

JEFFERSON CLASSICAL ACADEMY

FLORIDA AT DESOTO COUNTY



Student/Parent Handbook 2025-2026

DISTRICT and SCHOOL LEADERSHIP

SUPERINTENDENT OF SCHOOLS

Dr. Bobby Bennett

DESOTO DISTRICT SCHOOL BOARD

Mrs. Jami Schueneman, District 1, Board Chair

Dr. Sharon T. Goodman, District 2, Vice Chair

Mrs. Karen Chancey, District 3

Mrs. Asena Mott, District 4

Mrs. Kelly Mercer, District 5

Mr. J. Cole Brewer, School Board Attorney

JEFFERSON CLASSICAL ACADEMY ADMINISTRATION

Dr. William J. Bennett, Provost

Dr. Sandra Anthony, Head of School

Samantha Sheffield, Academic Director

The School District of DeSoto County does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other Patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

School District of DeSoto County
Human Resources Department 530
LaSolona Avenue
Arcadia, FL 34266
863-494-4222, ext. 1101

District Vision

Empowering every student with knowledge, skills, and opportunities to succeed in college, career, and life through innovation, collaboration, and unwavering support.

District Mission

The School District of DeSoto County, in partnership with families and the community, is committed to:

- **D**elivering a safe, inclusive, and engaging learning environment,
- **O**pen communication to strengthen collaboration and belonging,
- **G**uaranteeing all students have access to rigorous, high-quality instruction, and
- **S**haping responsible citizenship to inspire future leaders.

Jefferson Classical Academy, a DeSoto School Virtual Instructional Program, is honored to carry on the DeSoto Mission and Vision to its classical students.



TABLE OF CONTENTS

DISTRICT and SCHOOL LEADERSHIP	2
DESOTO DISTRICT SCHOOL BOARD.....	2
District Vision.....	3
District Mission.....	3
TABLE OF CONTENTS	4
School Calendar and Contact Information.....	7
2025-2026 SCHOOL CALENDAR	7
School Contact Information.....	7
Introduction.....	8
Overview.....	8
Academic Curriculum and Engagement Expectations	9
K-5 Grades: Laying the Foundation for Learning	9
Grade 6: Developing Critical Thinking Skills	9
Virtues at Jefferson Classical Academy of Florida.....	10
Assessment and Testing Requirements.....	11
Student Progression	11
Grading System.....	11
Home/ School Communication	12
Report Cards/Progress	12
Mandatory Retention in Grade 3 and Good Cause Exemptions.....	12
Student Conduct and Expectations	12
Academic Integrity	13
Attendance Expectations	13
Absences	13
Compulsory School Attendance.....	13
Truancy and Excessive Absence	13
Conduct and Consequences.....	14
Discipline Referral.....	14
Dress Code	14
Harassment, Intimidation, Bullying	15
Positive Behavior Supports and Success Plans.....	15

Student Success Plans and Support	15
Students with Disabilities	16
Multi-tiered System of Supports (MTSS).....	16
Special Populations	16
Gifted Students.....	16
Gifted Program Eligibility	16
Exceptional Student Education Services.....	16
Section 504.....	17
English Language Learners	17
School Life.....	17
Field Trips	17
Parent Participation.....	18
Guidance	18
Technology and Internet Safety	18
Acceptable Use of Technology	18
Accountability.....	18
Student Internet Safety.....	19
“Netiquette”	19
Use of Copyrighted Materials.....	19
Appropriate Use of Technology	20
ACCESS TO INAPPROPRIATE MATERIAL.....	20
Specific Terms and Conditions for Using Program-Provided Communication Tools	21
Inappropriate Technology Use Penalty System	22
Social Media/Collaborative Content Tools.....	22
Student Misuse.....	23
School Records	23
Request for Records.....	23
Student Directory Information	23
Audio-Visual Information	23
Release of Student Records	23
Non-Custodial Parent Record Request.....	24
Parent Access Records.....	24
Notification for Change of Address/Phone Number/Custody.....	24
Withdrawals	24

Student Withdrawal Procedures	25
Safe Schools.....	25
Police and Child Protective Services.....	25
School Crisis Response Plan	25
Affirmation Action/ Equal Opportunity Employer.....	25
Fortify Florida.....	25

School Calendar and Contact Information

2025-2026 SCHOOL CALENDAR

Semester 2 Important Dates	
Records' Day (No School for Students)	January 5, 2026
First Day of Semester 2 (Students Return)	January 6, 2026
Martin Luther King, Jr Day (No School)	January 19, 2026
Teacher Workday/Student Async Day	February 13, 2026
Presidents' Day (No School)	February 16, 2026
Spring Break (No School)	March 9-13, 2026
Quarter 3 Ends	March 19, 2026
Professional Learning Day (No School for students)	March 20, 2026
Good Friday (No School)	April 3, 2026
Memorial Day (No School)	May 25, 2026
Last Day for Students/ End of Quarter 4	May 28, 2026

School Contact Information

School Office Phone Number: (863) 226-1500

School Website: <https://florida.jeffersonclassicalacademy.com/>

School Operating Hours: 8:00 am to 4:00 pm, Monday- Friday

Introduction

Overview

Welcome to Jefferson Classical Academy of Florida at DeSoto, a classical virtual program rooted in time-tested tradition, high academic standards- delivered with intentionality.

...Where Timeless Learning Meets Today's Students.

We Provide:

- A mastery-based program that builds deep knowledge and strong skills.
- A school culture grounded in character and virtue.
- Teaching that connects students with meaningful ideas.
- A curriculum built around great literature, timeless ideas, and beautiful content.
- Students who think clearly, write convincingly, and act with integrity.

JCA Classical provides a learning experience that combines direct and explicit online instruction with an individualized, flexible learning approach. Learning is both synchronous, in real-time, and asynchronous, with a flexible option so your child can learn at their own pace. Our statewide virtual school, a program of DeSoto County Schools, serves K-6 grades for the 2025-2026 school year. features an innovative, interactive curriculum fully aligned with the Florida B.E.S.T. Standards and is taught by our talented, state-certified teachers.

This Handbook sets forth important information and expectations for our students and their families to ensure a successful school year and was developed to answer many of the commonly asked questions that students and parents may have. We ask that you become familiar with the following information and keep the Handbook available for reference throughout the school year. *The term "parent", when used herein, means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian.* If you have any questions, please contact your child's teacher or the JCA Head of School. *The Head of School has similar authority and responsibilities as the superintendent of schools for a local district.*

Academic Curriculum and Engagement Expectations

Learning that Inspires ~ In our schools, students are not just completing assignments or memorizing facts; they are growing as thoughtful learners and developing a genuine love for understanding the world. They engage with meaningful ideas, timeless stories, and guided discussions that help them think deeply, build strong character, and develop the confidence to express themselves with clarity and purpose. Teachers provide a warm, supportive environment so that every child feels known, encouraged, and safe. We want our families to feel confident that their child is cared for, challenged, and celebrated throughout their learning journey.

K-5 Grades: Laying the Foundation for Learning

In the early years, children absorb knowledge quickly, making this the perfect time to build strong language, math, and critical thinking skills.

Reading & Language Skills: We use a structured, phonics-based approach so children develop strong reading and comprehension skills. Students are also introduced to Latin in simple, enjoyable ways that strengthen vocabulary and logical thinking.

Math Mastery: Rather than rushing through topics, we help students deeply understand numbers and patterns. Hands-on methods and clear instructions build confidence and strong problem-solving skills.

History Through Stories: Children explore history through engaging stories, myths, legends, and important historical documents. This helps them understand how the past shapes the world around them.

Science Exploration: Inspired by classical natural philosophy, students learn science through observation and curiosity. Nature walks, journaling, and simple experiments encourage wonder and scientific thinking.

Writing Skills: By copying excellent writing and practicing dictation, children naturally learn grammar, vocabulary, structure, and expressive language—skills that make future writing easier and stronger.

Grade 6: Developing Critical Thinking Skills

As children grow, they begin to analyze and think more deeply. At this stage, we encourage logical reasoning, debate, and meaningful discussions.

Formal Logic & Debate: Students learn how to recognize weak arguments, build strong reasoning skills, engage respectfully in debate, and express their ideas with confidence.

Great Books Approach: Instead of relying on standard textbooks, students read, analyze, and discuss influential works from literature, history, and philosophy—such as Shakespeare, classic myths, and America’s founding documents.

Discussion-Based Learning: Learning becomes more interactive through Socratic Seminars, where students ask questions, analyze ideas, and lead conversations. This sharpens critical-thinking skills and deepens understanding.

Math with Logical Thinking: Math instruction emphasizes reasoning, problem-solving, geometry, and foundational algebra. Students learn not just how to solve problems—but why the solutions work.

Virtues at Jefferson Classical Academy of Florida

Jefferson Classical Academy of Florida is committed to forming students not only in knowledge, but also in character. In the classical tradition, virtues are habits of mind and heart that help students become the best versions of themselves. These virtues guide how we learn, how we treat one another, and how we contribute to our school community.

Teachers play an essential role in helping students grow in virtue. They support students in developing good habits and model respectful behavior, clear communication, patience, and responsibility. While we use tools such as Resilience Learning's Amira platform to help students build habits like focus and perseverance, character formation is ultimately shaped through daily practice, guidance, and example.

The virtues below reflect the expectations for all members of our school community—students, teachers, and families. We work together to encourage, reinforce, and celebrate growth in these areas.

Foundational Virtues We Cultivate:

Self-Discipline

The ability to govern one's thoughts, words, and actions in pursuit of what is right, even when difficult.

Compassion

Showing empathy, care, and understanding toward others, especially those who are struggling or in need.

Responsibility

Taking ownership of one's choices and fulfilling duties with honesty and integrity.

Friendship

Building meaningful relationships grounded in mutual respect, loyalty, and kindness.

Work

Honoring effort, diligence, and craftsmanship as goods in themselves, not merely as a means to reward or recognition.

Courage

Choosing to do what is right in the face of fear, challenge, or uncertainty.

Perseverance

Remaining steadfast and committed through trials, continuing to pursue excellence even when faced with obstacles.

Honesty

Speaking and acting truthfully, without deception or evasion, and upholding trustworthiness in all situations.

Loyalty

Remaining faithful to people, principles, responsibilities, and commitments—even when doing so requires sacrifice or steadfast resolve.

Assessment and Testing Requirements

School Assessments

- Progress Monitoring – All students will be assessed for learning readiness using a computer-adaptive test.
- Formative Assessments – Once a student is enrolled, each student will participate in a variety of performance assessments to monitor their progress and modify their academic program.

Statewide Assessments and Participation

Attendance and participation in all assessments administered at the Jefferson Classical Academy of Florida at DeSoto is required. The school assessment team will communicate testing information (attendance, dates, site locations, etc.) to all parents in advance. Parents will need to provide transportation to a student’s test site location (grades 3-6) outside the student’s home in accordance with Section 1008.22(3)(a), Florida Statutes.

Students who fail to complete the required testing may jeopardize their enrollment and re-enrollment status for the following school year.

Student Progression

Jefferson Classical Academy of Florida at DeSoto follows the DeSoto County Public Schools [Student Progression Plan](#).

Grading System

Parents can access information in the PowerSchool Parent Portal.

Grades 1-5:

A	90-100%	Excellent
B	80-89%	Above Average
C	70-79%	Average
D	60-69%	Needs Improvement
F	0-59%	Failing

Grades K:

E	90-100%	Excellent
S	70-89%	Satisfactory
N	60-69%	Needs Improvement
U	0-59%	Unsatisfactory

Grade 6 Grading Scale and Semester Grades

Letter Grade	Percentage	Quality Points
A	90–100%	4
B	80–89%	3
C	70–79%	2
D	60–69%	1
F	0–59%	0

Course Type	Quarter 1	Quarter 2	Semester 1	Quarter 3	Quarter 4	Semester 2	EOC
Semester 1 Course	50%	50%					
Semester 2 Course				50%	50%		
Yearlong Course	25%	25%		25%	25%		
Civics, Algebra 1, Geometry (EOC Courses)			35%			35%	30%

*Credit for courses with End of Course (EOC) Exams is awarded at the end of the year.

Home/ School Communication

Parents are our partners in education. To ensure the effectiveness of our work with your children, we encourage open and frequent communication between school and home. Regular contact between home and school helps our children see that parents and teachers care about them and their progress. Teacher communication may be provided digitally or in the form of a newsletter. Important information will include homework or special events for the week or month. If you have any questions, please contact your child's teacher first. A telephone or online conference may be requested by the teacher or the parent. If there is still a concern after consulting with the teacher, parents may contact school administration.

Report Cards/Progress

Report Cards - Report cards and grade reporting are made available throughout the year to keep you informed of your child's progress. Final grades will be available in PowerSchool according to the schedule indicated on the DeSoto County Schools calendar

Progress Reports - The main function of progress reports is to inform the student and parent/ guardian of the progress the individual student has made in class. It is expected that accurate and objective reporting to the parent/guardian will encourage the student to make use of all educational opportunities to the best of his/her abilities.

Homework - Teachers will assign homework to aid students in the progress of their studies. Homework is useful to reinforce daily lessons, to build good study habits, and to provide opportunities for parents' involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework. Parents are urged to monitor their child's work daily. The parents should help the child to become responsible in returning the homework completed and on time. Parents should make a point to find time each day to discuss what their child has learned at school.

Mandatory Retention in Grade 3 and Good Cause Exemptions

Pursuant to Section 1008.25 (5)(b) and (6)(b) Florida Statutes and Rule 6A-1.094221, Florida Administrative Code, a student in third grade scoring at Level 1 on the FSA ELA assessment must be retained unless exempted from retention for good cause. Students qualifying for one of the six good cause exemptions clearly established in the Student Progression plan may be promoted for good cause.

Student Conduct and Expectations

All staff and students at Jefferson Classical Academy of Florida at DeSoto model positive behavior to ensure a positive and safe learning and teaching environment for all. Effective learning occurs with an approach to student behavior that emphasizes self-discipline that is consistent with the maturity level of the student. We have high expectations for ourselves and for our students because we believe that the prerequisite for learning to occur is an orderly, disciplined environment. JCA requires each student to strive for positive goals and virtues.

The following are the main pillars to our school program as we believe that students will be successful by:

- Knowing and obeying behavioral expectations.
- Accepting responsibility for their behavior, and
- Engaging in their learning daily.

Academic Integrity

Academic integrity is a fundamental value and is paramount to success as a student. Students are expected to exercise academic honesty and take full responsibility for the work that is submitted. In any instance in which academic integrity is in question, the school administration will work collaboratively with the teacher to investigate. If it is found that a student has been dishonest in the work submitted, the parent will be notified, and disciplinary action(s) will be taken in alignment with the Code of Conduct.

Attendance Expectations

We believe that school attendance is a powerful predictor of student outcomes. Regular attendance and punctuality are essential for success in school and necessary for success later in life. At Jefferson Classical Academy of Florida at DeSoto, students are required to attend live synchronous class sessions daily for their various courses in conjunction with daily asynchronous coursework. Parents have the responsibility to ensure their students attend all classes regularly and are on time for their class sessions (live teaching), assessments (online or live), virtual events, and small group sessions/meetings, as applicable. Daily attendance will be captured and reported daily in accordance with the DeSoto County School Board Policy.

Absences

Parents are responsible for notifying absences and must report these to the school by emailing attendance@classicalfla.org before the beginning of the school day from which his/her child will be absent. Please ensure that all documentation relating to any absence is provided to the school no later than three (3) instructional days after the first day the student returns to school.

Compulsory School Attendance

School attendance is required of all students, kindergarten through age 16, unless otherwise excused by law. *Florida Statute 1003.21 (1) (a) (b)*

Attendance and Promotion/Credit: Consistent attendance is essential to learning. See Student Progression Plan for more information. Poor attendance at the elementary level could be a factor in retention/promotion. *Florida Statute 1003.436*

Truancy and Excessive Absence

Habitually Truant: A student shall be considered habitually truant when the student is absent without legitimate excuse for 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance. Students with ten (10) days of consecutive unexcused absences in one semester may be administratively withdrawn from the school.

Attendance for Promotion, Grades K-5

In accordance with state statute (Sections 1001.41; 1003.21, FS), students who miss more than fifteen (15) days per semester shall not be promoted except as follows:

- If medical evidence is presented to the principal from a competent medical authority to excuse absences more than fifteen (15) days; or
- If the principal determines extenuating circumstances, then the principal's final decision may be based upon recommendations of teachers, counselors, or Student Services.

Conduct and Consequences

Expected positive behavior for our students enhances the teaching/learning environment of each classroom. All teachers develop classroom rules that are applicable to a virtual classroom and are consistent with the [Code of Conduct](#). The District requests that parents/guardians read the Code of Conduct and discuss the expectations described in the handbook with their child or children. Students are under the jurisdiction of the School District of DeSoto County any time they are on the campus or attending an off-campus event such as in-person testing.

Our school supports and enforces the rules, consequences and guidelines outlined in the [School District of DeSoto County Code of Conduct](#). When an incident arises, the teacher is encouraged to contact the parents and/or the administration for collaboration and assistance. Parental support will ensure that the learning atmosphere can be maintained at school. We believe that regular, open communication between parents/guardians and the teacher helps diminish any problems that may occur, whether they are academic or behavioral.

If any section is not fully understood, the parents/guardians should contact the classroom teacher or school administration for further explanation.

There are three (3) levels of disciplinary action at Jefferson Classical Academy of Florida at DeSoto, which are determined by the seriousness of the act and the Code of Conduct guidelines. Progressive discipline for low-level infractions may be resolved with conferencing, resetting expectations, and/or creating an action plan or contract for positive behavior. For more serious infractions, more formal disciplinary actions shall be used, including but not limited to suspension or administrative removal from the school program.

Pursuant to Florida Statutes, only the School Principal has the authority to recommend a student for expulsion. If a recommendation for expulsion is warranted for a student of Jefferson Classical Academy of Florida at DeSoto, the school will follow the DeSoto County School Board's Expulsion Process as established in accordance with State laws and School Board of DeSoto County's Policy included in the Code of Student Conduct.

Discipline Referral

If a disciplinary situation arises which a teacher cannot resolve, the teacher will seek assistance from the administration by creating a discipline referral. This referral will be reviewed by the appropriate administrative and/or support staff who will work with the students and initiate parent contact. All disciplinary referrals are logged onto the child's permanent record and cannot be removed, as per Florida law.

Dress Code

The School District of DeSoto County believes that there is a relationship between student attire and classroom behavior, attitude, and achievement. A conservative dress code brings dignity to the classroom, contributes to fewer classroom distractions, and helps achieve stronger transition from the classroom environment to the world of work or postsecondary settings. Our virtual students are expected to adhere to all Florida Statutes related to school attire when on camera and when at in-person events. Responsibility for the dress and appearance of students enrolled in any school within the School District of DeSoto County primarily rests with parents and the students. Some students' apparel may not be appropriate to wear to school even though that same apparel may be appropriate in other settings. More specifically, Florida statute 1001.43.1006.07 prohibits a student from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner that disrupts the orderly learning environment.

Any student who violates the dress code policy is subject to specified disciplinary actions.

Harassment, Intimidation, Bullying

Harassment, intimidation, or bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action as determined by the DeSoto County School District Code of Conduct. The school's commitment to addressing harassment, intimidation, and bullying involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students and staff.

Positive Behavior Supports and Success Plans

All students are supported by the school's Positive Behavior Intervention and Supports (PBIS) plan, which is an approach that targets desired outcomes with teachable moments and prevention of poor choices, rather than focusing on punitive measures and reactive punishment. The school's PBIS plan promotes positive behavior choices, alongside and embedded within lessons to ensure that students understand behavioral expectations.

Student Success Plans and Support

It is critical for each student's success to submit assignments/assessments regularly so that teachers can monitor progress of students to ensure growth and mastery of state standards. Students who do not meet the engagement requirements outlined in this policy may have a Student Success Plan created. The Student Success team provides timely coordination of support services to address the specific engagement needs of the student and family to promote positive academic outcomes. A Student Success Coach will monitor student progress to evaluate and adapt the Success Plan as needed. Participation in the Success Plan is required to ensure student success and it is evaluated to determine whether a student is on pace for on-time completion of their courses.



Support Levels

Level 1: All students receive Level 1 support through school-wide activities and programming. This includes onboarding, homeroom support, and student group activities.

Level 2: If a need is identified related to engagement or course progress, a success coach will begin supporting the student and family to receive additional interventions, and will monitor progress through individual check-ins, all documented in a Student Success Plan.

Level 3: In a level 3 tier, the student may still not be meeting with success. Revisions to the Student Success Plan may be implemented based on two or more of the following factors: academic performance, engagement, teacher referral, behavioral concerns, and/or credit deficiency. During this period, focus will remain on enhancing academic growth through identifying any barriers interfering with a student's success, setting specific goals, and continuing to implement the Student Success Plan.

Students at this level of support can expect to be in close and frequent contact with their advisor.

Level 4: In this level, all resources and interventions were tried and have not been successful. The student may be at risk of being withdrawal or eligibility to remain on roll.

Students with Disabilities

Jefferson Classical Academy of Florida at DeSoto will ensure that if a student is being considered for, or is at risk for expulsion, the parents and the child with a disability receive notice of the rules and regulations applicable to children with disabilities with respect to child management, discipline, and suspension/expulsion.

Multi-tiered System of Supports (MTSS)

Jefferson Classical Academy of Florida at DeSoto is committed to providing high-quality instruction and support to promote the highest achievement of all students. To ensure student success, the school has developed a comprehensive Multi-Tiered System of Supports (MTSS) to maximize outcomes for all students. The MTSS framework is designed to identify struggling students early and intervene quickly. It focuses on the “whole student” (academic, behavior, social, and emotional needs, absenteeism).

Special Populations

Gifted Students

Gifted and high-ability students will thrive at Jefferson Classical Academy of Florida at DeSoto. Through the placement process, these learners will be provided with the most appropriate curriculum, pacing, and teaching approaches from day one. Teachers will work closely with the parent/guardian and the curriculum team to ensure a steady flow of enrichment activities for students working above grade level. Students will further benefit from the advantages of virtual gifted education as they will be able to work at their own pace without the restraints of traditional school classroom pacing.

Gifted Program Eligibility

Parents may request an evaluation for a gifted screening. Students are screened at the school by completing an online standardized group intelligence test. Those students who score at a high level on the group test are scheduled for a more lengthy and in-depth evaluation by the school or district psychologist. The school psychologist will administer an individualized test of intelligence to determine a student’s intellectual ability. In Florida, a student must score two standard deviations above the mean or higher to meet the intellectual criterion for the gifted program. In concurrence with the psychologist’s testing, a checklist of gifted student behavioral characteristics is completed by one or more teachers familiar with the student, and all the information is then reviewed by an eligibility staffing committee at the school to determine if the student meets the eligibility criteria for the gifted program.

Exceptional Student Education Services

Students enrolled in Jefferson Classical Academy of Florida at DeSoto will receive Free and Appropriate Public Education in the Least Restrictive Environment to the maximum extent possible.

Students determined in need of itinerant or supplemental level of support will access the general education curriculum with adaptations and modifications as outlined in their Individualize Education Plan (IEP) in the general education classroom with their typical peers. Special education and general education teachers will collaborate to make necessary adaptations and modifications. Students may receive more intense instruction in small groups (with or without general education peers) or one-on-

one sessions, depending on the specific needs of the student and as described in the student's IEP.

Section 504

During the enrollment process at Jefferson Classical Academy of Florida at DeSoto, parents/guardians will have the opportunity to provide the school with any 504 documentation from their previous school. The Jefferson Classical Academy of Florida at DeSoto team will review the documentation and schedule a team meeting, including the parent/guardian, to create a 504 plan to support the student's individual needs. If a student does not have a current 504 but the parent/guardian feels their student may qualify for a 504 plan, they can contact the school for further information.

English Language Learners

Jefferson Classical Academy of Florida at DeSoto will meet the needs of English Language Learners (ELLs) as required by State and Federal laws. Students at the School who are ELLs will be served by English to Speakers of Other Languages (ESOL) certified personnel who will follow the District's Plan.

All ELLs attending the Jefferson Classical Academy of Florida at DeSoto will have an ELL student plan that will be implemented with fidelity by all teachers and staff who work with the student. An ELL student plan is developed by school personnel with input from classroom teacher(s), an administrator (or designee) and the student's parents. The student's learning plan will outline specific accommodation procedures for state assessments, and classroom assessments. Additional information such as initial WIDA screener results, ACCESS for ELLs 2.0 data, and current student progress data is included in the plan.

Students will be monitored for their progress throughout the school year and assessed annually using ACCESS for ELLs suite of assessments. Students who meet Florida's exit criteria on that assessment will be reclassified and exited from ELL services but will be monitored per state guidelines for the next two years. Every ELL student plan will be updated annually at the beginning of the school year and when there is a service change.

School Life

Field Trips

Jefferson Classical Academy of Florida at DeSoto teachers arrange a variety of special gatherings for students and families monthly in effort to provide wonderful opportunities to meet teachers, make new friends, and to talk with fellow parents about the school experience.

Field trips may be conducted throughout the school year and are correlated with students' educational experiences within the classroom. Parental permission slips are required for a student to participate. Without a signed permission slip, the student will not be able to participate in the field trip. In addition, an Emergency Medical Authorization Form must be on file at the school before a student may participate. Teachers may request parents/guardians to assist in organizing and chaperoning field trips. Attendance at field trips is optional.

Parents are responsible for the cost of transportation and any other fees. The fees are often negotiated and reduced for our school. For example, a trip to a science museum can count as attendance time in science. All gatherings/notices will be posted on the associated course teacher's Canvas page.

The Board recognizes that students attending Jefferson Classical Academy of Florida at DeSoto gatherings may require medication for various reasons. Parents and guardians may be responsible for

administering medications and shall assume full responsibility for the care of their child's health.

Parent Participation

Parents and other adults accompanying their child on a field trip are responsible for the payment of fees and for their own transportation, unless other arrangements have been made by the teacher. All adults accompanying students on field trips must have a volunteer application on file with the school. Adults providing their own transportation by private vehicle may only transport their own child.

Guidance

The purpose of the guidance program is to help meet the academic, social, and emotional needs of the children and, to the greatest extent possible, the family. A school counselor provides counseling to individual students, small and large groups, and is available for consultation with parents. Please do not hesitate to email or call the Guidance Counselor if you have questions or concerns about academics, behavior, or family issues.

Technology and Internet Safety

The use of technology is a privilege and an important part of the school's overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

Acceptable Use of Technology

All students and parents must be aware of and understand their responsibilities when accessing and using school technology and resources. The Jefferson Classical Academy of Florida at DeSoto instructional computing resources include any computer, software or transmission system that is owned, operated, or leased by the Jefferson Classical Academy of Florida at DeSoto.

Any activity that is not listed here which constitutes a violation of local, state, or federal laws, is considered a violation of the Student Code Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in removal of your access to the school's instructional computing resources, which could result in your inability to complete learning activities.

Accountability

Posting anonymous messages is not permitted unless expressly authorized by the teacher of the online course. Impersonating another person is also strictly prohibited. Students must use only their own username and password and shall not share these with anyone.

In addition:

- Do not interfere with other users' ability to access the Jefferson Classical Academy of Florida at DeSoto's AMP system or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activities that are associated with your username and password.
- Change your password(s) frequently, at least once per semester or course.

- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit or post material that is intended for personal gain or profit, non-Jefferson Classical Academy of Florida at DeSoto commercial activities, non-Jefferson Classical Academy of Florida at DeSoto product advertising, or political lobbying on a School -owned or leased instructional computing resource.
- Do not use the Jefferson Classical Academy of Florida at DeSoto instructional computing resources to sell or to purchase any illegal items or substances.
- Do not upload or post any software that is not specifically required and approved for your assignments at the Jefferson Classical Academy of Florida at DeSoto instructional computing resources.
- Do not post any MP3 files, compressed video, or other non-instructional files to any Jefferson Classical Academy of Florida at DeSoto server.

Student Internet Safety

Do not reveal personal information about yourself or other people. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to people outside of the Jefferson Classical Academy of Florida at DeSoto. Do not agree to meet in person, anyone you have met only on the Internet and who is not affiliated with the Jefferson Classical Academy of Florida at DeSoto.

“Netiquette”

At the Jefferson Classical Academy of Florida at DeSoto, parents and students are expected to follow network etiquette rules, or “netiquette.” The word “netiquette” refers to common-sense guidelines for conversing with others online. Students are expected to refrain from using profanity and derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues. Any responses should be focused on the questions or issues being discussed, not on the individuals involved. Criticism should be constructive not hurtful. Review your messages before sending them. Remove easily misinterpreted language and proofread for typos. Respect other people's privacy. Don't broadcast online discussions and never reveal other people's e-mail addresses.

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Students shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using the Jefferson Classical Academy of Florida at DeSoto computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected. Source Citation Many courses require written work in which students will need to cite sources. Any direct quotations from instructional materials can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. When citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

Appropriate Use of Technology

The Jefferson Classical Academy of Florida at DeSoto reserves the right to review any material transmitted using school instructional computing resources or posted to a school instructional computing resource to determine the appropriateness of such material. The Jefferson Classical Academy of Florida at DeSoto may review this material at any time, with or without notice. E-mail transmitted via school instructional computing resources is not private and may be monitored.

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practicable, technology protection measures are used to block or filter internet access to or other forms of electronic communications containing inappropriate information. Filtering and maintenance, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors, as defined by the Children's Internet Protection Act (CIPA). The filter serves to block minors from accessing inappropriate matters on the internet and the World Wide Web.

The installation of technology protection measures at the time of computer provisioning is mandatory, and the internet filter will be set at a level determined by the school. Thereafter, the guardian will be responsible for monitoring computer usage to comply with Jefferson Classical Academy of Florida at DeSoto policies and the Children's Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes as approved by the administration. Additionally, it shall be the responsibility of all members of Jefferson Classical Academy of Florida at DeSoto staff to supervise and monitor the usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy, including e-mails, chat room discussions, electronic communications, and webcam usage.

By using the filter program, as well as staff monitoring student use, Jefferson Classical Academy of Florida at DeSoto is attempting to provide a safe and secure medium by which students can use the internet, the world wide web, electronic mail, chat rooms, and other forms of direct electronic communications. To the extent practicable, steps are taken to promote the safety and security of users of the Jefferson Classical Academy of Florida at DeSoto Other inappropriate network usages Jefferson Classical Academy of Florida at DeSoto intends to eliminate include:

- Unauthorized access, including so-called 'hacking' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Student Handbook agreement form, the Parent and Student agree:

- To abide by all Jefferson Classical Academy of Florida at DeSoto policies relating to the use of technology.
- To release all Jefferson Classical Academy of Florida at DeSoto employees from all claims of any nature arising from the use or inability to use the technology.
- That the use of technology is a privilege; and
- That use of technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

The student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following.

- Altering system technology, including but not limited to software or hardware.

- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials Jefferson Classical Academy of Florida at DeSoto believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since Jefferson Classical Academy of Florida at DeSoto technology resources is intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting technology through abuse of technology, including, but not limited to, hardware or software.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks; Interfering with others' use of technology.
- Installation of software without the consent of Jefferson Classical Academy of Florida at DeSoto.
- Allowing anyone else to use an account other than the account holder.
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("email spam").
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email).
- Unauthorized use, or forging, of mail header information.
- Using Jefferson Classical Academy of Florida at DeSoto or a client account to collect replies to messages sent from another Jefferson Classical Academy of Florida at DeSoto account; and
- Use of program-owned hardware for commercial or for-profit purposes.
- Use of program-owned hardware for product advertisement or political lobbying
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentionally or accidentally.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for all costs; and
- Violation of this internet safety policy is also a violation of Jefferson Classical Academy of Florida at DeSoto Code of Conduct and may result in any other scholastic disciplinary action other than those specifically set forth above, including but not limited to suspension or expulsion.

Specific Terms and Conditions for Using Program-Provided Communication Tools

Jefferson Classical Academy of Florida at DeSoto offers access to live web conferencing sessions, webcams, discussion boards, collaborative documents, IT Support live chat, and email to provide parents and students with access to instruction and a forum to communicate. All live web conference sessions

and network e-mails are monitored and recorded to protect all participants. Jefferson Classical Academy of Florida at DeSoto does not discourage criticism or healthy disagreements; however, Jefferson Classical Academy of Florida at DeSoto does expect each web conference session and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling, or attacks upon other participants in any way. These expectations also apply to interactions with IT Support team members.

Suppose for any reason, Jefferson Classical Academy of Florida at DeSoto does not believe that a Student/Parent/Guardian is acting in a manner that will enhance or support the mission of the school. In that case, it reserves the right to remove that person from the network (except for access to his/her teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School's in-home computers and internet connection should not be used for any of the following purposes, and acting appropriately does not include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred, or profanity.
- Indulging in abusive, defamatory, or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s). Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs, or computer programs.
- Impersonating someone else or falsely representing oneself.
- Attempting to post or use computer programs that contain destructive features including, but not limited to, viruses, worms, trojan horses, bot scripts, etc.
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials, or any other forms of solicitation of other users; and
- Any other chat room behavior which, at the Head of School's sole discretion, does not support the school's mission.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

Inappropriate Technology Use Penalty System

Violation of Jefferson Classical Academy of Florida at DeSoto's Acceptable Use Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and/ or email, depending on the severity of the infraction. The length of any temporary ban shall be at the Head of School's sole discretion. Student access to content and instruction will not be impacted.

Social Media/Collaborative Content Tools

Recognizing the benefits collaboration brings to education, Jefferson Classical Academy of Florida at DeSoto may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing, and messaging may be monitored by staff. Users should be careful not to share personal information in an online forum.

Violation of The Jefferson Classical Academy of Florida at DeSoto's live web conference sessions, email, or webcam Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/email, depending

on the severity of the infraction. The length of any temporary ban shall be at the Head of School's sole discretion. Student access to content and instruction will not be impacted.

Student Misuse

In addition to the penalties above, students who violate any Policy may be suspended or expelled in accordance with live web conferencing sessions, webcam, discussion boards, collaborative documents, and email Code of Conduct.

School Records

The school takes student records and their confidentiality very seriously. Student information and student records shall not be disclosed to anyone outside of the school except in strict accordance with state and federal laws. Records of students are only to be released to another school upon properly authorized request from that school or from a signed release by the parent or as otherwise required.

Request for Records

The school will request student records from the previous school(s) upon completion of enrollment. Pursuant to Chapter 119 of Florida Code, requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days or if the previous school indicates there are no records, the local law enforcement agency will be notified regarding the possibility that the student may be a missing child. All fees are due at the time of record release.

Student Directory Information

While FERPA permits schools to adopt a policy allowing the release of Directory Information Policy under which "directory information" concerning students may be released to the public under certain circumstances, schools are not required to do so. Whereas the school has not adopted such a policy, the school's practice in compliance with FERPA is not to release education records or personally identifiable information in the absence of explicit consent from a parent or student over the age of eighteen. If you do not want the school to disclose any or all the information designated above as directory information, you must notify the school in writing, preferably via email.

Audio-Visual Information

The school recognizes the value of audio-visual and other types of electronic communication in providing students with an effective education. In communicating school-related activities, opportunities exist to photograph and videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in school is an integral part of the reporting responsibility to the community. The school will, however, respect parents' wish for privacy in this area. Parents should call the school with any questions or concerns. Parents may also notify the school in writing if they prefer that the school not use their student's name, picture or work product for presentations or other uses.

Release of Student Records

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and request corrections to student records. Parents are required to submit their request to inspect student records in writing to the administrator to allow him/her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under

the direct supervision of administrator or his/her designee. The school must comply with the parent's request for inspection within forty-five (45) days.

Requests for corrections must be submitted in writing to the administrator in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect. Release or inspection of student records will be handled in accordance with the Student Records Policy.

Parents have the right to file a complaint with the Florida Department of Education if they think that the school or the school district their student previously attended is not complying with the federal laws or regulations regarding student records.

Non-Custodial Parent Record Request

The school will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following, unless there is a court order to the contrary:

- Cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped, and only the custodial parent can make decisions about the child.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

Parent Access Records

Parents have the right to access the school records of their child in accordance with Florida State Law which clarifies that "the rights of access to records and information and education providers apply to either parent in the absence of a court order specifically revoking these rights".

Notification for Change of Address/Phone Number/Custody

It is the parent's/responsibility to inform the school office of any change of address, phone number or custody made throughout the school year. For changes of address, new proof of residence will be required. For a change of custody, parents will be required to provide a copy of court order.

Withdrawals

Parents who wish to withdraw their students from school are asked to give the school at least one week's notice. The school requests that parents use the **School Withdrawal Form** available from the school office/website to provide notification of the new school the student will be attending. The signed form gives official notice of the child's withdrawal. Student records will not be released to the next school until a Release of Information Form is completed by the legal parent or a request for records is received

from a subsequent school. In addition, any outstanding fees, academic records, or obligations must be met, including the return of all textbooks and electronics. Failure to return all school electronic equipment and materials in satisfactory condition may result in a collections action.

Student Withdrawal Procedures

- Parents should contact the office in person to withdraw the child.
 - All textbooks, laptops, and school-owned materials are to be returned to school.
 - All money owed for equipment or other unpaid fees is to be paid.
- Records will be forwarded to all educational institutions upon request from the receiving school.

Safe Schools

Police and Child Protective Services

Allegations of criminal misconduct will be reported to law enforcement. In addition, any suspicion of child abuse shall be reported to Child Protective Services (Child Abuse Hotline), as mandated by law. All school personnel shall cooperate with investigations by outside agencies as required by law.

School Crisis Response Plan

Jefferson Classical Academy of Florida at DeSoto is equipped and ready to handle a crisis should one occur. The school has a comprehensive crisis response plan, appropriate for a virtual school and in accordance with the Florida Safe Schools guidance, with necessary safeguards to protect information contained in each response plan that may be considered protected critical infrastructure information, law enforcement sensitive information or for official use only.

Affirmation Action/ Equal Opportunity Employer

Unlawful Discrimination. The DeSoto County Board subscribes to and will comply with the Florida Educational Equity Act. The School Board will ensure implementation of this Act in the following areas: treatment of students, health services, interscholastic, club and intramural athletics; students' financial assistance, student employment; educational and work environment; and personnel. No person shall be discriminated against or harassed in any educational program, services or activities, or employment conditions or practices based on race, color, national origin, religion, sex, age, disability, marital status, or sexual orientation.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Dr. Amy Bennett, Equity Coordinator. (Amy.Bennett@desotoschools.com)

Fortify Florida

[FortifyFL](#)

FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. The application was named by students from Marjory Stoneman Douglas High School. The Office of Attorney General, Department of Education and Florida Department of Law Enforcement coordinated its development and roll-out.

Suspicious Activity Reporting App

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

Available on the [App Store](#) and [Google Play](#)

