 4 MBS up/down
- Hardware
    - Microphone, speakers, webcam

Gigabyte Usage

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

Additional Concerns

- Pop-up Blockers can affect the ability to access the Online School
- Internet Security Products, such as Norton, can inhibit the online experience
- Software firewalls installed on your PC often will cause accessibility problems
- Firewalls must have the following ports open to both TCP and UDP traffic to allow access to Canvas: 80, 8080 and 443
- Touchscreens and Wacom tablets can interfere with accessing links in the Online School -- please see the manufacturer's support site for instructions on how to configure these devices to work consistently with Flash Player

FERPA

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

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

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

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

Generally, schools must have written permission from the parent or eligible student to release any information

from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

If you would like to opt out your student(s) directory information from being shared, please notify us by completing this form: FERPA Opt Out Notification Form

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

Or you may contact the following address:
Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

If you'd like to contact DAOF directly with any questions, please email us at schooloffice@digitalacademyofflorida.org or call at 863-271-4300.

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

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

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

More information on PPRA can be found here.

Policy of Non-Discrimination

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

lodged in in accordance with the grievance procedure set forth below.

TITLE IX INFORMATION AND ASSISTANCE

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

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

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

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

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

Digital Academy of Florida
Title IX Coordinator
Kimberly Floyd, Trained Title IX Coordinator, *The National Association of College and University Attorneys*
kfloyd@digitalacademyofflorida.org.

If you'd like to contact the Office for Civil Rights directly, please see their website for current contact information: https://www.hhs.gov/ocr/index.html

Title IX Grievance Guidelines

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant") should promptly report the matter to the school's Title IX Coordinator, a school counselor, Principal, or other school administrator. A Title IX grievant is requested to complete a complaint form available on our website. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

Grievance Procedures

The grievance procedures will be as follows:

1. It is the express procedures at DAOF to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilities the investigation and resolution of such complaints. A link to the grievance/complaint form is listed in Appendix 1.

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

1. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with DAOF's policy on the Reports of Suspected Child Abuse or Neglect of Children.
2. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
3. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
4. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, DAOF shall take appropriate corrective action to ensure that the conduct ceases and will not recur.

Digital Academy of Florida reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged.

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

School's Right to Amend

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

Appendix 1
Title IX Complaint Form

DIGITAL ACADEMY
OF FLORIDA
POWERED BY STRIDE K12

10199 Southside Blvd, Suite 103
Jacksonville, FL 32256
863-271-4300 - Phone
904-485-8593 – Fax Dixie Grades K-8
877-297-4408 – Fax Hendry Grades K-8
877-718-2503 – Fax Hendry Grades 9-12
schooloffice@digitalacademyofflorida.org

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

This form **only applies** to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).
INSTRUCTIONS: Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:
Contact our Title IX Coordinator (students and employees): Kim Floyd, Office: 904-902-6961 x1015, kfloyd@k12.com, 10199 Southside Blvd, Suite 103, Jacksonville, Florida 32256

1. **Name of Complainant:** _____

   Contact Information: _____

   Student Grade: _____

   Employee School Office Location: _____

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

   _____
   _____
   _____
   _____

3. **When did the actions described above occur?**

   _____
   _____
   _____
   _____

4. **Are there any witnesses to this matter? (Please circle) Yes No**
   If yes, please identify the witnesses:

   _____
   _____

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877-718-2503 – Fax Hendry Grades 9-12
schooloffice@digitalacademyofflorida.org

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

If yes, please identify: Person to whom you have spoken: _____
Date: _____
Method of communication: _____
_____

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

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

Date: _____
Method of communication: _____
_____

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

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

I certify that the foregoing information is true and correct.

_____
Print Name

_____
Signature

_____
Date

Appendix 2
Photography, Testimonial and Interview Release and Opt-Out

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

Photography, Testimonial and Interview Release Statement

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

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

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

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

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

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

Student Name (print) _____

Name of Legal Guardian (print) _____

Address _____

Appendix 3

Enrollment Verification Form

Enrollment Verification Form

The following student is enrolling with Digital Academy of Florida.
Please carefully complete and review the fields below, as this is how we verify your students' enrollment information.
How the information is displayed will be reflected in their school records.

Student Information

Student's Full Name: _____
First Middle Last

Student's Date of Birth: _____

Parent/Legal Guardian Physical Address:

_____
Street Apt #

_____
City State Zip

Our family resides in the_____school district.

I certify that the student resides full time in the state of Florida and the address above is the student's primary residence. Initial Here: _____

Legal Guardian/Parent Information

Full Name: _____
First Middle Last Maiden Last Name (If applicable)

Additional Legal Guardian/Parent Information

Full Name: _____
First Middle Last Maiden Last Name (If applicable)

1

Please initial & sign where requested for all statements below to acknowledge you have read them carefully and will follow their requirements listed.

SCHOOL POLICIES AND LEARNING COACH RESPONSIBILITIES

Initial Here: _____

School Policies:

Please click here to find the link to our [**Parent-Student Handbook**] The link to the pdf is in the middle of the page.

- Each year, families will receive a parent/student handbook. By initialing here, you are verifying that you understand and will abide by all school policies outlined in the handbook.

Initial Here: _____

Simultaneous Enrollment: I confirm the student will be withdrawn from any prior school upon enrollment.

- As Digital Academy of Florida (DAOF) is a full-time public school in the state of Florida, **students may not be simultaneously enrolled** in any other full- or part-time public school, while enrolled at DAOF. As we are a FL Public School, students must also NOT be registered as a "home education student" with any district in the state.
- **Students must remain enrolled in their current school until the student's official start with DAOF.** Withdrawing from the student's current school after starting with DAOF is the responsibility of the Legal Guardian.
- Parents must obtain **all school records upon withdraw** from prior school and forward to DAOF.
- Students on McKay Scholarship for Privately Placed Students or who are receiving Family Empowerment Scholarship Program (formerly Gardiner Scholarship) funds cannot be enrolled at DAOF and continue to receive scholarship funds, however they can enroll with DAOF as Florida public school students.

Initial Here: _____

Academic Records:

All students must provide the required academic records (such as report cards, transcripts, etc.) within 30 days of their school start date to continue their enrollment with DAOF.

- **If the required academic records are not received within 30 days, your student will be withdrawn from DAOF.**
- It is the legal guardian's responsibility to submit the required academic records. The approval email families receive will explain what is needed for each student based on their enrolling grade level.
- It is the parent/guardian's responsibility to ensure all Special Education documents including but not limited to IEPs, 504 plans and ELL documentation are provided to specialprograms@digitalacademyofflorida.org by the student's first day of enrollment in order for services to begin in a timely fashion.

Initial Here: _____

Orientation:

Orientation includes completing the Introduction to Online Learning Course within the online curriculum. This course is designed to familiarize students and Learning Coaches (LC) with the platform and other tools required to succeed in our school.

- LC's/students are invited to attend an online orientation session prior to starting school.

Initial Here: _____

Learning Coach Role:

Supervision:

I understand that as the Learning Coach/Guardian, I am responsible for the supervision and safety of my student during the school day while participating in online learning.

- The Learning Coach (LC) is typically a parent or Legal Guardian of the Student.
- If a parent or Legal Guardian is not available, the Legal Guardian can select a family member, friend or trusted adult to be the Learning Coach.
- Alongside certified teachers, the LC provides academic support, spends time preparing for and engaging in each academic day, and motivates and guides the student during the full school year.
- The LC understands and follows attendance policies, and communicates directly with teachers and staff, as needed.
- **LCs are responsible for ensuring that students attend live classes and complete work within the online school by the teacher posted deadlines.**

Grades K-5:

- Grades K–2
  - **LCs spend 4 to 6 hours per day working with their students - at this early stage, it is important to be very hands-on and available**
  - LCs help their young learner understand what to do each day and how to do it
  - LCs lead offline lessons and help students develop foundational reading and writing skills
  - LCs gather and organize course materials as needed

- Grades 3–5:
  - **LCs spend 4 to 6 hours per day working with their students**
  - LCs are actively engaged and available throughout the school day
  - LCs lead offline lessons and help their learners reinforce reading and writing skills
  - LCs keep students motivated and on track, teaching them to manage their time and helping them become independent learners.
  - Students will spend roughly 60-70% of their time doing offline work---such as projects, textbook reading, workbook assignments, and physical education—and 30-40% doing online work—such as class connect sessions and lessons in the online school. This time may vary based on student needs.

- Grades 6-8:
  - **LCs spend 1-3 hours per day working with their students, which may vary based on student needs.**
  - Students average six hours of work each school day.
  - As per Florida state statute ( ) all middle school students must meet the FLDOE progression requirements to be promoted to the next grade level.
  - A student's level of independence will inform you how much time students need to spend with their Learning Coach each day (some will spend more than three hours; it depends on the student).
  - LCs help them become more independent learners and develop time-management skills
  - Keep learners motivated and on track, helping them redirect when they become distracted
  - Students who are not showing adequate academic progress/engagement will be placed on academic warning via an 'Academic Engagement Contract'. Once placed on an Academic Engagement Contract, students' academic progress will be monitored, and LCs will receive progress emails until sufficient progress has been made per the terms of the contract.
  - Students will spend roughly 50% of their time completing asynchronous work (coursework completed outside of live class sessions) ---such as projects, textbook reading, workbook assignments, and physical education—and 50% doing online work—such as class connect sessions and lessons in the online school. This time may vary based on student needs.

- Grades 9-12:
  - **LCs spend 1-3 hours per day working with the students and are actively engaged in supporting the students to meet the important educational milestones of graduating from high school. This may vary based on student needs.**
  - Students average six hours of work each school day.
  - As per Florida State Statute ( ) all students are required to earn a minimum, cumulative GPA of a 2.0 to graduate. State test requirements are incorporated in graduation requirements as well.
  - A student's level of independence will inform you how much time students need to spend with their Learning Coach each day. For example, some will spend more than three hours; but it depends on the student.
  - Keep your learner motivated and on track, helping them redirect when they become distracted and help them develop time-management skills. For students to be successful, actively engaged LCs are key. LCs must ensure that students log into their OMHS, complete asynchronous work, check email and respond to outreach.
  - Students who are not showing adequate academic progress/engagement will be placed on academic warning via an 'Academic Contract'. Once placed on an Academic Contract, LCs and students must attend biweekly meetings until sufficient progress has been made per the terms of the contract.
  - Students will spend roughly 70% of their time doing asynchronous work (classwork completed outside of live class connect sessions) and 30% doing synchronous work (work completed in class connect sessions). This time may vary based on specific student needs.

***Suggested time of the LC role is an average based on the student's ability to self-motivate and to work independently. ***

Initial Here: _____

Attendance/Academic Engagement/Progress:

Virtual Participation & Media Use:
I understand that participation in live online classes will require my student to be visible via webcam and engage using audio/video tools. I consent to my student's participation in these virtual environments for instructional purposes.

- **Students are required to be visible on camera for the duration of each class.**
- As a Florida public school, DAOF is required to track attendance according to State Law.
- Attendance is logged Monday through Friday during scheduled hours; however, students can make academic progress on open assignment after hours and over weekends, holidays, etc. This progress does not count toward attendance during the week.
- **Academic engagement is measured by completion and mastery of the online curriculum, active participation in live class connect sessions, and on-time submission of assignments.**
- All student absences must be reported to the attendance team by emailing attendance@digitalacademyofflorida.org.
- Students who do not meet attendance requirements or adequate academic engagement may be found truant or withdrawn from our school based on district policies and regulations.
- Students between the ages of 14-18 who are truant are subject to lose permission to secure a driver permit or lose driving privileges with a license.
- Details of the attendance requirements can be found in the Parent/Student Handbook under "Attendance and Truancy"
- Students with excessive absences will be placed on an 'Attendance Contract' which requires LC and student to comply with specific attendance and engagement expectations.
- Students in all grades are required to participate in all live class connect sessions. These sessions are led by certified teachers who actively provide instruction and engage the students in learning tasks through the use of webcams, microphones, and various virtual engagement tools.
- Students must actively participate in live lessons. This includes remaining visible on camera throughout the session and actively participating in all classroom activities and tasks (Nearpod, Classkick, etc.).
- Students who do not adhere to academic engagement expectations, including camera requirements, will be escalated for academic engagement intervention. Our goal is to support every student. However, refusal to meet attendance and academic engagement expectations may lead to students being withdrawn.

Initial Here: _____

Out of State Travel Expectations:

It is DAOF's policy that families reside in the state of Florida for the duration of the school year.

- Families that will be traveling out of the state of Florida for **more than 2 calendar weeks MUST obtain approval from the principal at DAOF.**
- Families must continue to participate in school and communicate with teachers and staff.
- **Families that do not comply with this policy risk having their student(s) withdrawn from DAOF.**

Initial Here: _____

High School Grade Level Placement:

Grade level placement for high school students is based on the year the student starts ninth grade. Once a student begins ninth grade, they have four school years to complete high school.

- First year of high school: 9th grade
- Second year of high school: 10th grade
- Third year of high school: 11th grade
- Fourth year of high school: 12th grade.

Initial Here: _____

Communication:

Families are required to maintain courteous, positive, and collaborative communication with the school and teachers on a regular basis. School email is our school's internal email system. It is important for Learning Coaches, Legal Guardians, and students to check school email daily.

- LCs are expected to provide working email addresses and phone numbers. In addition, all communication must be returned by the LC within 2 business days of contact.
- Phone conferences and/or live meetings via Class Connect or Zoom will be initiated by the teacher as needed and all parties will be expected to have access to all curriculum materials and a computer for these conferences.
- Video-based virtual meetings will be required as needed.

Initial Here: _____

Family Contact Information:

A working phone number, emergency phone number, email address, and current physical, mailing and shipping addresses must be provided throughout the school year.

- Families are required to notify teachers and/or school administration of any changes in contact information as they occur.
- Additional supporting documentation, such as new proof of residence, may be required.
- In addition, in the event a family moves, new proof of residence is required.

Initial Here: _____

Testing:

All students are required to participate in all required testing, both in-person and remote, according to their grade level.

- Some required testing is completed in person at various testing locations, and it is the family's responsibility to provide transportation and accompany the student to the location.
- Parents may be required to drive up to 60 miles to the test location site. Due to this it is critical that the student's physical address is updated immediately with the school upon relocation by emailing schooloffice@digitalacademyofflorida.org.
- Specific dates, times, and locations will be provided in advance by school staff.
- **Failure to attend and participate in all required testing may result in the student being retained and/or ineligible to register for the following school year.**
- Students may be photographed annually for state testing identification purposes. Photos will be housed on a secure online platform and shared with testing administrators.
- Students must be dropped off no earlier than 30 mins prior to scheduled start time and promptly picked up within 30 minutes of test completion.

Initial Here: _____

Mobile Devices:

Unfortunately, many portable devices do not support the software products required to run the Online School. These devices may include (but not limited to): Chromebooks, iPads, iPhones, iPods, Kindles, eReaders, and the newer Android phone.

Initial Here: _____

Computers:

All students must have a computer dedicated to schooling. DAOF may loan a computer to an enrolling family upon request. If loaned a K12 laptop, families will use it with educational intent and handle it with care. Student(s) and/or Legal Guardian(s) may be held responsible for misuse.

Families that are using their own computer are responsible for ensuring their personal computer meets the required specifications for our Online School Platform. Please check the specifications by visiting the website below:
(**Click here: Technical Requirements**) or go to http://tiny.cc/8hy2101

Internet Access:

Initial Here: _____

High Speed Internet access is required for enrollment for all students. It must be active by the first day of school and must be maintained for the duration of enrollment. Families will receive an internet stipend if the eligibility requirements for National School Lunch Program are met.

- Students must be actively enrolled through the end of the school year AND complete the Free and Reduced Lunch Form to be eligible to receive the stipend.
- The stipend will be paid out to qualifying families the August following each completed school year.

Initial Here: _____

NCAA Eligibility:

DAOF has been approved as an NCAA accredited school

Initial Here: _____

Fortify FL Training:

The Florida Department of Education requires that families receive access to training on the Fortify FL report tool upon enrollment. Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Please watch a 2-minute training here: (**Fortify FL Training**)

Electronic Consent

- I agree that all the information I have provided on my application thus far is correct and accurate, including my address, the student's name, grade level and birth date.
- I understand that if I am found to be not eligible, the student will be withdrawn from the school.
- I wish to be enrolled into this school as soon as available.

Legal Guardian Signature and Attestation:

I certify under penalty of perjury that all information provided is true and accurate, that the student resides in the state of Florida, and that I am legally authorized to enroll this student. I understand that failure to comply with school policies may result in withdrawal.

By typing my name below, I understand that I am providing a legally binding electronic signature.

Printed Name of Parent or Legal Guardian: _____
First Last

Relationship to Student: _____

Parent/Guardian's Signature: _____ Date: _____