



## **K12 FLORIDA LLC POLICIES DIRECTING TEACHER AND PARENT RESPONSIBILITIES AND TEACHER-STUDENT AND TEACHER-PARENT INTERACTIONS**

These policies and procedures will be applied in district virtual instruction programs which are receiving virtual instruction services from K12 Florida LLC (“K12”) unless directed to use district policies instead. These policies and procedures will also be recommended for adoption by district sponsored online schools and boards of cyber charter schools which have contracted with K12 for virtual instruction services.

### **Instructional Model**

K12’s virtual instruction program instructional model will rely on:

- Rigorous academic standards and expectations
- Highly qualified educators providing synchronous and asynchronous instructional support
- Student-to-student, student-to-teacher, and parent-to-teacher interactions using a variety of learning technologies
- Traditional grading scale and grade reporting
- Opportunities for student leadership and participation in school-sponsored activities, both virtually and face-to-face and
- Post-secondary preparation, career planning, exploration, and support

Individual teachers are available during the traditional school day and/or after school hours and may set appointments to meet with parents and/or students outside of the traditional day when necessary. Teachers may be contacted via email (through the applicable learning management systems which are the Online School (OLS) for grades K-5, the Online Middle and High School for grades 6-12, telephone, and Class Connect sessions via web conferencing tools such as Newrow.

Satisfactory performance is based on some or all of the following: student participation in online discussions, Class Connect sessions, online threaded discussions, submitted writings, projects, quizzes, unit tests, semester exams, and final/EOC exams. Students and parents can view grades, student progress, and the amount of time the student spends in each class at any time through the OLS/Online Middle and High School.

### **Teacher Responsibilities**

- Help parents and students to use the OLS/Online Middle and High School
- Guide and direct parents and students through the K12 curriculum
- Provide instruction as needed using the K12 curriculum and other educational resources to meet Florida Standards
- Develop and explain accommodation or modifications to the curriculum
- Conduct conferences with parents and students to discuss student’s academic progress
- Collect and review work assignments and provide constructive feedback
- Respond within 24 school hours to all emails (internal, secure email system) and telephone calls



- Inform parents and students of updates/information from the school/program and/or K12
- Plan and attend school functions
- Prepare students for state and other standardized tests
- Provide encouragement and support in all areas of student learning and achievement
- Provide course grades and/or complete report cards
- Be the first point of contact for parents and students

### **Parent-Teacher Communication**

K12 cyber charter school/online school/virtual instruction program teachers are responsible for monitoring curricular progress and educational growth. The teacher is the first point of contact for all issues regarding the school.

Email and telephone are the primary sources of contact between the teacher and the parents; therefore, it is essential that parents check their email and voicemail at least twice a day. Parents should promptly reply to emails or voicemails received from the K12 cyber charter school/virtual instruction program or K12. Teachers spend a significant amount of their time providing instruction in Class Connect sessions and, as a result, may not be available to answer all telephone calls as they come in. It is requested that parents provide as much detail as possible in their message to allow the teacher to research the proper answer and respond to all calls within one business day.

All communications between administrators, teachers, the parents/learning coaches, students, and other parties directly related to the K12 cyber charter school/online school/virtual instruction program must be conducted with appropriate professionalism. Demeaning or profane language and derogatory remarks/innuendos are not acceptable. This includes communications during conferences, communications in email, and communications posted to any school sponsored community board.

### **Parent/Teacher Conferences**

Parents are required to participate in scheduled conferences. The date and time of the conference will be arranged at a mutually agreeable time. Teachers will conference with the parents and students. The teacher will determine with the family whether conferences will be held via phone, Class Connect, or both. There are times that the teacher may deem it appropriate for face-to-face conferences. Face-to-face conferences will be conducted at a public place, like public libraries, local community centers, at the main office, etc., in a location where the parties can have a discussion privately. Parents are required to keep all scheduled conferences, or provide a 24-hour notice if a cancellation is necessary and reschedule a new appointment (at the time of cancellation). Failure to participate in the conference may result in implementation of the non-compliance procedure.

### **Parent Involvement**

Florida Cyber Charter Academy/Digital Academy of Florida K12 virtual instruction programs encourage all parents to become involved in school/program activities sponsored in their geographical area in order to help develop a stronger education community. Many opportunities for involvement are provided through Florida Cyber Charter Academy/

Digital Academy of Florida/K12 virtual instruction program sponsored events such as parent training, student outings, meet and greet sessions, and Graduation/End-of-the-Year events.



### **Student Activities**

Florida Cyber Charter Academy and Digital Academy of Florida will provide student participation opportunities that are designed to meet the students' academic, recreational, and social interests. Activities may include, but will not be limited to, virtual clubs, service projects and scholastic activities such as spelling bees or science fairs. An adult sponsor, approved by the school administrator, will supervise each school-related club/organization. The adult sponsor will have a Level 2 background screening if assisting with any in-person events or as otherwise required by law.

Students are encouraged to participate in organizations endorsed by the school, which are formed to share common interests or are an integral part of the educational program of the cyber academy. All student organizations will operate according to approved guidelines and procedures and will not discriminate based on race, sex, religion, disability, or national origin. Students wishing to participate in extra-curricular activities in the district should contact the district office and identify themselves as enrolled in the Florida Cyber Charter Academy or Digital Academy of Florida.

Students enrolled in district virtual instruction programs should contact their district to learn about student activities provided by the district.

### **Optional Outings**

Florida Cyber Charter Academy and Digital Academy of Florida will sponsor optional outings for students and families on a regular basis. These outings are designed to enhance the K12 curriculum/learning activities. While attendance is not mandatory, it is an opportunity to meet other school participants, have conversations, share practices that work, and participate in academic enrichment. While credit for student outings is not offered in lieu of the regular curriculum, time can be counted as supplemental activities hours in the OLS/Online Middle and High School.

Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

Florida Cyber Charter Academy/Digital Academy of Florida parents and students are expected to conduct themselves appropriately at all optional student outings. Parents/guardians are responsible for the supervision of their children at all times and must attend outings with their students.

Any person who is a registered sex offender shall not attend Florida Cyber Charter Academy/Digital Academy of Florida school outings.

For students enrolled in some K12 district virtual instruction programs, K12 and the districts sponsor opportunities for families to get together and meet instructors and other families throughout the school year. Monthly newsletters with both virtual and face-to-face events will be sent via email. K12 also offers National Virtual Student Clubs on a variety of topics. Club information will be communicated out with dates and times via email.