

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FLORIDA VIRTUAL SCHOOL  
AND

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This 2014-2015 MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the \_\_\_\_\_ hereinafter referred to as School or District and FLORIDA VIRTUAL SCHOOL, hereinafter referred to as FLVS.

A. PURPOSE:

The purpose of this MOU is to form a relationship between the School/District and FLVS with the intent to ensure innovative learning solutions for all students within the Blended Learning Community (BLC). A Blended Learning Community (BLC) is a school whereby two (2) or more students are working on the FLVS course(s), taught by an FLVS instructor, in a learning location at a school with a dedicated facilitator. FLVS's goal is to provide the necessary teachers for each Blended Learning Community (BLC) commencing on the School's preferred start date. To accommodate your preferred start date and hire the necessary teachers, the School principal and/or authorized district representative is required to sign this MOU no later than 7 days after document is received so that both parties are in agreement of this commitment.

B. Notice in Advance of start date: To accommodate your preferred start date and to hire the appropriate number of teachers, the following guidelines are in order:

1. BLCs with 2-29 students will require a minimum of 10 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system Virtual School Administrator (VSA) in order to provide the appropriate teachers by the preferred start date for the BLC.
2. BLCs with 30-149 students will require 30 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system Virtual School Administrator (VSA) in order to provide the appropriate teachers by the preferred start date for the BLC.
3. BLCs with 150 plus students will require 60 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system Virtual School Administrator (VSA) in order to provide the appropriate teachers for the by the preferred start date for the BLC.

C. FLVS is responsible for:

1. Training for the BLC school facilitator, including an emphasis on Blended Learning support strategies
2. Training for the School Guidance Counselor(s).
3. Training for the District and school administration.
4. A registration process specifically designed for BLC students.
5. Ongoing virtual and/or face-to-face support from an FLVS instructor, District Relations Manager, Blended Learning Specialist, and FLVS support staff.
6. Highly-qualified, state-certified instructors.
7. Direct instruction using synchronous teaching tools consisting of both traditional classroom and online instructional techniques.
8. Providing ongoing evaluation and support of all members of the Blended Learning Community.
9. Providing progress monitoring tools at student and school level.
10. Invoicing for applicable enrollments.
11. Providing data required for FTE reporting by district.

D. School District is responsible for providing:

1. Accurate request for reservation to secure courses.
2. Selecting academically appropriate courses by benchmark dates as stated above and within the enrollment period:
  - Fall: May 31 to September 1

- Spring: November 15 to January 31
  - Summer: April 1 to June 1
3. To FLVS a complete student information roster with the minimum data requirements (last name, first name, date of birth, and grade level).
  4. Dedicated Blended Learning Community (BLC) facilitator to monitor students and verify attendance—does not have to be a certified Instructor.
  5. Student computer access (4-6 hours each week per course) and other minimum technology required as listed on the FLVS website.
  6. Two-way long distance communication access for FLVS instructor– student phone calls.
  7. Access to stakeholders involved in the success of the BLC for training and communications from FLVS.
  8. Parent's notification of student's participation in the Blended Learning Community.
  9. Reporting the FTE associated with these enrollments.

E. Fees

FLVS will invoice the school district on the 30<sup>th</sup> day for each billable enrollment\* within the Blended Learning Community at \$267.00 per each half credit enrollment. School district shall pay the bill/invoice in accordance with the Florida Prompt Payment Act.

- **Billable Enrollments:** Any enrollments\*in Classroom Assigned or Active status in VSA for a minimum of 30 consecutive days or 20% complete in any status, FLVS will bill the school district for the student, regardless of the student's status upon receipt of invoice.

*\*Segment 2 enrollments of a full credit course will become billable once enrollments are either 20% complete or have been in CA or A status for at least 30 calendar days of second semester start.*

Second semester for the school or district begins on \_\_\_\_\_

- **Invoice Schedule:** District will be invoiced for each billable enrollment Classroom Assigned or Active in VSA for 30 consecutive days or 20% complete in any status (on or near: mid-October, mid-February, & mid-June); FLVS will bill the school/district for the student, regardless of the student's status upon receipt of invoice.

F. FAILURE TO COMPLY WITH THE TERMS OF THIS MOU MAY RESULT IN ONE OR MORE OF THE CONSEQUENCES BELOW:

- Delay start date.
- Students placed as traditional Virtual Learning Lab (VLL) student.
- Future lab request(s) may be denied.
- Completed student lists should be submitted no later than 1 month from BLC start date; otherwise student will be enrolled as part-time and FTE sharing will apply for enrollments not tagged as BLC.

G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. ACADEMIC INTEGRITY IN THE BLC. Each staff member has a stake in ensuring the highest standards of academic integrity. Teachers synchronize various aspects of FLVS to ensure the best possible experiences for their students.

**Instructors will:**

- a. Act as a resource for student questions.
- b. Submit various assignments into the **Turnitin.com** database.

- c. Coordinate any academic integrity issues with the lab facilitator, their Instructional Leader, and Academic Integrity Support Personnel.
- d. Verify student mastery of content through Discussion-Based Assessments and authentic assessments.
- e. Convey incidents and consequences to the student and facilitator.

**Facilitators will:**

- a. Provide supervision through close proximity while circulating the lab.
  - b. Encourage students to seek support from FLVS instructors.
  - c. Encourage students to seek support from the facilitator.
  - d. Discourage inappropriate collaboration of students.
  - e. Ensure students are provided with appropriate equipment and that equipment is not shared by students who are actively working in the same FLVS coursework.
  - f. Require that students protect their password information and coursework.
  - g. Protect students' user names, passwords, and other private information.
  - h. Adjust seating arrangements to help promote students' integrity.
  - i. Communicate with the student, FLVS instructor and Academic Integrity Investigator with regards to concerns and consequences.
2. MODIFICATION. Modifications to this agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
  3. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts FLVS or School or District from participating in similar activities with other public or private agencies, organizations, and individuals.
  4. PRINCIPAL CONTACTS. Contact your District Relations Manager (DRM) with questions concerning this agreement. The principal contacts for this instrument are:

**School or District:**

Authorized Official:

X

**FLVS:**

Authorized Official:

X

5. COMPLIANCE. The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
6. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of last signature and is effective through 06/30/2015 at which time it will expire unless extended.
7. LIABILITIES. It is understood that neither party to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), howsoever caused, to the extent allowed by their respective state laws.
8. THE PARTIES ACKNOWLEDGE THAT NEITHER PARTY MAKES A WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

FOR: **School or District:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title

FOR: **Florida Virtual School:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title