Jeanne Ziemba, School Principal

2023-2024

10 YEARS

Mosaic Digital Academy
ESTABLISHED 2012

CELEBRATING A DECADE
OF VIRTUALLY UNSTOPPABLE SUCCESS

Our Mission

Mosaic Digital Academy engages students by enhancing and personalizing learning through a variety of experiences, preparing them to be valued, ethical contributors in a global community.

Mosaic Digital Academy

(located on the campus of Allapattah Flats K-8)

12051 NW Copper Creek Drive

Port St. Lucie, FL 34987

772-429-5504

MOSAIC DIGITAL ACADEMY STUDENT HANDBOOK
2023-2024

MISSION STATEMENT

Mosaic Digital Academy engages students by enhancing learning through a variety of virtual and live experiences to support the whole child, personalizing learning for students and preparing them to be valued ethical contributors in a global society.

OUR VISION

Mosaic Digital Academy is known for offering a premier online learning experience with personalized instruction and differentiation. Mosaic Digital Academy provides a learning environment that expands the opportunities available for students whose needs can best be met with state-of-the-art online curriculum while supported by quality online and face-to-face instruction. At the heart of our vision is a commitment to college and career readiness, by guiding students from where they are to where they will be. In expanding student educational opportunities, we will:

- ❖ *Employ the new curriculum standards and best practices for online instruction and learning, providing quality and rigor for the 21st century learner.*
- ❖ *Build authentic learning experiences that support students' lifelong learning*
- ❖ *Empower all students to achieve new altitudes and increase their confidence, and*
- ❖ *Meet the needs of a diverse student population*

School Mascot: "Mo" the Owl
School Colors: Turquoise and Gold
School Motto: "A virtual school with a personal touch!"

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A Message from the Principal

Dear Students,

Welcome to a new school year with Mosaic Digital Academy! We are excited you have joined us and look forward to our virtual meet-ups. Our teachers will connect with you and your parents often by phone, email, text, and Microsoft Teams. Please be sure our office has your current contact information to ensure effective two-way communication between you, your teachers, and school administration.

We are a virtual school experience with a personal touch. That means we are real and caring adults who want you to succeed and to do your best! Mosaic Digital Academy offers a variety of school experiences both virtually and in person. Ask your teacher about how you can get involved in our school-based extra-curricular experiences. Be sure to stay connected to the school and your friends by getting involved and contributing your skills and talents.

When attending our school campus for any school sponsored event, please be sure to follow the [SLPS dress code](#) as you represent Mosaic Digital Academy and St. Lucie Public Schools! We are Owl looking forward to getting to know you as a learner, a digital and community citizen and most importantly a representative of Mosaic Digital Academy as a Mosaic Owl.

Best Regards,

Jeanne M. Ziemba

Jeanne Ziemba
Principal, Mosaic Digital Academy

REQUIRED IMMUNIZATION RECORDS

We would like to remind you that Florida law states that students may not attend school (K-

12) without proper documentation of immunization (Florida Certification of Immunization (DH Form 680, Part A) or exemption from immunization (Florida Certification of Immunization DH Form 680, Part B Temporary Medical Exemption) Part C-Permanent Medical Exemption, or Religious Exemption, DH Form 681.   Schools permitting students entry or attendance without proper documentation are in violation of state law. Click here for a list of some local providers that parents can try to get into quicker. If your student(s) has all of the required shots but they just need to have these transferred onto the Florida 680 Form, they can get that done at the Health Department site located at 5150 Milner Drive (available on link provided).

TECHNOLOGY EXPECTATIONS

- Virtual students must have access to a computer 25-30 hours a week.
- A home computer or laptop equipped with a webcam and microphone is required for optimum utilization of the online platform with basic computing software (i.e. word processor, presentation software, spreadsheets, etc.)
- Reliable internet access
- Reliable landline or cell phone for school related communication (such as DBAs, Monthly Parent/Guardian calls and conferencing)
- Headphones with integrated microphone for live online classroom sessions(required)
- Students in Grades 6-12 will need Microsoft Office (Word, Excel, and PowerPoint) to complete various assignments throughout the year. Microsoft Office suite is free to all St. Lucie Public School students. *Students must come to campus for Office 365 startup support.*

Important Note: Mobile devices should <u>not</u> substitute a computer, as many of these devices do not support the curriculum platform and are not adequate for continuity of learning.

MINIMUM HARDWARE REQUIREMENTS/TROUBLESHOOTING TIPS
The information below is the suggested minimum requirements to ensure a successful learning experience in the online platform.
Supported Operating Systems
- Microsoft Windows XP or later
- Apple Macintosh OS X 10.5 or later
- *Linux is not officially supported, but most Blackboard features will work if Firefox is used as the browser and all plugins are installed.*

Supported Browsers
- Mozilla Firefox (recommended)
- Google Chrome
- Internet Explorer
- Safari

All browsers are required to have the following features enabled:
- Cookies
- JavaScript
- Active Scripting
- Pop-up Windows

Required Software
- Sun Java 6 or latest - required for core Blackboard components. Download Java (Windows users only. Java updates for Macintosh computers can be obtained via Software Update.)

FULL TIME STUDENT EXPECTATION SUMMARY

ACADEMIC EXPECTATIONS

Virtual school's unique nature requires students to take primary responsibility for their own learning. We recommend students attend help sessions during your instructors' office hours. These will be posted on your teacher's announcement page. Self-motivation and regular participation are essential to success in online learning. Students will be expected to complete courses within the semester time frame.. Completion is expected at the end of each semester. When a student starts a course late in the semester the expectation is to complete the course by the end of the semester. There are no summer school options with Mosaic Digital Academy so students who do not complete a course by the designated date will receive a Withdraw Fail (WF) on the final report card. Students must log-in daily to the online course platform and make progress according to the pacing guide for each course each week. Failure to submit assignments posted for the week on the pace guide will result in an absence in Skyward in accordance with the FL compulsory attendance law. Students will attend all scheduled Zoom or Microsoft Teams sessions (a web conferencing tool) to work with teachers and other students. These tools will be used for genuine academic communication to support learning goals.

As a full time public K-12 virtual school, we recognize that the following commitments/skills facilitate student success in the online educational environment:

• **Communication** – Students are required to communicate with their instructors for a variety of reasons. Students will be required to talk to their teachers via telephone and/or online classroom. Students should respond to their teachers in a timely fashion.

• **Class Time Live Lessons** – Participation and attendance in Live Lessons leads to student success in their courses. Students in grades K-8 are expected to have regular attendance to their class time/live lessons. For students in grades 9-12 it is not a requirement to attend Live Lessons for all courses, however, intensive courses and courses with which students are struggling are designated as required attendance for continuity of learning. Class Time/Homeroom Sessions for 22-23 School year. Middle/High School Semester 1 and Semester 2 and Elementary Schedule

• **Academic Integrity** – Mosaic Digital Academy requires the original work of all students and in so doing, prohibits plagiarism of the work of others and cheating. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarized.

Student Profile for Success

• **Self-Motivation** – Students should exhibit self-motivation as they must direct their own learning environment and procedures to fulfill course requirements enabling them to achieve individual academic success.

• **Independent Learning Style** – Students should be able to work independently and be able to contact their instructor for support as needed.

• **Computer Literacy** – Students should know basic computer skills such as utilizing email, maneuvering through the Internet, as well as basic keyboarding skills.

• **Time Management Skills** – Students must be capable of organizing and planning their time frame for learning. Students can complete their coursework whenever it is best for them, but they must set aside an adequate and realistic amount of time to complete course requirements.

• **Pace** – Students must follow the pacing guides for course modules as well as individual assignments. These guides can be personalized by the student's teacher to assist the student to manage time realistically and effectively to complete coursework. Students are expected to work in their courses regularly each week.

• **Effective Written Communication Skills** – Students will use email, discussion boards, andessay type questions to communicate with their instructors and peers. The ability to write clearly and

communicating ideas and assignments is essential. Students in earlier elementary grades may need additional parent or learning coach support when writing/typing in their courses.

• **Reading Competency** – Students must read at or near grade level in order to be successful in understanding the material presented as all coursework is delivered online in written format. Students in earlier elementary grades may need additional parent or learning coach support when reading through the coursework. Students who are identified as requiring Tier 2 or Tier 3 interventions will be required to attend small group intervention sessions with the instructor and must participate in all progress monitoring expectations.

• **Personal Commitment** – Students must have a personal desire to learn and achieve knowledge and skills via online courses because this learning environment has no bells to begin and end classes. Successful online students are those who decide for themselves that online learning is a choice they have made.

*Students in grades K-5 must have an identified parent and/or other adult designee to serve as the student's daily learning coach to meet these expectations for full time enrollment. A parent or other adult designee will be required to complete a Caretaker Designee Agreement and submit to a school administrator.

TIME & LEARNING REQUIREMENTS

The amount of time students spend on courses will vary from student to student, and even course to course. On average, students should expect to spend *approximately one hour per day per course (30 hours per week)* in order to keep adequate pace for course completion at the end of each semester. Note: Honors, Accelerated/Advanced coursework will require additional time allotment each week. Click here to review our Attendance Policy and how attendance is measured in our public virtual school.

SCHOOL CALENDAR

Mosaic Digital Academy operates on the St. Lucie Public Schools' calendar. There are no summer courses offered through Mosaic Digital Academy. Students must complete semester courses by the end of each semester. Credit is issued when students earn a passing final grade (60% or higher). Report cards are issued at the end of each semester. Students failing to earn the necessary credits for grade promotion will be required to meet with the school counselor to determine placement for the following semester or school year at their zone school. Students in Grades 6-12 who do not complete a course by the last day of the semester will be issued a withdrawal code of WF (withdrawn failing) or WP (withdrawn passing).

COMMUNICATION & LOGIN (INCLUDING "ATTENDANCE")

To achieve success, students are expected to submit work in each course weekly. Students can learn at their own pace; however, students must make progress in the course every week according to their course assignment due dates. To measure learning, students complete self-checks, practice lessons, multiple choice questions, projects, discussion-based assessments, and discussions. Students are expected to maintain regular contact with teachers. When teachers, students, and parents work together, students are successful.

Regular attendance and participation in classes is critical to student success. Students must sign in daily to the online platform and make progress by submitting assignments outlined on the pacing guide for each course. Attendance is monitored through online coursework through assignment submissions and assessments as well as consistent presence and participation in homeroom and scheduled class time sessions throughout the week.

Attendance Concerns

When students fail to make progress or do not log in regularly, they will be contacted by teachers and administrative staff via email and phone. If our student does not modify their online behavior to support successful completion they will be required to attend structured Zoom/Teams sessions with an instructor until the course pace and progress is back in good standing. If such efforts do not succeed in re-engaging the student, the parent will be notified in writing and may receive a home visit from a social worker or administrator to discuss the concern. If the concern is not addressed the family will be reported to the School District, Department of Highway Safety and Motor Vehicles, and/or the office of the State Attorney as truant. To have satisfactory "attendance", work must be submitted weekly regardless of the student's pacing, unless arrangements are made in advance with the Mosaic Digital Academy teachers and administration. Dual enrollment, personal jobs schedules, and sports or extracurricular schedules are not acceptable reasons for regular and consistent attendance within online courses. Click here to learn how Attendance is marked in the virtual setting. WARNING: Students with ongoing attendance concerns may not be eligible for Honor roll and/or Principal's List.

Travel or Vacation outside of district calendar holidays

If a student knows they will not be participating in a course due to vacation, travel or other commitment, they must be on or ahead of pace. They must also notify their teachers and school office _at least two weeks_ in advance of the planned absence to discuss the completion of assignments and pacing beforehand. In the case of a prolonged emergency absence, the student and/or parent should notify school administration as soon as possible. Failure to do so will result in a truancy report and possibly withdrawal from the online program.

ACADEMIC COUNSELING

Once each semester, full time students will receive a review of their academic progress towards completing middle school and/or obtaining a standard high school diploma. Students will be advised of course selection, career and post-secondary planning. Mosaic Digital Academy's school counselors are available to support, encourage, and monitor the success of students. Although any questions about the specifics of a course should be directed to the particular teacher, general questions about the school or the student's education should be directed to the school counselor. A review will be conducted at the end of each semester to determine students continued enrollment for the next school year. To maintain continuous enrollment at Mosaic Digital Academy, a student must earn grades of C or higher in each course, maintain consistent pacing in every class, attend and participate in homeroom and class time sessions, communicate consistently with teachers, and participate in all standardized testing. Those students who fail to meet the minimum continuation standards will be referred to the office of student assignment to meet their educational goals in a setting better suited to their learning needs.

STANDARDIZED TESTS

Mosaic Digital Academy requires full-time students to take all standardized tests instituted by St. Lucie Public Schools and the state of Florida. Florida's Assessment for Student Thinking (F.A.S.T) is the new state assessment which started in the 2022-2023 school year. There are 3 separate assessments for English Language Arts (Reading/Writing) in grades 3-10 known as FAST ELA Progress Monitoring (PM1 Fall, PM2 Winter, and PM3 Spring). Grades 4-10 have the option to remotely assess for the first two sessions with parental consent for video monitoring. If student does not attend the one time scheduled remote session, they will be required to test on campus. **The FAST PM3 for Grades 3-10 assessment must be administered in person on the school campus**. **Renaissance Star Literacy is for K-2 Grade Levels: All of the assessments for Grades K-2 are administered on a school campus.** Contact your school's assessment coordinator with questions regarding your child's assessments.

All state tested students are required to attend mandatory FSA/ EOC review sessions scheduled prior to their test dates. Students of all other grades whose achievement levels are not at or above grade level will also be required to attend FSA/EOC tutoring, review sessions and participate in remedial work that may not be available on the FLVS course platform. These sessions will be offered via Zoom or Microsoft Teams and in some cases in person on campus.

TRANSFER GRADES

Any grades earned at a non-public school are subject to St. Lucie Public School's accreditation policy and course codes. Credits are determined by the district's course code directory. There are no guarantees of identical course transfers. All Mosaic Digital Academy grades are transferable to any Florida public school upon successful completion of the quarter/semester. Transfers that occur prior to the completion of a course will receive no credit and no grade.

SCHOOL LIVE DAYS AND EVENTS

Mosaic Digital Academy is proud to offer a way for students to interact on campus periodically. Activities may include face-to-face instruction, hands-on class reviews, field trips, and other instructional and social activities. Attendance is open to students based on grade level and age appropriateness. Please ensure your contact information including phone and email are up to date in our system so that your family receives all SchoolMessenger Phone message recordings and emails for notification regarding exciting events throughout the school year. Parents are requested to ensure these calls from the 772-429-3600 and 772-429-5504 lines are not blocked as emergency communications are also sent from these district phone lines.

Counseling Services

SCHOOL GUIDANCE DIRECTOR 9-12 Irene Schmahl Irene.Schmahl@stlucieschools.org	SCHOOL GUIDANCE COUNSELOR K-8 April Mincey April.Mincey@stlucieschools.org

Virtual Guidance Sessions are scheduled periodically; however, students may always request individual in-person sessions with certified counseling staff. Students may meet with their school counselor to review courses, grades, and graduation requirements via web conferencing sessions. Links to College Board, Bright Futures and other valuable resources are on our school district website.

Staff Directory

K-5 Elementary Teachers

6-12 Secondary Teachers & Support Staff

HOMEROOM

WHEN: Mondays Schoolwide. more frequently for K-5 students

Purpose of Homeroom: To meet grade level curriculum requirements and to conduct grade level and schoolwide monitoring of weekly attendance and to support students' quality experience as a virtual learner. Homeroom attendance is mandatory.

Moment of Silence

Recent legislation requires all schools observe a moment of silence at the the beginning of the school day. As a school, we will participate in the moment of silence during Homeroom sessions held on Mondays. Students may conduct their own Moment of Silence Tuesdays-Fridays prior to starting their online lessons.

The moment of silence will last one minute during which time students may not interfere with other students' participation. Teachers may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. However, parents and guardians are encouraged to discuss the moment of silence with their child and to make suggestions as to the best use of this time. The legislation states "in today's hectic society too few persons are able to experience a moment of quiet reflection before plunging headlong into the activities of daily life. The Legislature finds that our youth will be well served if students are afforded a moment of silence at the beginning of each school day." Click here to review a sample of the Moment of Silence parent letter sent home via school messenger annually.

CLASS TIME SCHEDULE

Class time for core courses (ELA, Math, Science, Social Studies and PE) are an important component of the virtual school curriculum. Students are required to attend sessions as scheduled weekly. Class Time lessons provide state standards instruction and provide assignment guidance and practice. Students should complete course assignments before and after scheduled class time to ensure assignments are completed each week according to each course pace guide as this is the measurement for attendance.

Students should review the Rules of Engagement for all online Class Time and Homeroom sessions. Click Here

Important Consideration:
Students will attend Class Time sessions weekly. The times before and after Class Time are considered flexible time blocks where students will complete lessons according to their course pace guides for the current week. While times and days to work on courses may be flexible, students are required to submit assignments by Sunday evening to be marked present in Skward for attendance purposes. Please consult the Understanding Attendance document for reference.

SAVE PROMISE CLUB & SANDY HOOK PROMISE

Students Against Violence Everywhere (SAVE) Promise Club is the student leadership initiative of Sandy Hook Promise. Led by the Allapattah Flats K-8 Youth Advisory Board, the aim is to empower student leaders to take an active role in increasing school safety and preventing different forms of violence in schools and communities. Contact your school counselor if you would like to participate in this club.

DIGITAL RESOURCES

Mosaic Digital Academy students and parents may obtain passcodes to all digital resources provided by the district from teachers or school office staff. Check out the Digital Learning page located on the district website for digital resources our students have available to them. To obtain login credentials, contact your teacher.

PARENT RESPONSIBILITY
Parents are a critical part of student success. Parents are responsible for providing adequate supervision for their students and supporting their learning. This includes providing a suitable working environment, encouragement and appropriate assistance with course content when possible. Parents also have access to many aspects of the school, including grade and participation reports. They will likely find themselves

more involved in their child's education than they have before – and more in touch with their student's progress. It is expected that parents monitor their child's academic activities daily through direct supervision as well as the online guardian account.

(6-12) PARENT/GUARDIAN

- Must provide adequate supervision of student's online activities
- Will establish a daily student work schedule
- Must ensure students have all technology and software required for accessing and submitting assignments in the online curriculum.
- Will ensure student has a defined school work area
- Must establish and maintain regular contact with online teachers and guidance counselor via email and phone communication
- Must ensure students are present for all standardized testing (Diagnostics, FSA, SAT/PSAT, EOC, PERT).

(K-5) PARENT/GUARDIAN

PARENT RESPONSIBILITY AS LEARNING COACH The Learning Coach:

- Will support the delivery of instruction to their student using the online curriculum program on a daily basis.
- Will establish a daily student work schedule and a defined schoolwork area.
- Must possess basic computer skills.
- Must establish and maintain regular contact with online teachers and school staff via email and phone communication.
- Must provide adequate supervision of student's online activities.
- Must provide transportation to and from our campus for all required assessments and live days when applicable.

Important Note: It is the responsibility of the parent to transport their student to and from our facility or testing center, *on time* and on the designated testing dates.

PARENT & STUDENT ACADEMIC PROGRESS CHECK OPTIONS

Mosaic Digital Academy full-time students receive report cards. However, we recommend parents and students utilize the available options to continually review student grades and progress. Several options are listed below:

1. Use your Skyward Family Access account to monitor student's grades. Instructions for Parent Account
2. Contact online teachers via email. K-5 Teacher Directory   6-12 Teacher Directory
3. Log onto the course platform with students to review the student's individual grade book.
4. Review assignment feedback and all communications from school personnel.
5.

MANDATORY ASSESSMENT SCHEDULE

All public school students are required to take state assessments, including virtual public school students per section 1008.22, Florida Statutes (F.S.). Students enrolled in district virtual school programs are considered public school students and are required to participate in all state and district mandated testing. These tests are administered on our school campus and parents are required to provide all transportation to and from these sessions. Students failing to participate in the required testing may <u>not</u> be eligible to re-enroll in a district virtual instruction program.

GRADING POLICY

PROGRESS EXPECTATIONS

•Curriculum and teacher instruction are aligned to grade level state standards.
•The typical progress expectation for 6-12 students is 5-7% completion each week in each semester course. Students are expected to maintain a grade of 60% or higher in all courses. Students must also stay on target according to the pacing calendar in order to successfully complete courses by the end date of the semester.

SAMPLE PACING FOR SEMESTER COURSES

Weekly Percentage of Completion Guide					
Week 1	5%	Week 7	40%	Week 13	70%
Week 2	10%	Week 8	45%	Week 14	75%
Week 3	15%	Week 9	50%	Week 15	85%
Week 4	25%	Week 10	55%	Week 16	90%
Week 5	30%	Week 11	60%	Week 17	95%
Week 6	35%	Week 12	65%	Week 18	100%

NOTE: These percentages are approximate. It is important to be on target at weeks 4, 9, 13, and 18 for successful course completion.

GRADE CALCULATION

Report Card Grades are issued twice a year (end of each Semester). Students in grades 6th – 12th grade who earn a letter grade of D (or 60%) or above will earn a "complete" for the course at the end of semester.

STUDENT CONTACT AND DROP POLICY

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that students and instructors maintain regular contact. To ensure that our students are aware of this commitment, the three-part process below will be followed:

1. If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive an electronic letter notifying them of the student's unacceptable pace for submitting assignments.
2. If the student does not respond to the letter by submitting the appropriate number of assignments within seven (7) days, the instructor(s) will make a telephone call to the student/parent(s).
3. If the student does not respond by submitting all required assignments within seven (7) days of the phone call, Mosaic Digital Academy will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.

GRACE PERIOD

Every student has a grace period during the first 21 consecutive days from the start of the semester into a course. During that period, students may drop the course without penalty and teachers can also withdraw unproductive/unsuccessful students from their course to allow them to pursue other educational means without penalty. Once the 21-day grace period has passed, students will be withdrawn with a failing grade whether the withdrawal is initiated by the teacher or the student. The failing grade must be reported on the student's official transcript.

(Note: It is the responsibility of the student/parent to be informed of St. Lucie County School Board Policies. The Code of Student Conduct Handbook can be found at http://www.stlucie.k12.fl.us/pdf/codeofconduct.pdf and the St. Lucie Public Schools Student Progression Plan can be found at http://www.stlucie.k12.fl.us/parents-students/index.aspx .

ACADEMIC INTEGRITY

St. Lucie Public Schools expects a full commitment to academic integrity from each student. When your child receives their Welcome Email from instructors, they will be required to complete an Academic Integrity agreement containing 5 "I Agree" statements. View form here

Academic integrity means:
- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will give no assistance to anyone scheduled to take the same course semester/final exams in the future
- Your parent/guardian will attest to the fact that your work is completely your own

ST. LUCIE SCHOOL DISTRICT'S ACADEMIC INTEGRITY, VIOLATIONS and CONSEQUENCES

LEVEL 1
Plagiarism: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own; submitting another student's work or sharing files with other students, and/or inconsistencies between writing 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.

(continued next page)

PROCEDURE FOR LEVEL 1 VIOLATIONS:
1st Offense
- Phone call or conference between parent, teacher, and student
- Teacher advises student and parent of violation; student must resubmit assignment(s) using his or her original ideas and work. At the teacher's discretion, they will proceed to the next assignment.

2nd Offense
- Phone call or conference with parent, teacher, student, and school administrator
- Use the same procedure as 1st Offense with the additional consequence of the teacher issuing a "0" (F) on the assignment(s) in question. Students may be able to submit a replacement assignment for partial credit at the teacher's discretion. If the violation occurred on an assessment, the student will receive a "0" (F) with no opportunity for credit.
- For inconsistencies between written assignments and oral assessments, teachers will advise students that a proctored exam(s) will be required at the school office.

3rd Offense
- Conference with parent, student, teacher, and administrator
- Student is withdrawn from a course with an F. Student may continue enrollment in any other active courses until completion or the end of the semester, whichever occurs first.
- Students will lose the privilege to enroll in any additional Mosaic Digital Academy course(s).

PROCEDURE FOR LEVEL 2 VIOLATIONS:
- Conference with parent, student, teacher, and administrator
- If it is determined a student violated online security, the student will be withdrawn with a failing grade from all online courses. In the event of a breach of online security, a discipline referral will be issued and the student referred to Student Services for suspension, placement in an alternative program, or expulsion.
- The student loses the privilege to enroll in any additional virtual course(s) in St. Lucie County.

MOSAIC DIGITAL ACADEMY FREQUENTLY ANSWERED QUESTIONS

HOW DO WE KNOW THE STUDENT IS LEARNING?

All courses include meaningful assessments of student learning. Teachers are in regular contact with all students through Discussion Based Assessments and Monthly Contacts as well as during Live Days. In addition, full time students are required to take standardized tests to meet promotion and graduation standards. This helps to compare their performance to students nationwide.

IS THERE A FACE-TO-FACE REQUIREMENT?

Mosaic Digital Academy offers a true distance learning experience that does not require seat time in a traditional classroom. Periodically, standardized testing and academic/attendance interventions require students to attend face-to-face activities. Teachers may exercise the right to require a proctored exam when academic integrity comes into question based on evidence of plagiarism, cheating or behaviors associated with academic integrity issues. Students are encouraged to meet with teachers via Microsoft Teams and/or Zoom as needed to receive additional instructional support for avoiding plagiarism.

WHO TEACHES THE ONLINE COURSES AT MOSAIC DIGITAL ACADEMY?

All online courses are taught by highly qualified St. Lucie Public School instructors having met the Florida Department of Education certification requirements.

WHAT IF THE STUDENT HAS QUESTIONS OR PROBLEMS WHILE TAKING A COURSE?

Students are assigned an instructor for each course. Instructors are available M-F via web conference, email, or telephone. Support services are available to all Mosaic Digital Academy students through our guidance department. Parents are responsible for their own personal computer related issues.

IS MOSAIC DIGITAL ACADEMY LESS CHALLENGING THAN OTHER TRADITIONAL ACCREDITED HIGH SCHOOLS?

No. As a fully accredited public school, Mosaic Digital Academy offers a flexible alternative setting for students however; the curriculum is rigorous and fully aligned to Florida State Standards. It is not an easier option than traditional accredited schools. All courses are written at or above grade level and require an average of one to two hours of focused study on a daily basis to complete a course within the traditional semester time frame. Our courses engage students in real-life projects; require use of critical thinking, problem-solving skills, and the ability to apply knowledge they have acquired. Online learning requires students to possess digital literacy and internet skills for success. Mosaic Digital Academy is not a credit recovery program.

AS A PARENT, HOW AM I KEPT INFORMED OF MY STUDENT'S PROGRESS?

As a parent, you will likely receive more updates and information about your student's progress than ever before. We strongly feel that parent involvement in a child's education is critical. Our teachers provide frequent contact with parents. You can always see how your child is performing by logging in to the parent/guardian account 24/7/365. Contact our school counselor if you do not know how to access your parent account. Please ensure your contact information is up to date. Use the Emergency contact form in the Appendix of this handbook to update home address, email address and family emergency phone numbers.

WHO MAY ENROLL AT MOSAIC DIGITAL ACADEMY?

Students residing in Martin and St. Lucie County seeking a quality education through a flexible format may be potential Mosaic Digital Academy students. Students who benefit are athletes, performers, highly motivated students who prefer to accelerate, students who travel, students with medical issues, or home school students who wish to reenter the public school program to earn a high school diploma.

WHAT IF I WANT TO WITHDRAW FROM MOSAIC DIGITAL ACADEMY?

• Contact the School Counselor to review post-withdrawal options
• Inform your online teachers
• Contact Student Assignment office (or other school) for enrollment options

• Complete the Mosaic Digital Academy full time student withdrawal/termination form by contacting our school secretary (772-429-5504). See Appendix of this handbook for this form.

APPENDIX Contents

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

Notice of Protection of Pupil Rights Amendment

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Family Educational Rights and Privacy Act

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Code of Student Conduct

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Bullying Policy 3.43

Bullying Complaint Forms

Attendance Policy

Attendance Policy 5.40

Procedural Safeguards for Students with Disabilities and

for Students Identified as Gifted

APPENDIX

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

NOTICE OF PROTECTION OF PUPIL

RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, affords parents certain rights for the protection of student privacy. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education ("ED") –

   (a) Political affiliations or beliefs of the student or student's parent;

   (b) Mental or psychological problems of the student or student's family;

   (c) Sex behavior or attitudes;

   (d) Illegal, anti-social, self-incriminating, or demeaning behavior;

   (e) Critical appraisals of others with whom respondents have close family relationships;

   (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

   (g) Religious practices, affiliations, or beliefs of the student or parents; or

   (h) Income, other than as required by law to determine program eligibility.

2.   Receive notice and an opportunity to opt a student out of –

(a) Any other protected information survey, regardless of funding;

(b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and

(c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3.   *Inspect*, upon request and before administration or use –

(a) Protected information surveys of students;

(b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

(c) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School Board of St. Lucie County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Board will directly notify parents of these policies at least annually at the start of each school year and after any substantive change. The School Board will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School Board will make this notification to parents at the beginning of the school year if the Board has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

● Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

● Administration of any protected information survey not funded in whole or in part by ED.

● Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C, 20202-5901

NOTICE OF RIGHTS UNDER FAMILY

EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA), and corollary state law, Section 1002.22, Fla. Stat., afford parents and students who have attained 18 years of age ("eligible students") certain rights with respect to each student's education records. These rights are:

(1)   The <u>right of privacy</u> with respect to the student's education records. Personally identifiable records or reports of a student, and any personal information contained in these reports, are confidential. The School District of St. Lucie County will not release the education records of a student without the written consent of the eligible student or the student's parents or guardian, except to the extent FERPA and state law authorizes disclosure without consent.

(2)   The right to <u>inspect and review</u> the student's education records within 30 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(3)   The <u>right to request amendment</u> of the student's education records that the parent or eligible student believes they are inaccurate, misleading or otherwise in violation of a student's privacy rights.

Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student's privacy rights.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(4)   The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school, school system, or institution of postsecondary education in which a student seeks or intends to enroll or is already enrolled.

(5)   The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

United States Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

* * *

Other disclosures without prior consent; parents' right to limit:

School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information includes the student's name and grade level. A limited release of information is required for participation in student athletics as described on the Parent and Player Agreement, Permission, and Release form.

Military recruiters and institutions of higher education have access to the name, address, and telephone listing of each secondary school student unless, within 10 days of enrolling in or

beginning school, the student or the parent notifies the school in writing that such information should not be released without the prior written consent of the parent.

* * *

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 501 N.W. University Drive Port St. Lucie, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

Family Educational Rights and Privacy Act (PDF)
   * Ley de Derechos a la Educación y Privacidad de las Familias (Spanish) (PDF)
   * Lwa sou Dwa ak Entimite Lanseyman pou Fanmi (Haitian Creole) (PDF)
Student/Employee Calendar Student/Employee Calendar
Code of Student Conduct
   Student Code of Conduct English
   Student Code of Conduct Spanish
Bullying Policy and Complaint Forms
Bullying Policy 3.43

http://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#

Bullying Complaint Forms

English

http://www.stlucie.k12.fl.us/pdf/forms/STS0114A.pdf

Spanish

http://www.stlucie.k12.fl.us/pdf/forms/STS0114B.pdf

Creole

http://www.stlucie.k12.fl.us/pdf/forms/STS0114C.pdf

Attendance Policy
Attendance Policy 5.40

https://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#

Procedural Safeguards for Students with Disabilities and for Students Identified as Gifted

You may only want to include English and Spanish, but I have included links for other languages as well.
- * Notice of Procedural Safeguards for Parents of Students with Disabilities (PDF) Revised 05/2014
   o Aviso de Salvaguardas Procedimentales para Padres de Estudiantes con Discapacidades (Spanish) (PDF) Revised 05/2014
   o Avi konsènan Mezi Pwoteksyon pou Paran ak Elèv Andikape yo (Haitian Creole) (PDF) Revised 05/2014
   o Уведомление о процессуальной защите прав родителей учащихся с ограниченными возможностями (Russian) (PDF) Revised 05/2014

- o [Mitteilung über Verfahrensgarantien für Eltern von Studenten mit Behinderungen](#) (German) (PDF)
- o [Phân B Thông Báo Các Biên Pháp Bào Vê Theo Thù Tu cho Cha Me cùa Hoc Sinh Khuyêt Tât](#) (Vietnamese) (PDF)
- o الإعاقـة ذوي الطـلاب لآبـاء الإجرائيـة الضـمانات بإخطـار الجـزء (Arabic) (PDF) Revised 05/2014
- o 部分残疾学生父母程序保障通知 (Chinese) (PDF) Revised 05/2014
- o [Notification relative aux garanties de procedures pour les parents d'élèves handicaps](#) (French) (PDF) Revised 05/2014
- o [Aviso de salvaguardas procedimentais para pais de estudantes com deficiências](#) (Portuguese) (PDF) Revised 05/2014
- o [Bahagi B Pabatid tungkol sa mga Pansanggalang sa Mga Pamamaraan para sa Mga Magulang ng Mag-aaral na May Kapansanan](#) (Tagalog) (PDF) Revised 05/2014
- [Procedural Safeguards for Exceptional Students who are Gifted](#) - 6A-6.03313 - (PDF) Revised 05/2014
- o [Salvaguardas Procedimentales para Estudiantes Excepcionales Superdotados](#) - 6A-6.03313 - (Spanish) (PDF) Revised 05/2014