MIAMI-DADE ONLINE

STUDENT HANDBOOK

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

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CONTENTS

Phone Number....4
Mailing Address....4
Website....4
Facebook Account....4
Miami Dade Online Academy Staff....4
Student Eligibility for 2025-2026 School Year....5
ENROLLMENT PERIODS....5
PARENT/LEGAL GUARDIAN IDENTIFICATION/LEARNING COACH....6
Family Commitment....7
Parent Responsibilities....7
Attendance....8
Excessive Absences....9
Excused School and Class Absences and Tardiness....9
Unexcused School Absence....10
Truancy:....10
Truancy Child Study Team Committee Meeting and Report....11
Code of Student Conduct....11
Academic Integrity....12
Consequences of Integrity Violations....12
Internet Use Policy – Board Policy 7540.03....12
Student Electronic Mail – Board Policy 7450.06....13
Parent Portal....13
Materials....14
Financial Obligations....14
Identification Cards....14
Confidential Information – Board Policy 2416 and 8330....14
Emergency Contact Information:....14
Cumulative Folders....15
Permission for Release of Records:....15
Transcripts:....15
Withdrawals:....15
Health—Board Policy 2410....16

Screening 16
Grades 17
Academic Grades: 17
Grade Point Average for (High School Courses Only) 18
Physical Education Waivers: 18
Progress Monitoring 19
Real Time Progress 19
Promotion and Graduation 22
Probation: 22
Progress Monitoring Plan (PMP) 23
Student Support Team (SST) 23
Exceptional Student Education 23
Summer School 23
Athletics 24
XII. RELATED STATUTES, STATE AND BOARD POLICIES 26
Board Policies 26
ADDENDUM A: Documents 27

ACADEMIC ACCREDITATION

Miami-Dade Online Academy (MDO) is an accredited school by Cognia. Accreditation is designed to help educational institutions boost their ongoing performance efforts for the benefit of their students. Accreditation matters because students deserve the highest level of educational excellence possible. Miami-Dade County Public Schools partners with Cognia to accredit schools. The Cognia Accreditation Process is comprehensive, evaluating all the parts of our institution. The process focuses on our vision and goals, evaluates teaching and learning, and examines how results are documented and resources are allocated. The thirty Cognia Performance Standards are the foundation of the Accreditation Process and serve as our guide to continuous improvement.

VISION STATEMENT:

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

MISSION STATEMENT:

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

School Code/Work Location: 7001	**Phone Number:** 305-995-3133
Mailing Address: 150 S Royal Poinciana Blvd, Miami Springs 33166	
Website: MDOmagnet.net	**X (Twitter):** https://twitter.com/MDOMagnet

MIAMI DADE ONLINE ACADEMY STAFF

Principal:	Michael Windisch
Assistant Principal:	Dr. Erika Rolle
ESE/Testing:	Lorrine Labrousse
Registrar:	Cristy Leyva
Secretary:	Magdalene Meloney-Listhrop
CAP Advisor:	Dr. Diana Morales
Counselor:	Cristina Santiago

STUDENT ELIGIBILITY FOR 2026-2027 SCHOOL YEAR

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

	Criteria	Verification
Students' eligibility for K-12 virtual instruction	All students are eligible to participate in the district's public school operated full-time kindergarten through grade 12 virtual instruction programs under §1002.45.	The school district will verify the student's age in accordance with §1003.21, the Miami-Dade County Public School Board Policy 5112, Student Progress Plan, and the Initial Registration Procedures Handbook.
Magnet Criteria	• Student must have a 2.5 minimum cumulative GPA in all core courses. • Seniors must have passed the required EOC and FSA/FAST tests. • Student attendance no more than 10 unexcused absences per school year.	The school will verify the student's GPA by reviewing official transcripts and prior final grades for the past 2 years. The school will review the student's state tests, and or standard tests. The school will review student's records for unexcused absences.
Enrollment Requirements	• Both the parent and student must be present in for registration and present the original documents at the scheduled appointment. • Parent and student must attend a scheduled orientation training. • Failure to submit documents, attend scheduled meetings or meet these criteria we will decline the application	The school will verify that the student meets these requirements by taking note of timely and appropriate submissions of required documents, attendance, and positive participation during the mandatory four-hour training.

ENROLLMENT PERIODS

Miami-Dade Online Academy (MDO) is a Magnet School in Miami-Dade County Public Schools. Parents may apply through the District's application site (https://yourchoicemiami.org/) or via the school's website (MDOmagnet.net).

PARENT/LEGAL GUARDIAN IDENTIFICATION/LEARNING COACH

According to the Miami-Dade County School Board policies, the parent/legal guardian must provide valid identification for activities involving enrollment, withdrawals, and change of address and/or phone numbers. Parent/legal guardian identification must be confirmed when student information is discussed. Only the parent who enrolls the student may withdraw or transfer the student. The student's legal parent/guardian that solicits a qualified adult to assist their student academically must sign a Mutual Exchange form (FM2128) authorizing MDO to discuss student's information with this adult. In addition, this adult will need to submit their Florida Identification and fill out a form.

ADMISSIONS

APPLICATION:

Parents and students should become familiar with our school and determine if it is a good fit for their child. If they believe this program is a good fit for their student and family, they must apply during the open enrollment period between February and July for Term 1, or December and January for Term 2. The admissions office will review the application and notify the parent by email if the student is accepted or denied admission. If you receive an acceptance email, the parent will need to complete the Magnet Enrollment documents, registration forms, and subject selection prior to beginning in the courses.

After the documents are reviewed, the admissions office may schedule a virtual face-to-face meeting to register the student officially. The parent and student must reside in the State of Florida to register. At the virtual meeting and interview, the parent is required to show the original documents submitted, and the student is required to participate. At the time of registration, the parent and student will discuss selecting the courses for the next school year. MDO only chooses virtual providers that have research-based educational curriculum approved by the State of Florida.

ENROLLED STATUS:

Once the student is accepted and enrolled, both the student and parent are required to attend a four-hour face-to-face virtual orientation training. If the parent arranged for another adult to supervise the student, they must be present at the orientation also. At this virtual training, the families will receive an overview of the program, responsibilities of the student, parent monitoring practices, how to run a public school in your home and hands-on training on the online provider's program. Parent and student must reside in the State of Florida.

FAMILY COMMITMENT

PARENT RESPONSIBILITIES:

- Attendance: please review page 8 of this handbook.
- Monitor Their Student's Time in School: Students in grades K-3 must attend at least 720 hours in the required six courses (four hours per day of instruction) a year. By the end of the week, the student must have accumulated at least 20 hours. Parents must login to enter the student's time and monitor the daily assignments. Students in grades 4-12 must attend at least 900 hours in the required six courses (six hours per day of instruction) a year. By the end of the week, the student must have accumulated at least a total of 30 hours. Parents must login every day to monitor the completion of the daily assignments, assessments, and the weekly grades.
- Make arrangements to participate in the state of Florida required state testing. Students who do not participate in required testing will be withdrawn from the school immediately without official grades and not allowed to enroll in Miami-Dade Online Academy for the following school year.
- Monitor the participation in classes. Parent must schedule the Student Connects and assure the student attends and is participating. Students must have a schedule of class connects and student connects and participate appropriately.

Student Responsibilities:
A Miami-Dade Online student is expected to be present at school every day, follow scheduled courses, and demonstrate appropriate behavior and a readiness to learn.

- Student's responsibilities as defined by Board Policy 5200 - Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends. Students in grades K-3 must clock in a minimum of 20 hours a week of virtual education including each of the six courses.
- Students in grades 4-12 must clock in a minimum of 30 hours a week of virtual instruction.
- Students in our magnet school are inspired to love to learn and
- Students are required to work on their daily assignments in each of their courses every day.
- Complete make-up assignments for any classes missed. Failure to make-up all assignments will result in lower academic grade.
- Weekly grades in each course should be higher than a "C."
- Participate in all State of Florida tests.
- Attend the required the weekly class connect for each course.
- Attend the required the monthly Student Connect for each course.
- Respond to all teacher(s) email.

ATTENDANCE

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

- Attendance: At Miami-Dade Online Academy, students are expected to be in school five days a week for six hours a day working on each course every day. No absences are accepted due to the virtual school flexibility. Every minute a student spends on their approved Miami-Dade Online Academy courses doing schoolwork online or offline, the time accrues into the official attendance record. The parent of our student is responsible for entering the student's attendance in the appropriate platform. If your student is not doing his or her work for a day for any reason, please report it to the school and we will report it to the teacher. All missing schoolwork must be submitted including the current daily work. School Board Policy 5200 on Attendance states if a student has excessive absences of more than 15 days, the parent is responsible to appear before the Attendance Review Committee at the

scheduled time to provide information relating to their child's absences and to support prescribed activities. A student with excessive absences and/or failing will be withdrawn from this Magnet program to the student's residential school.

Note: If the attendance is entered and the schoolwork does not equate to the hours, the attendance entered will be immediately removed and the Truancy process will be activated.

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

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

EXCESSIVE ABSENCES:

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

EXCUSED SCHOOL AND CLASS ABSENCES AND TARDINESS:

The following categories define excusable absences/tardiness.

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all the days the student was absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a

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

UNEXCUSED SCHOOL ABSENCE:

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

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

TRUANCY:

In accordance with Florida Statue §984.03 (27) (a), "Habitually truant" means that the child has 15 unexcused absences within 90 calendar days with or without knowledge or justifiable consent of the child's parent or legal guardian" and is subject to compulsory school attendance under §1003.21 (1) and (2)(a), and is not exempt under §1003.21(3), §1003.24, or any other exemptions specified by law or the rules of the State Board of Education. Truancy refers to students' unexcused absences from school. Any school absence – excused or unexcused – as well as missed classes can affect students negatively. Truancy affects students of all ages, and costs students more than their education; it costs them their future. Note: If the

attendance is entered and the schoolwork does not equate to the attendance, the attendance entered will be immediately removed, and the Truancy process will be activated. Students with excessive absences will not meet the requirements of this

program and will be withdrawn to their home school. If the student is withdrawn before the end of the semester, the student will be transferred to their home school without grades. The following steps will be taken to ensure the truancy issue is rectified:

1. Written Notice to Parents

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

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

2. Truancy Child Study Team Committee Meeting and Report

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

a. Discuss the reason(s) for the student's absences.
b. Identify and recommend potential remedies/interventions including withdrawing to the residential school.
c. The principal or designee must have the parent sign the TCST Committee Report. If the parent is not present, the form must be signed by three Team Members.
d. Enter "TL" code (Truancy Letter to Parent) into the Student Case Management (SCM) System.

Code of Student Conduct

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. The *Code of Student Conduct (COSC)* identifies, recognizes, and rewards model student behavior within a framework of clearly established and

enforceable rules and policies. Parents may be required to meet virtually face-to- face with the school's administration regarding the Code of Student Conduct; failure to schedule an appointment within ten business days may result in withdrawal to the

neighborhood school. The following excerpts can be found in the Code of Student Conduct link above: *https://ehandbooks.dadeschools.net/policies/90/*

ACADEMIC INTEGRITY:

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

Level 1
Plagiarism: The majority of the infractions happen when a student is copying or using ideas or words (from AI, another person, an online classmate, translator, any Internet source, or print source) and presenting them as their own; submitting another student's work, sharing files with other students; and/or inconsistencies between written assignments and oral assessments.

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

CONSEQUENCES OF INTEGRITY VIOLATIONS:

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

1. Denying credit for each violation
2. Denying credit for any course
3. Transfer to their residential school
4. Denial of re-enrollment for the next school year or beyond

INTERNET USE POLICY – BOARD POLICY 7540.03

Accessing the Internet using District equipment or Your Own Device and/or through

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

STUDENT ELECTRONIC MAIL – BOARD POLICY 7450.06

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

PARENT PORTAL

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

MATERIALS

Educational materials will be sent to the residential home in Florida. Students needing a replacement set will be charged. Additionally, any items not returned will be charged to the students.

FINANCIAL OBLIGATIONS

All financial obligations incurred, i.e., school fees, textbook loss or damage, overdue, lost library books, any assessment fees, or hardware damage must be paid to the original school with the financial obligation and must show the receipt to MDO office by September.

IDENTIFICATION CARDS

Each student will be required to show official Identification for state tests, school functions, and school records. Official Miami-Dade Online ID card, valid passport, or valid Florida ID can be used. For an official student ID, parents must submit a recent student picture as specified to MDO by September. The parent of record will be required to pick up the identification card from the school.

CONFIDENTIAL INFORMATION – BOARD POLICY 2416 AND 8330

Parents, guardians, and students are protected by The Family Educational Rights and Privacy Act (FERPA), and Florida Statutes from individuals' access to information in students' educational records without prior consent of the parent, guardian, or student and they have the right to challenge the accuracy of these records. A student's records may not be released, except in accordance with the provisions listed in *Title 20 of the United States Code 1232g*. The laws provide certain exceptions to the prior consent requirement of the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders. Each school must provide to the parents, guardians, or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post- secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

EMERGENCY CONTACT INFORMATION:

Miami-Dade County Public School policy requires that each student have emergency contact information submitted by his/her parent or guardian when he or

she enrolls in school. This information provides the school with important information regarding how to contact a parent or responsible adult in case of an emergency. It is important that the information is always kept up to date and should include a functional and frequently used e-mail address. Failure to keep this information current may result in locking out the family from the online curriculum until the emergency contact information is updated with the school.

CUMULATIVE FOLDERS:

Student cumulative record folders are kept in a secure location at the school. Cumulative folders are forwarded to other schools within Miami-Dade County once the student officially enrolls at the location, and the folders are requested in writing. Cumulative folders are not to be forwarded to non-MDCPS schools.

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

PERMISSION FOR RELEASE OF RECORDS:

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

TRANSCRIPTS:

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

WITHDRAWALS:

Only the parent who registers the student may withdraw or transfer the student. A parent may withdraw their child from MDO during most times of the school year, however expressly not during FTE week(s). Transfers to other district schools are not processed during FAST and EOC administration times. Parent identity must be verified. Student's attendance and grades will be verified and updated in the Student Information System before the withdrawal is completed. However, if the student withdraws before

completing a semester, the student will transfer to the next school **without grades**. The withdraw date and the appropriate code will be entered into DSIS promptly. If the student does not report to a school after they withdraw, the previous school will report the student truant.

HEALTH—BOARD POLICY 2410

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

SCREENING:

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

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

IMMUNIZATIONS – BOARD POLICY 5320:

Requirements for School Entry:

1. A Florida Certification of Immunization recorded on a Florida Shots Certificate, or a Department of Health DH-680 – Blue Card

2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months.
3. Tuberculosis Clinical Screening, PPD with appropriate follow – up if indicated.

GRADES:

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

To maintain eligibility, the student must maintain the Magnet GPA requirement which means A's, B's and very few C's each week. Parents may be required to meet face-to-face with the school's administration regarding the student's grades; failure to schedule an appointment within ten business days may result in withdrawal to the neighborhood school.

At the end of the semester, teachers will enter in temporary zeros as a place holder for all pending course work until the assignments are completed. At the end of the semester, if the student does not complete the pending course work the zeros are final.

ACADEMIC GRADES:

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

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

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

GRADE POINT AVERAGE FOR (HIGH SCHOOL COURSES ONLY):

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

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

PHYSICAL EDUCATION WAIVERS:

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

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

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

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

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

PROGRESS MONITORING REAL

TIME PROGRESS:

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

<table>
<tr><td colspan="2">Parents can assess student's online progress at any point of the semester at the online provider's website.</td></tr>
<tr><td rowspan="2">Official Report Card Availability in the Miami- Dade County Public School's Parent and Student Portal</td><td>End of January</td></tr>
<tr><td>End of June</td></tr>
</table>

ASSESSMENTS

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

assessments provide a clear picture of learning growth within a single school year. It is imperative that students complete these assessments completely independently, without assistance, or coaching. Teachers use assessment information to personalize instruction to meet each student's unique learning needs.

FAST/EOC/FCLE

Students are **required** to participate in all district and state-mandated testing. This includes but is not limited to the Florida Assessment of Student Thinking (F.A.S.T.). The F.A.S.T. is comprised of K-10th grade Reading and K-8th grade Mathematics, Benchmarks for Excellent Student Thinking (B.E.S.T.) Writing for grades 4-10, Florida Standards Assessments: End-of-Course (FSA EOC) assessments (Algebra 1, Geometry, Biology, Civics, and U.S. History), Science grades 5-8 and the Florida Civic Literacy Exam (FCLE) for 12th graders.

Miami-Dade Online Academy provides the Office of Assessment, Research, and Data Analysis with information about students and required tests. For each testing administration, the district assessment office assigns students to schools near their residential address in the school's official records. The assignment is based on the address that is on file with the school district. Consideration for alternate testing assignments may be given in extraordinary circumstances. The Office of Assessment, Research, and Data Analysis provides the assigned test location, test chair's name, and contact information to Miami-Dade Online Academy. Miami- Dade Online Academy will then provide testing information to parents/guardians via email. It is the responsibility of the parent to contact the testing location, make arrangements for the child to take the test, and notify MDO's test Chairperson of the test dates(s) and times(s) for the students. If the student is absent for an assessment, it is also the parent's responsibility to inform the MDO's test chairperson, as well as Stride K-12.

Each parent/guardian must have a valid G-mail account on file with Miami-Dade Online Academy. This is the primary method by which Miami-Dade Online Academy will transmit essential testing information. Transportation to and from the testing site is the sole responsibility of the parent/guardian.

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

ACCESS AND CELLA FOR ELLS 2.0:

All new students that enter Miami-Dade County Public Schools and answer one or more affirmative response(s), on the home language survey, should be given the CELLA Test to determine placement in the English for Speakers of Other Languages program (ESOL). The ACCESS for ELLS 2.0 is administered online in the spring to all students in the ESOL program. MDO does not provide ESOL curriculum. Therefore, students that are classified as ESOL may not enroll in the program. The spring test assignments are coordinated with the Office of Assessment, Research, and Data Analysis. Miami-Dade Online Academy provides this office with information about students and required tests. The district assessment office then assigns students to a school closest to their home.

ADVANCED PLACEMENT EXAMS:

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

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

The PSAT/NMSQT is administered in the fall. The test is coordinated with the Office of Advanced Academics and individual schools. All 10th graders in the Miami-Dade County Public School system are required to take the PSAT/NMSQT. The test fee is paid by the state for sophomores. Students in grades 9 and 11 may opt to take the PSAT/NMSQT, and if so, must pay the testing fee directly to their assigned testing location. Qualifying Juniors may be eligible for a fee waiver.

Miami-Dade Online Academy students will take their PSAT/NMSQT tests at their residential school. The testing locations, school contact names and phone numbers will be distributed by email to the parents of each student. It is the responsibility of the parent to contact the testing location, make arrangements for their child to take the test, and confirm test date(s) and times with the test chairperson at MDO.

PROMOTION AND GRADUATION

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

PROBATION:

It is customary that Miami-Dade Online inform parents of their student's academic standing every semester on a regular basis throughout the year. The function of the Probational Notice is to alert parents of the students' failure to adhere to the student minimum requirements to remain in MDO. Students not performing to acceptable standards will be placed on probation. A conference will be held to determine the student's placement in the program. Parents/guardians are informed after the conference via email, and a letter of probation is attached with a follow-up conference date. Students who are not able to comply with the expectations should be withdrawn to the student's attendance boundary school. Students should be given a minimum of 3 to 4 weeks to show improvement to remain in MDO.

Due to the uniqueness of our school, teachers are not face-to-face with students. This is especially of concern during the last two weeks of each semester because students left unmonitored might not complete the required assignments. Therefore, during the last two weeks of each semester, zeros are entered as placeholders until the assignments are completed. Zeroes alert parents of their student's possible failure. At the end of the semester, zeroes for uncompleted work are calculated into the student's final grade.

PROGRESS MONITORING PLAN (PMP):

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

STUDENT SUPPORT TEAM (SST):

Teachers, parents, and other school personnel may request assistance for students who appear to be at-risk academically, behaviorally, and/or demonstrate social- emotional risk factors.

EXCEPTIONAL STUDENT EDUCATION

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

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

SUMMER SCHOOL

MDO does not offer summer school. Qualifying students may attend summer school in the attendance boundary school. Criteria are set annually. It is the parent's responsibility to enroll their child in the correct school for the summer. Students

should enroll at the school serving their attendance boundary school. The student services counselor will guide students on the appropriate courses and/or program.

ATHLETICS

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

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY

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

DUAL ENROLLMENT AND EARLY ADMISSIONS

DUAL ENROLLMENT:

Dual Enrollment is an acceleration program that allows eligible students to attend a district approved college and earn college credit that will count towards their high school diploma, provided they meet the criteria. In addition, the credits earned through this program can also be applied to a college degree if that program accepts those credits.

Students must maintain their grades in both MDO and the College program. If a student earns a grade lower than a C, D, or F, they will be removed from the Dual Enrollment program and their status with MDO could be jeopardized. As a school policy, all seniors must pass at least one dual enrollment course prior to graduation.

To determine eligibility:

1. Students must pass the Accuplacer, administered at Miami-Dade College.
2. Student must have an unweighted Grade Point Average of a 3.0 or higher.
3. Student must have A's and B's in their high school academic history report.
4. Student must have 4's or 5's in all state exams.
5. During the semester, the student must maintain above 80% in all courses on a weekly basis.
6. Student must successfully complete one semester at MDO in order to prequalify.

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

EARLY ADMISSIONS:

Early Admissions is a program under Dual Enrollment that allows an academically outstanding high school senior to enroll in college courses and attend the college campus on a full-time basis. The two semesters of college coursework substitute the senior year of high school and must be completed as a full-time student at an accredited college or university. The student may participate in high school extracurricular activities and a diploma will be issued by the student's home high school.

Students must maintain their grades in the program. If a student earns a C, D, or F, they will be removed from the program and their status at MDO will be at jeopardy including their high school diploma.

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

XII. RELATED STATUTES, STATE AND BOARD POLICIES

BOARD POLICIES:

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

CHAPTERS, FLORIDA STATE STATUTES:

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

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

ADDENDUM A: DOCUMENTS

Several documents must be submitted to complete registration. The following are required:
Entries from out-of-county, state, country, and private schools

A. Age and legal name verification—Must provide one of the following at time of face-to-face registration and a copy to you:
    1. Duly attested original birth certificate or birth card—Must be original; hospital certificate is not acceptable.
    2. Duly attested Certificate of Baptism with a parent affidavit
    3. Insurance policy on the child's life in for two years
    4. Passport or Certificate of Arrival in the U.S. showing age of child
    5. Transcript of school records of at least four years prior, stating date of birth
    6. Affidavit of age signed by parent and Certificate of Age signed by public health officer
B. Verification of Address—Must provide two of the following:
    1. Broker's or Attorney's statement of parents' purchase of residence OR properly executed lease agreement
    2. Current Homestead Exemption Taxes; and
    3. An electric bill, showing name and service address
    4. Miami-Dade County Public Schools Statement of Bonafide Residence (FM 7444)
C. Disclosure of Time of Registration (Form 5740)
D. Health Requirements – Must provide both forms:
    1. Student Health Examination – DH 3040 yellow form health examination performed within one year prior to enrollment clinical TB screening/results
    2. Florida Certificate of Immunization – DH 680 blue card from a private doctor or local health provider
E. School Records
    1. For grade placement and verification of credits earned
    2. Interpretation of foreign records at no cost available from Federal and State
F. Directory Information Option Out (Form 6479)
G. Parental Consent for Photo/Video (Form 5703)
H. Emergency Student Data Form (Form 2733)
I. Home Language Survey Form (Form 5196)
J. Military Families (Form 3281)
K. Student Records—Not All Apply
    1. FSA Scores or another standard test in USA
    2. Official Transcripts for all grades completed outside of MDCPS
    3. Foreign student academic records
    4. State/School Course Descriptions for all courses completed outside of MDCPS
    5. IEP
    6. 504 Plans
    7. EP Plans
    8. PE Waiver
L. School Forms:
    1. Acceptance Letter
    2. Parent and Student Agreement
    3. Provider Choice

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

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

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

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

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

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

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

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

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

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

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

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

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