



Baker County Virtual School Handbook
Building Champions In and Out of the Classroom

Website: www.bakerk12.org

Email: bcvs@bakerk12.org

Pending Board Approval

Table of Contents

1. Vision
2. Mission
3. About Baker County Virtual School
4. Overview
5. Enrollment Procedures
6. BCVS Full Time Enrollment Criteria
7. BCVS Part Time Enrollment Criteria
8. Student Expectations
 - a. Academics
 - b. Attendance
 - c. Communication
 - d. Testing
9. Grading
10. Academic Integrity
11. Dual Enrollment
12. Mental Health Requirements
13. ESE/504/IEP Plan
14. ELL
15. Extracurricular activities
16. Graduation
17. Parent Responsibilities
18. Student Dress Code
19. Technology
20. Withdrawal Policy
21. Support/ Office Hours

Vision

The vision of the Baker County School District is to prepare individuals to be lifelong learners, self-sufficient, and responsible citizens of good character.

Mission

The Baker County School District is committed to meeting the needs of all students in a safe, nurturing, and encouraging environment. The Baker County School District involves parents, students, teachers, and community members in the process of determining goals that meet students' needs.

About Baker County Virtual School

Baker County Virtual School is an interactive learning environment created through technology. Online learning through Baker County Virtual School enables students to assume responsibility for their own learning and includes a curriculum that addresses various learning styles. Baker County Virtual School is an online public school of choice offered by My District Virtual School (MDVS) provided by the North East Florida Educational Consortium for grades K-12. We offer full-time enrollment using Florida Virtual School curriculum for students who reside in Baker County. To view a list of courses offered through MDVS for full and part time Baker County Virtual students go to:

<https://sites.google.com/nefec.org/mdvs/mdvs-powered-by-flvs>.

Overview

In full time virtual instruction, students are expected to work from home each day by accessing the curriculum and instruction via the Internet. Elementary students will work with a parent or guardian acting as a learning coach. Secondary school students will work more independently with their teachers. Teachers will facilitate and monitor learning through the Internet, email, phone, and video conferencing.

Virtual learning does provide flexibility, but students must work each school day in every assigned course following the pacing guide or learning plan.

Virtual instruction provides an alternative to the traditional school and classroom. Successful participation in virtual instruction necessitates that learners be self-motivated and possess good organizational and time-management skills. The

enrollment process includes a student review of grades, test results, and prior attendance to confirm the best learning opportunity for the individual student.

Students' progress, grades, and attendance will be monitored each week. Teachers and counselors will communicate with students and parents to ensure success. At the end of the grace period (28 days), if the student is not successful they will be given the option to return to their brick and mortar school or go to home education. As the semester continues, students will be required to consistently turn in work. If a student falls behind pace, they may be subject to removal from the program at the end of the semester. The virtual program is based upon mastery of a concept. Students must complete a full semester before transferring to another program or brick-and-mortar school.

BCVS Full Time Enrollment Criteria

In order to be a successful full-time student with Baker County Virtual School, students should meet the following requirements:

- Have a 2.0 or higher GPA. For mid-year entrance, students must have demonstrated success in first semester courses (grades of C or better)
- Score a Level 3 or higher on the FAST ELA & Math assessments. Students entering full-time virtual program with a prior score of Level 1 or Level 2 must be scheduled to take remedial or intensive reading/math courses in person.
- Have a positive history of attendance at their previous school. BCVS is not a cure for poor attendance.

This recommended criteria does not determine enrollment but is used as a guideline. Each student is enrolled based on an individual basis.

Enrollment Windows for Full Time Virtual

1st Enrollment Period: April 1, 2025 to August 1, 2025

- For a start date of August 11, 2025

2nd Enrollment Period: December 1, 2025 to December 19, 2025

- For a start date of January 6, 2026

Summer enrollments will continue through FLVS. BCVS will NOT offer summer virtual courses.

Registering as a Full-Time Student

1. Submit Intent to Enroll Application
2. BCVS will set up an in-person enrollment conference.
3. **STUDENTS NEW TO THE DISTRICT MUST** complete the initial Baker County School District enrollment packet and provide the following documents:
 - Parent's driver's license.
 - Florida Immunization Form 690
 - Physical examination (Florida DH 3040) dated 12 months of the enrollment date.
 - Proof of Residency (Two forms of documentation).
 - Records from previous school. (Final report cards and most recent test scores)
 - IEP (Individual Education Plan) or 504 (If Applicable)

Course Selections

Elementary and Middle Grades students will take the following courses per year:

- English Language Arts/Reading
- Math
- Science
- Social Studies (8th Grade-Civics)
- PE or elective or Career Research and Decision Making

Physical Education is a mandated course by the State of Florida. Parents may sign a PE waiver and choose another elective.

All middle grades students must take M/J Career Research and Decision Making one time during middle school. Middle Grades students must have scored a Level 3 on their prior year reading and math assessments to take an advanced course.

High School students will follow Florida's graduation requirements:

<https://www.fldoe.org/core/fileparse.php/7764/urlt/aa flyer-2324thereafter.pdf>

- 4 English credits
- 4 Math credits
- 3 Science credits

- 3 Social Studies credits
- 8 elective credits (½ credit of Personal Finance is required)
- 1 Fine/Performing/Practical Art credit
- 1 Physical Education credit (HOPE)

Baker County Virtual School staff will assist in selecting grade appropriate courses for high school students.

Registering as a Part Time Student

Students can register at any time during the school year with their school counselor’s approval. A student must be enrolled in a Baker County Public School in order to register as a part time BCVS student. Requested courses will NOT be approved until the school counselor provides approval that the course is appropriate for the learner’s ability and grade level.

Academic Expectations

A. Maintain appropriate pace and a C or higher in all courses.

One week behind pace or below C average	phone call to parents
Two weeks behind pace or below C average	academic warning letter and potential virtual/in-person tutoring
Three weeks behind pace or below C average	in-person academic conference and mandatory virtual/in-person tutoring
Four weeks behind pace or below C average	withdraw from Baker Virtual based on non-compliance and mandatory enrollment into brick-and-mortar school or home education within three days to comply with compulsory attendance requirements.

B. Maintain enrollment through the end of each semester. Baker Virtual does not issue quarterly grades. Grades are issued at the end of the semester. *(If a student chooses to leave BCVS prior to the end of the semester, no grades*

will be transferred to the next school of enrollment).

- C. Live lesson attendance will be required for all courses with state assessments. The live lesson schedule will be provided with the school calendar.
- D. Complete course work in sequential order as outlined in the pacing guide.
- E. Complete the required number of courses for each year. High School - 6 courses per year; Middle School and Elementary - 5 courses per year.
- F. Complete a minimum of 20% in the first 28 days after activation or the student will be dropped from the course.**
- G. Dropped courses may be reinstated one time for completion based on administrative review and approval.
- H. Students must complete their own work and should not copy or plagiarize internet content or another student's work. Students must uphold Academic Integrity (see page 8).
- I. Complete the assigned Mental Health, Human Trafficking, and Drug and Alcohol Awareness courses as mandated by F.S.1012.584.
- J. Complete the assigned CPR First Aid training course as mandated by F.S. 1003.453(3) for students in grades 9 and 11.

Attendance Expectations

- A. The state of Florida mandates attendance. Elementary students are expected to work a minimum of 20 hours per week and submit all weekly assignments. Secondary students are expected to work a minimum of 25 hours per week and submit all weekly assignments for each course.
- B. Attendance will be monitored weekly. Attendance is based on completed assignments for the previous week. A student is considered absent and off pace if no assignments are completed. 5% progress per week, per course is expected.

One week behind pace or below C average	phone call to parents
Two weeks behind pace or below C average	academic warning letter and potential virtual/in-person tutoring
Three weeks behind pace or below C average	in-person academic conference and mandatory virtual/in-person tutoring

Four weeks behind pace or below C average	withdraw from Baker Virtual based on non-compliance and mandatory enrollment into brick-and-mortar school or home education within three days to comply with compulsory attendance requirements
---	---

- C. Notify teachers at least 2 weeks in advance of planned absences and discuss pacing guide and assignment completion.
- D. Notify teachers and BCVS administration of any emergency absence that may be prolonged.
- E. If a student does not meet the weekly attendance expectations, parents will be notified and expected to meet with administration.
- F. For secondary students, the Department of Highway Safety and Motor Vehicles is required to be notified if the student is not in school attendance. The student's driver's license may be revoked due to non-attendance.

Communication Expectations

- A. Communication between students, parents, and teachers constitutes a vital part of the virtual learning environment. Students and parents must complete a welcome call with each teacher during the first week of the course prior to activation.
- B. Students are expected to respond to all text messages, calls, and emails within a 24-hour period.
- C. Students must complete discussion-based assessments (DBAs) before the module exam. Each teacher will instruct students on the correct procedures to complete a DBA.
- D. Update any contact information by emailing BCVS at bcvs@bakerk12.org

Testing Expectations

- A. According to F.S. 1008.22, all state assessments are mandatory for public school students.

- B. Parents must provide transportation to the testing location for the assessments administered in person.
- C. Students must complete all progress monitoring (PM1, 2, and 3) in-person for both reading and math assessments based on district and state requirements. Testing dates will be provided.
- D. Civics, US History, Algebra 1, Geometry, and Biology EOC exams count as 30% of the overall grade for the course. Students will not receive credit for the course until the district receives the scores and calculates 30% into the final grade for the course. Please be aware the final grade in Skyward will be different from the final grade on your FLVS or MDVS transcript.
- E. **Failure to participate in state mandated testing during the school year will be grounds for removal from the program the following school year.**

An evaluation of each student will be conducted at the end of each semester to determine his/her continued enrollment.

Grading

Any grades earned at a non-public school are subject to Baker County School District's accreditation policy and course codes and credits are determined by the district's course code directory. There are no guarantees of identical course transfers. All Baker County Virtual grades are transferable to any Florida public school upon completion. Transfers that occur prior to the completion of a course will receive no credit and no grade. **Grades will not transfer from one school to another during the middle of a semester.**

Academic Integrity

Academic integrity is a crucial part of the virtual learning environment. All work submitted by the student for grading must be original student work. Plagiarism and cheating are not acceptable and could lead to consequences such as resubmission of an assignment, grade reduction, failing grade, and even removal from a course.

The goal is for Baker County Virtual students to master the subject content. Students may resubmit assignments (not including quizzes and module exams) up to three times to show mastery. **The FLVS platform uses Turnitin.com to guarantee the authenticity of the student's work. Websites or software such as chatgpt.com and any other AI assistance programs must not be used to complete assignments.**

(Reference BCSB policy 4.265) FLVS also maintains its own database of student academic integrity incidents. Discussion Based Assessments (DBAs) ensure the student has understood and retains course content. All DBAs must be completed with a passing grade to receive the password for an exam. Assignments and DBAs must be completed in order or the student may be placed in "contact instructor" status. This means the student may not continue until the teacher has been spoken to by phone. Students with repeated academic integrity incidents may be asked to attend live proctored exams with a Baker County Virtual instructor.

Dual Enrollment/AP Courses

Advanced Placement, Honors, Advanced, and Dual Enrollment courses are available with Baker Virtual. Students must score a Level 3 or higher on the state assessment for reading and mathematics and have a passing grade of a "C" or higher in pre-requisite courses to qualify for enrollment in an honors or advanced placement course.

AP exams will be provided for MyDistrict students who are not awarded scholarships through the state. AP exams will be offered on our campus based on the schedule provided by the College Board. Students enrolled in an AP course, the district reserves the right to not test based on course performance.

Dual Enrollment qualifications include a 3.0 GPA (Grade Point Average), a Level 3 or higher on the Grade 10 FAST ELA assessment and Algebra I EOC (End of Course) and meet score requirements on a college entrance exam. Please contact the school counselor for more information about enrollment dates and deadlines.

Mental Health Requirement

The State Board of Education passed a rule requiring every Florida public school to provide students in grade 6-12 at least five hours of mental health instruction each year. Along with training and professional development, Florida's teachers are equipped to recognize the signs of mental illness and can assist students in getting professional help. Students taking courses with Baker County Virtual School will be required to complete the 5 hours of mental health instruction before the end of the school year.

ESE/504/IEP Plan

Baker County Virtual School is considered a “school of choice.” This means the special education services which were provided to students with an IEP at his/her previous school of enrollment may not be provided to him/her at Baker County Virtual School in the same manner as “face-to-face” instruction. Prior to enrollment, the child’s IEP team and parent(s) will meet to determine whether or not virtual school would be an appropriate placement for your child. Please utilize this information to make appropriate academic placement choices for your student for this coming year and beyond.

ELL

ELL (English Language Learner) students and paperwork will be maintained by the school counselor. ELL plans will be updated annually reflecting the results of required state assessments. Baker County Virtual staff will monitor ELL students’ needs to provide successful educational experiences and outcomes for the students.

Extracurricular activities

Full-time BCVS students may participate in sports and extracurricular activities at their home-zoned school. Contact school administration, team coach, and/or club sponsors for more information. NCAA Division I and II prospective student athletes should consult NCAA initial eligibility requirements regarding virtual courses. Full-time BCVS students must follow the same guidelines relative to GPA, FHSAA guidelines, and “try-out” procedures instituted at the schools.

It should be noted that our students who participate in activities on BCSD campuses are subject to the school rules of that campus. Failure to abide by the rules and expectations of that particular campus may result in disciplinary action. Severe violations may result in suspension, expulsion, legal action, and/or removal from the virtual instruction program.

Graduation

Baker County Virtual School is a diploma-granting institution. A graduation ceremony is held in May for all graduating seniors and early graduates. BCVS students must

meet the same pupil progression requirements and graduation requirements as students at Baker County High School.

Parent Responsibilities

Parents are Learning Coaches and are critical for successful participation. They are responsible for providing adequate supervision for their students and supporting the student's learning. This includes providing a suitable working environment, encouragement, and appropriate assistance with course content when possible. With an updated email address, parents will receive copies of every email sent to their student. **It is expected that parents monitor their child's academic activities daily through direct supervision.**

Student Dress Code

Students visiting the Virtual School building or meeting online with instructors must adhere to the district dress code. The dress code can be found in the Student Code of Conduct:

<https://www.bakerk12.org/cms/lib/FL02213740/Centricity/Domain/147/2024-2025%20Code%20of%20Conduct.FINAL.pdf>

Students have a responsibility to be dressed appropriately while online with instructors. If personal hygiene, appearance, or dress interferes with the educational process, parents will be notified.

Technology

Baker County Virtual students must have the necessary technology to be successful in virtual learning. Once enrolled and a signed Network Agreement is returned, a student will receive a school-issued laptop for coursework if needed. Any issue with technology should be addressed to bcvs@bakerk12.org.

Withdrawal Policy

Due to the nature of how the online learning system works in this program, if students plan to withdraw and move to another learning institution, it is recommended that the change take place at the end of a semester. We understand that this may not always be possible due to situations and circumstances. **It should be noted that a student moving mid-semester, using BCVS curriculum, may not have transfer grades from their courses.**

All students withdrawing from the program will be required to either return to a brick and mortar school or if rostering under Home Education, complete and return an intent form to Angie Crews located at the ESE office. Final verification of withdrawal will come in the form of a records request from the new institution. Failure to comply with these procedures may result in a truancy referral.

Students whose age 16 or older who wish to withdraw to Adult Education to seek a GED are required, by law, to meet with the BCVS administrator to complete required documents and review all options regarding this decision. If the student is a minor, the parent must also be present at the meeting and sign all documents.

Support/Office Hours

Teachers are expected to communicate with students and families regularly. Teachers should respond to text or email within 24 hours, unless notification of out of office has been provided. It is important for students to advocate for themselves if they need support. Review the teacher announcement page for procedures to schedule an appointment or phone call. If you need additional support or are not receiving timely communication from your teacher, please contact Baker County Virtual School Staff.

Ashton Norman Griffin, BCVS Administrator

ashton.norman@bakerc12.org

(904)259-0486