

K-8 Virtual School Program Application

This application form is to be completed by each school seeking to participate in Florida's K-8 Virtual School Program. Applications must be received by the Florida Department of Education **no later than March 31.**

The application is limited to a page size of eight and one-half by eleven inches (8 1/2 x 11) and the type size shall not be less than 10 point font. Pages must be unbound and sequentially numbered. All questions and information are to be presented in the order of this application format. The application must be written in a concise manner, which is conducive to effective evaluation and selection.

Please mail completed applications to:

Florida Department of Education
Office of Independent Education and Parental Choice
Turlington Building, Room 522
Tallahassee, FL 32399-0400

Questions should be directed to:

Office of Independent Education and Parental Choice
(850) 245-0502

Applicant: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: (____) _____ Fax Number: (____) _____

Email Address: _____

Signed: _____ Date: _____

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APPLICANT/SCHOOL INFORMATION

1. Provide the following applicant information:
 - a. Background information to include full name and address; history and organization; profit or non profit status; and the names, contact information and qualifications of key personnel;
 - b. The applicant's relationship with the proposed virtual school;
 - c. The role and responsibilities of the applicant in the on-going operations of the virtual school;
 - d. If the applicant is affiliated with any other schools or educational programs, a list of these schools or programs with contact information. The list should include the dollar amount, services performed, and a summary of student and school/program performance (evidence of increased/decreased student achievement, AYP designation, etc.). Please include whether the applicant will be using one of these models or programs in Florida or creating a new program.
 - e. Information regarding any terminations and reasons for the terminations of past affiliations with schools or educational programs.

2. Provide the name and a description of the proposed virtual school. Please include:
 - a. The full name of the school;
 - b. The location and address of administrative office(s) or affiliate offices in Florida. If no site has been identified for the main administrative office in Florida, describe when and how a suitable site will be located and acquired;
 - c. A description of the administrative structure of the school to include all administrative positions, qualifications, and roles. Provide names and contact information, if available;
 - d. The grade levels to be served;
 - e. The mission statement and a list of measurable academic and non academic goals the school will accomplish in its first three years;

SCHOOL ELIGIBILITY AND PARTICIPATION

1. Provide verification that the proposed school will meet the eligibility criteria outlined in Section 1002.415(1)(a), Florida Statutes.
2. Provide the school's admissions/enrollment policies and procedures and describe how they will comply with anti-discrimination provisions of Section 1000.05, Florida Statutes, and the student eligibility requirements outlined in Section 1002.415, Florida Statutes.
3. Describe how the school will seek to attain a diverse student body and faculty that reflect the diversity of Florida's overall student population.
4. Describe the school's ability to provide services to ESE students (students with disabilities and gifted students) and to Limited English Proficient (LEP) students. Please include past experience in providing these services.
5. Provide school policies and procedures which will be used related to student attendance, criteria for disenrollment, and student discipline.
6. Provide a school calendar for the first year. Please include how the school day is defined and how the school will monitor a student's school day and attendance.

HIGH QUALITY STAFF

1. Provide the criteria used to select administrative and instructional staff (e.g., certification, job experience, education level).
2. Describe how the school will ensure it meets anti-discrimination requirements and verify residency requirements.

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3. Describe how the school will ensure all staff with contact with students are screened according to Section 1012.32, Florida Statutes (criminal background check). Direct contact includes contact through electronic means.
4. Describe the types and extent of training that will be provided for instructional and administrative staff and the entities that will provide the training. Please be specific about training related to delivering online curriculum.
5. Describe how instructional and administrative staff will be evaluated. Please include standards for staff performance and evaluation.

PROGRAM AND CURRICULUM

1. Provide a description of the curriculum to include a list of courses (core and elective) by grade level and subject, student materials, and assessments. Please show how the middle school program will meet the requirements of Section 1003.4156, Florida Statutes.
2. Provide documentation showing that curriculum and course content will incorporate Florida's *Sunshine State Standards* and a brief description of the process that will be used to determine alignment.
3. Describe the learning management system to include how teachers will deliver curriculum, assess and report student progress; track student attendance, participation, and performance; and communicate with parents, students, and other school staff.
4. Please provide proposed student/teacher ratios for each grade level and how teachers will effectively deliver instruction to the number of students assigned to them.
5. Please include the required method(s) and frequency for teacher to parent or teaching adult and teacher to student communications.
6. Describe how the school will ensure authenticity of student work.
7. Provide a list of the instructional materials that will be provided to students.
8. Please provide, by grade level, an estimate of the time students will spend working online and offline.
9. Describe the school's Core Reading Program(s) and how each aligns with Florida's *Just Read, Florida!* initiative. Specifically, the description should include the program name(s) and the instructional materials, strategies and assessments used in support of the five areas of reading including comprehension, fluency, phonemic awareness, phonics and vocabulary. Please provide documentation that the program(s) include research-based instructional materials and use curriculum that provide intervention and rigorous reading programs for struggling readers. Please also include information on program leadership and monitoring, and professional development for teachers.
10. Provide a description of planned cooperative learning opportunities, field trips, meetings, study sessions and other opportunities for students and parents to interact with other students and parents and with teachers.
11. Please provide policies outlining expectations for parental involvement, adult supervision, and parent or other adult teaching activities and requirements.
12. Describe the types of training and support that will be provided to parents/guardians and teaching adults.

ASSESSMENT AND ACCOUNTABILITY

1. Describe how parents will be notified of State testing requirements (FCAT) and kindergarten screening requirements. Please provide policies for non compliant families.
2. Describe how the school will ensure at least 90% of students participate in Florida's student assessment program (FCAT). If the applicant is associated with programs in

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other states that require participation in state assessments, please provide the actual percent tested in those states.

3. Provide a list of standardized tests and/or other major assessments, in addition to FCAT, that will be used by the school and when and at what grade levels they will be administered.
4. Provide a brief description of how assessment results will be used to improve student achievement. Include strategies for assisting students who do not meet expected levels of achievement at all grade levels and students who score at levels 1 and 2 of the FCAT.
5. Please indicate how the school plans to achieve at least a C school performance grade in Florida's school accountability system and school improvement strategies the school will use if it receives a D or an F.
6. Describe how the school plans to meet Adequate Yearly Progress (AYP) requirements of *No Child Left Behind* and school improvement strategies the school will use if the school does not meet these requirements.

TECHNOLOGY

1. List and describe the hardware, software, and connectivity that will be provided to each family at no cost.
2. Describe how the school will provide technical support for online learning activities to teachers, parents, learning coaches, students, and administrators. Please include staffing levels, average response time and hours of availability.
3. Describe how the school will ensure the confidentiality and security of all student data (to include communications and collecting, storing, and transmitting data).
4. Describe how the school will ensure reliability of the overall system (minimal downtime) and how data will be protected and recovered if a system failure occurs. Include any fault tolerance or redundant capabilities that provide protection for system availability.
5. Describe how the school will ensure that it timely submits all required student and staff record formats to the Florida Student and Staff Information Data Base and that the systems of file transmittal are operational between the virtual school and North West Regional Data Center. Please include information on any technical training or experience in managing and reporting large volumes of information. Also include the proposed allocation of staff (include qualifications) and other resources for comprehensive data base activities such as data base training, data collection, data entry, data verification, files transmission (uploading and downloading), and error resolution processes. The following website has information on Florida's reporting requirements: <http://www.firn.edu/doe/eias/dataweb/database.htm>.

FINANCIAL

1. Provide a financial plan for at least 3 years. It must contain anticipated fund balances based on revenue projections, a spending plan based on projected revenues and expenses including a monthly cash flow projection, a description of internal controls that will safeguard finances, and projected enrollment trends.
2. Provide your school's plan for regular review of school budgets and financial records.
3. Specify who will have direct oversight and be responsible for the financial management of the school and what qualifications those responsible will have.
4. Describe how the school will provide general liability and other appropriate insurance for virtual school operations.
5. Provide estimated technology costs associated with providing technology to families, e.g., purchasing or leasing equipment, shipping, maintenance, Internet access, technical support and training, system security.

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6. Provide evidence to demonstrate financial ability, to include sufficient cash revenues, to fully support the creation and implementation of this program.