

SCHOOL POLICIES AND PROCEDURES

In accordance with Section 1002.45(2)(a)1., Accel Online East (“Accel”), as a Virtual Instruction Provider, is nonsectarian in its programs, admission policies, employment practices, and operations. Accel will comply with all applicable sections of Section 1000.05, F.S. which states that no person in this state shall, on the basis of race, ethnicity, national origin, gender, disability, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public K-12 education program or activity, or in any employment conditions or practices.

Criteria for admission to a program or course will not be restricted by race, ethnicity, national origin, gender, disability, marital status, religious or political affiliation. All virtual instruction programs provided by Accel shall be available to all students without regard to race, ethnicity, national origin, gender, disability, marital status, religious or political affiliation. This does not eliminate programs designed to meet the needs of students with limited proficiency in English, gifted students, or students with disabilities or programs tailored to students with specialized talents or skills.

Accel Online East does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The company strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

Accel partner schools have designated several staff members as coordinators of non-discrimination and anti-harassment. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Teacher responsibilities

Teachers agree to carry out the following to the best of their abilities:

- Teachers will communicate course requirements.
- Teachers will monitor student academic progress and attendance daily.
- Teachers will collect and analyze data on student progress for records and data meetings.
- Teachers will create action steps based on student data.
- Teachers will form and maintain data-driven small group sessions for re-teaching and enrichment of content.
- Teachers will communicate grades/progress with students, Learning Coaches, and appropriate staff by e-mail, phone, and in course announcements.
- Teachers will on a weekly basis, grade student work and maintain an updated gradebook.

Parental responsibilities

The role of the parent or another responsible adult acting as the Learning Coach in the home is crucial to the success of most students. The Learning Coach can be a parent or guardian, or any adult who the parent/guardian establishes as a Learning Coach. They are responsible for:

- ensuring that students take advantage of all of the resources available to them to succeed in school including attending live class sessions;
- ensuring that students are completing required assignments daily and submitting assignments on time;
- communicating with teachers when a concern or need presents itself.
- confirming and entering attendance daily;
- ensuring Internet connectivity and arranging transportation to and from any required state testing;
- reporting/resolution of any technical issues or missing materials;

Teacher-student interaction

Accel Online East teachers will maintain contact with students via telephone conferences, online lessons through webinars, live classes, office hours, email, and phone. Through these contacts the teacher will communicate clear instructional learning goals for each student and monitor progress towards these goals throughout the school year.

Teachers score assessments and provide feedback on the student's performance through formal means such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls, online communication, and discussion-based assessments. Depending on a student's needs and grade level, teachers provide instruction differently.

Students identified as "at-risk" will hold a higher priority of contact as determined by the teacher and the parent/guardian. Students with IEP's will also require more interaction. The general and special education teacher will work in cooperation to ensure the increased interaction.

Teacher-parent interaction

Accel Online East builds capacity for strong family involvement in order to ensure effective involvement of families and to support a partnership among the school, families, and the community to improve student academic achievement. Families and school staff engage in regular, two-way, meaningful communication about student learning by providing multiple forms of communication to inform families of academic resources, opportunities and events in newsletters, the school website, daily and weekly teacher e-mails and course announcements. Family academic support and training is provided throughout the year during monthly family meetings, live help sessions, and through access to live and recorded class sessions. Families are encouraged to assess the effectiveness of the school and its teachers with surveys.

Academic integrity

Plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as the student's own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying, paraphrasing, or summarizing another person's work without citing that source;
- Using material, including photographs, from the internet or any other source and representing as the student's own, even if he or she has changed some of the words;

- Having someone else write the assignment or rephrase any portion of that assignment;
- Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.

Other examples of academic dishonesty would include, but are not limited to, giving or receiving answers during testing and collaborating with classmates on assignments intended for individual assessment. Students are not permitted to use notes, quizzes, or textbooks on unit tests or final exams. Students are also not permitted to share work with other students on unit tests or final exams. If a student does not complete his or her own work or shares work with others on unit tests and/or final exams, he or she will not receive credit for the work and is at risk of suspension or expulsion.

Written assignments are submitted to TURNITIN.COM to assure the writing is original or cited correctly. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied upon in the composition of their work. Failure to follow these academic integrity rules will subject a student to the following disciplinary measures, which may be supplemented in the teacher's discretion:

- After the first offense, student is given a zero for the assignment and teacher will contact the parent/guardian. Student may resubmit the assignment for partial credit at teacher discretion.
- After the second offense, student is given a zero for the assignment and teacher will again contact the parent/guardian. Student may not resubmit the assignment. Teacher will refer student to Academic Administrator or designee to complete and follow an Academic Probation Plan and 1-3 days of suspension.
- After the third offense, teacher will contact the parent/guardian and refer the student to Academic Administrator for consideration of further disciplinary action up to and including expulsion.

Student eligibility

The admission and enrollment policies and procedures align with 1002.455 - Student eligibility for K-12 virtual instruction and ensure that all students, including home education and private school students, are eligible to participate in any of the following virtual instruction options:

- School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs under s. 1002.45(1)(b).
- Full-time virtual charter school instruction authorized under s. 1002.33 to students within the school district or to students in other school districts throughout the state pursuant to s. 1002.31.
- Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state pursuant to s. 1003.498.
- Florida Virtual School instructional services authorized under s. 1002.37.

According to Florida law, students must meet the following requirements in order to participate in VIP partnerships offered by Accel Online East:

- Students must reside in Florida; and

- Meet the age requirements as defined in Florida statutes including s. 1003.21.

State assessment requirements

All students must participate in state assessments per Florida statute s. 1008.22 and in the state accountability system under s. 1008.31. Accel Online East will communicate these requirements to all families in tested grades. Assessments may be administered in the district the student resides or other locations, as allowed in s. 10087.23(3).

Attendance and participation requirements

Accel Online East is bound by the requirements of Florida Code 1003.21 and 1003.24 regarding compulsory school attendance. *It is important to understand that Accel Online East’s partner school in Florida is not homeschool; it is a public-school subject to the same legal requirements as other public schools, including those prescribing mandatory attendance and engagement. Violation of school policies pertaining to attendance and engagement will result in corrective action, as prescribed here and in the Code of Student Conduct, up to and including expulsion.*

Students are required by state law to attend school every day that we are in session unless there is a valid reason to excuse the absence. Accel Online East strongly desires to work in partnership with families to ensure your student’s academic success. The following recommended hours per week and required hours per year are aligned with Florida hours of attendance requirements.

Grade Band	Recommended Hours Per Week	Required Hours Per Year
K-3	20	720
4-12	25	900

Withdrawal Requirement

A virtual charter school must require that a student who accumulates the number of unexcused absences sufficient to result in the student’s classification as a habitual truant must be withdrawn from enrollment in the virtual charter school. According to FL Code 1003.01 (8), habitual truancy means a student has fifteen (15) unexcused absences within 90 calendar days.

Student Engagement

Student engagement in the curriculum, classes, and required activities has a direct impact on student success. Students are expected to be engaged in school. Engagement is defined as:

- Actively communicating with school staff
- Attending and participating in live class sessions
- Attending scheduled conferences
- Completing diagnostic and formative assessments
- Having attendance logged daily by their Learning Coach
- Completing assignments, quizzes, and tests
- Responding to requests for communication with the teacher(s)
- Proactively communicating with the school regarding technical issues

- Proactively communicating with the school regarding absences

Accel Online East has implemented an Advisor Model to support student engagement. This student-centered approach has an Advisor assigned to each student throughout the year as a single point of contact. The Advisor meets with students weekly in a Homeroom class to teach social and emotional lessons, as well as provide support through E-mail, phone, and office hours. The Advisors monitor student engagement through daily reports and follow up on students showing low or no engagement. Students and Learning Coaches are expected to communicate with Advisors to report attendance, report Accel Online East help desk requests, and to ask for support and/or information.