Florida Virtual School
A Handbook for Counselors

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Brevard Public Schools
2008
Florida Virtual Guide for Counselors

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General Information

What is Florida Virtual School (FLVS)?

FLVS was founded in 1997 as the country’s first state-wide Internet-based public high school. Today, FLVS serves middle and high school students with more than 90 courses. FLVS served over 52,000 students in 87,000 half-credit enrollments in 2006-2007. Enrollment is open to public, private, and home school students. Students outside Florida enroll on a tuition basis. More information about FLVS can be found at www.flvs.net.

Who can take courses at FLVS?

For students to be eligible for enrollment in FLVS courses, they must meet both residency requirements (if they are seeking to be classified as a Florida student, hence no tuition fee) as well as age requirements.

- Residency Requirement: Students shall be considered Florida students and thus qualify for free access to FLVS course if any of the following criteria are met:
  - Be enrolled in a Florida public school,
  - Be enrolled as a home school student with a Florida public school district,
  - Be enrolled in a Florida private school and whose legal guardian is a Florida resident,
  - Be the child of a parent who is stationed at a Florida military base (the legal guardian must be the person who is stationed at the Florida military base).

- Age requirement: To enroll in a FLVS courses, students must maintain continuous enrollment at their local school or home school program.
  - FLVS offers courses in middle and high school grades (6-12). Students in elementary school are not eligible for FLVS courses unless enrollment is specifically requested by school guidance counselor and approved by the FLVS Director of Florida Services.
  - FLVS will enroll students through age 19 into online courses, contingent on the student who is age 19 is in the senior year.
  - Students who are age 19 and are not in their senior year may only enroll with approval by the FLVS Director of Florida Services.
  - Exceptional education students who have not earned a standard diploma remain eligible for educational services through the end of the school year in which they become twenty-two years old. (IDEA.97-300.121(a))

What grade levels are served by FLVS?

Students can access courses for grades 6-12. Refer to the Elementary and Middle school section for more detailed information. (pgs 12-13)

What courses are offered?

FLVS offers courses based on the Florida Department of Education Course Descriptions with course numbers from the Course Code Directory. FLVS offers courses in math, English, science, social studies as well as elective credit courses including Advanced Placement. A complete list of course offerings is available at www.flvs.net.
How are FLVS courses delivered?

All courses at FLVS are delivered via the internet. All instructional materials will be provided via the internet, unless specifically noted in the course description.

- **Teacher involvement:** Every FLVS course is taught by highly qualified, certified instructors who hold valid Florida teaching certificates. Teachers and students interact regularly through email, voice mail, telephone conversations, and instant messenger. Teachers are available from 8 a.m. to 8 p.m. daily, as well as during weekend hours. Students are encouraged to contact the teacher when there is a need of any kind. Teachers speak via telephone with students and their parents at least once per month.

- **Work Load Expectation:** Each student is required to submit a specific amount of work each week to maintain the appropriate pace decided on by teacher and student. The number of required weekly submissions depends on the course taken. Failure to maintain pace results in warnings, reduced grades and, if unheeded, withdrawal from the course.

Does FLVS grant diplomas?

No, FLVS does not issue diplomas. A student who takes courses as part of the educational program at a public or private high school will receive a diploma from that school. A student who uses FLVS to deliver courses as a part of his/her home education program will be subject to all policies of his/her home education program.

Who do I contact if I have questions?

Brevard Public School administrators and counselors should first contact the District’s FLVS Contact person for assistance. Additional assistance is also available directly from FLVS by contacting the customer service center at 407-513-FLVS (3587).
**Student Enrollment Guidelines**

Students in Brevard County are eligible for enrollment in FLVS courses, free of charge, if they are enrolled in a public school, private school affiliated with FLVS or in home education.

**Brevard Public School Students:**

- Students may take FLVS courses in addition to a full-day schedule or as part of their regular school day. (s. 1001.42(21) F.S.)
- FLVS offers courses in grades 6-12 and students may be concurrently enrolled in FLVS and BPS.
- Courses successfully completed at FLVS must be accepted by BPS using the course number and title as listed in the Course Code Directory. (s.1001.42(21) F.S.)
- Upon completion of an FLVS course(s), the course record should be added to the student’s academic history. If the course fulfills 7th grade, 8th grade or high school requirements, the state course code and the grade received will be entered into AS400 on Screen S520
  - Middle school courses are entered using the school number 0500 and district number 071.
  - High school courses are entered using the school number 0600 and district number 071.
- A student who enrolls in a high school credit course with FLVS will be required to accept the high school credit and the grade received which will be entered on the student’s high school transcript, via Screen S520 and will be included in the calculation of GPA.

**Courses taken IN ADDITION to a full-day schedule**

- Students must receive guidance and principal approval for all courses taken.
- Upon completion, these courses and grades will be entered into AS400 on Screen S520.

**Courses taken AS PART OF the school day**

- Students may not take their entire schedule of courses at FLVS and remain in membership with Brevard Public Schools. Students must be enrolled in courses at their assigned school to be eligible for FLVS courses and BPS membership.
- Students are recommended to take at least half of their daily schedule (four periods on a seven-period day or two periods on a block schedule) at their assigned school; however students may take as few as one course at their assigned school per term.
- Students must receive guidance and principal approval for all courses taken.
- The parent must submit to the principal a written request for the student to take FLVS courses as a part of the student’s schedule.
- The student must remain in a full day schedule at the assigned school until he/she has been “Classroom Assigned” (CA) for the FLVS course(s) requested.
- Each term, the school will submit to the district FLVS contact, a list of all students granted permission to take FLVS courses during the school day. (pg. 14)
- If approved, the FLVS courses must appear on the student’s regular class schedule. BPS is prohibited from collecting FTE for these courses; therefore it is essential that the following course numbers be utilized.
  - XFLVRTL1
  - XFLVRTL2
  - XFLVRTL3
  - XFLVRTL4
  - XFLVRTL5
  - XFLVRTL6
  - XFLVRTL7
- Upon completion, the course and grades will be entered into AS400 on Screen S520.
FLVS Withdrawal Policy

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements and will abide by the following FLVS policies:

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 a phone call from the instructor. During the call, the students, parents, and teacher will work to resolve any issues that prevent the student from submitting an acceptable number of assignments each week.

2. If the student does not respond to the phone call by submitting assignments within seven (7) days or does not continue to submit an acceptable number of assignments each week, the instructor will send an email to the student/parent(s) to remind them of the importance of submitting work and detailing the withdrawal process.

3. If the student does not respond by submitting assignments within fourteen (14) days of the initial phone call, FLVS will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.

4. An official final grade report will be emailed to the student and his/her school upon completion of the course and the return of the course materials to the Florida Virtual School.

During the course request process, the student agrees to the following:

I acknowledge that during the first 28 days of being activated into my FLVS course, I may drop the course without penalty. Upon dropping a course after the first 28 days, a grade of WF will be issued. I understand that for each online course there is a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course and may result in a failing grade being assigned to my academic transcript. If I drop the course after completing 50% of the class requirements and fail to take the final exam, Florida Virtual School will issue an "F" for my final grade.

Students who fail to maintain the minimum work requirement, or who withdraw after the 28-day grace period will be issued a grade of WF and an F will be placed on the student’s transcript with Brevard Public Schools. The district grade forgiveness policy will then apply for credit recovery.

Students who withdraw during the 28-day grade period with receive a W/NG (withdrawn, no grade) from FLVS. The W/NG will not be placed on the student’s transcript. However, a student who was enrolled in a course as part of the 7-period day, may be required to enroll in a course on campus.
Enrollment FAQs

I am a new counselor and do not have an FLVS account, what should I do?
You will need to contact FLVS directly to have an account created. Call 407-513-3587 (FLVS).

If an FLVS course is taken as part of the school day, does the school have to provide computer access?
Schools are encouraged to accommodate students during the school day. However, if providing a student with daily access to the FLVS course is not possible due to a lack of supervision or access to computers, schools are not statutorily required to provide access to a computer. If the student will be unable to access a computer during the school day, the school is encouraged to work with the student and parent to schedule the FLVS courses appropriately to allow access at home.

If taken as part of the school day, how many courses can a student take?
In order to maintain enrollment in Brevard Public Schools, and therefore qualify for FLVS courses, students must take at least one course per term at the assigned school. However, students are encouraged to take at least half of their classes (four periods on a seven-period day or two periods on a block schedule) each term at their assigned school. Students are not permitted to take their entire schedule of courses at FLVS and be in membership with BPS. Students who wish to be fully enrolled at FLVS may consider Home Education as an option.

If taken as part of the school day, who takes attendance and monitors progress?
School administrators and counselors have the ability to monitor the progress students are making in their FLVS courses; however the ultimate responsibility is that of the FLVS instructor, student and parent. FLVS courses are based upon completion of course content. Attendance is not taken and the courses do not fall under the 9-day absence policy. Therefore, the school does not “take attendance” for these courses. Attendance in FLVS courses is handled by the assigned school as it would be for off-campus dual enrollment courses.

If taken as part of the school day and the course is dropped, must a student enroll in another course?
District policy, as stated in the Student Progression Plan, requires students to be enrolled for a full-day. If an FLVS course is taken as part of the school day and the student withdraws from the course, the student will be required to enroll in a class at the assigned school.

Can BPS collect FTE for courses taken at FLVS?
No, BPS cannot collect FTE for courses taken at FLVS either during or after the school day. Although BPS does not collect FTE, courses taken during the school day must appear on the student’s schedule. To ensure accurate data reporting and FTE collection, FLVS courses must be entered on the student’s schedule using temporary FLVS course numbers. (See pg. 5)

For students taking courses at FLVS for the majority of their school day, what activities can they participate in at the school?
Brevard Public School students who take courses at FLVS as part of their school day, regardless of the number of courses, are still considered public school students with all rights and responsibilities according the Brevard Student Progression Plan, Student Handbook and Instructional Handbook.
How does the school receive final grades from FLVS?
When a student registers with FLVS he/she identifies a school counselor. The identified counselor will approve all course requests for the student and will also receive notification from FLVS when the student completes (or withdraws) from any course. When the student completes (or withdraws) from the course, FLVS will notify the counselor of record of official documents needing to be processed. The counselor can then download an official transcript and the course and grade can be entered into AS400.

If a student withdraws from an FLVS course, is a grade recorded on his/her transcript?
If a student withdraws during the 28-day grace period a grade of W/NG (withdrawn, no-grade) will be issued by FLVS. This grade will NOT be entered on the student’s transcript.

If a student withdraws after the 28-day grade period a grade of WF (withdrawn, failing) will be issued by FLVS. This grade WILL be entered onto the student’s transcript and the district grade forgiveness policy will now apply.

How do I know if a student has requested a course at FLVS?
When a student registers for a course, he/she must identify a “physical school” and guidance counselor. Once a course request is completed, FLVS will notify the identified counselor of the student’s request. The counselor will approve the course IF it has already been approved by the guardian (as indicated on the course request screen) AND if the course is academically appropriate for the student.

Can a counselor deny a student access to an FLVS course?
No. Section 1002.37(3)(c), F.S. clearly states that school districts may not limit access to FLVS courses. However, the school counselor (and administration) will determine if the course is academically appropriate for the student based upon course prerequisites and the student’s academic history and age. In certain situations parents and students may be required to submit requests in writing or receive waivers from district policy. Refer to sections on courses taken during the school day, in middle school and in elementary school for more information (pgs. 12-13).

Can a student be enrolled in the same course at the assigned school and FLVS at the same time?
No. FLVS is considered to be a public school and students are prohibited from being enrolled in the same course concurrently at two different public schools.

Can a student take a course on FLVS for grade forgiveness?
Yes. Courses offered at FLVS are based on Florida Department of Education Course Descriptions and carry course numbers from the state’s Course Code Directory. FLVS courses can be used for grade forgiveness in accordance with state and district policy.

Can students take honors level courses on FLVS?
Yes, FLVS offers honors level courses in many subject areas. When a student completes the online course request, he/she will indicate the course name, but not the level. When the student is contacted by the FLVS teacher for the welcome call, he/she will indicate a desire to take the honors level. The teacher will then make this change to the registration in the FLVS computer system. For example, a student will request Biology. During the welcome call he/she will indicate the desire/need for honors credit and the FLVS teacher will change the course registration to Biology Honors.
Can a student take Advanced Placement courses on FLVS?
Yes, FLVS offers many Advanced Placement courses taught by qualified instructors according to College Board approved syllabi. Students enrolled in FLVS Advanced Placement courses are expected to take the exam and the course credit will transfer at face value onto the student’s transcript.

How are Advanced Placement tests given for FLVS students?
In our affiliation agreement with FLVS, our district has agreed to provide testing for all FLVS students residing in Brevard who are taking Advanced Placement (AP) courses, including home education students. The FLVS students are required to contact their local school to make these arrangements. The school will then order the test materials and submit to FLVS an invoice for reimbursement. A school that does not offer a particular AP test will work with the district FLVS and AP resource teacher to refer the student to another school. If no school in Brevard will be offering the test, it will be our responsibility to provide a testing location. FLVS will provide the district contact with AP course enrollment information in January/February so arrangements can be made to accommodate students.

Can exceptional education students take courses on FLVS?
Yes. FLVS offers instruction to any student who is able to learn in an online environment. The student/parent must self-report during the registration process that the student has an IEP. The student/parent must also provide FLVS with a copy of the IEP. FLVS make every attempt to provide the accommodations listed in the IEP, however there are many accommodations that are not possible. An ESE student should speak to his/her school guidance counselor to determine if FLVS is appropriate for the student.

When do FLVS classes start?
FLVS uses rolling enrollments. During registration, students will indicate the month they prefer to start the course. As seats become open, students are added to courses, thereby offering year-round starts.

How long are FLVS courses?
Courses are designed to mirror the length of a traditional course. Therefore, a half-credit course will take approximately 18 weeks to complete. A one-credit course will take approximately 36 weeks to complete. Students may work at an accelerated or extended pace. Once coursework is complete a final grade will be issued, regardless of how long it took the student to complete it.

Can a student complete a course in less time than is indicated on the pace chart?
Yes. Students can complete courses at their own pace. FLVS has provided a tradition, accelerated and extended pace chart for each course. The pace chart indicates the recommend workload required for students to progress through the course in a timely fashion. It is not uncommon for students to complete courses in less time, but they must be willing to spend more time on course work.

Can a student take half of a one-credit course?
Yes, a student who needs to complete only one semester of a one-credit course may do so with FLVS. During registration, the student will be asked to identify which “Segment” of the course he/she would like to request. The term segment refers to semester. A student needing second semester of Geometry would register for Segment 2 of the course. A student, who needs the full one-credit course, must register for both Segment 1 and Segment 2.
Can FLVS be taken as a part of SOAR for remediation?
No, FLVS does not offer any courses for remediation in reading or math and therefore cannot be used for this purpose.

Students who need credit-recovery can choose FLVS as an option and elect for a summer start date, but it is not “summer school”. It is important to inform parents and students that FLVS does NOT offer abbreviated courses in the summer. Therefore, a student using FLVS for credit recovery is expected to complete the same course work as someone taking the course for all other purposes.

Why isn’t my student assigned to a teacher yet?
Typically, FLVS courses have a waiting list of 4-6 weeks. The wait list is due to the fixed number of “seats” in each course and the growing demand for the courses. Priority placement is given to seniors who need a course to graduate as well as students from low performing, rural or high-minority schools. It is not unusual for courses in high demand to have waiting list in excess of eight weeks.

What is the grace period?
Once a student is activated by the FLVS teacher following the welcome call, the 28-day grace period begins. During this time the student has full access to the course and begins to complete required assignments. If the student decides not to complete the course, he/she can withdraw from the course with no penalty. A grade of W/NG (withdrawn, no grade) will be issued and the students transcript will not be affected. Refer to pg. 6 for more details.

What do the registration status abbreviations mean?

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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>A</td>
<td>Active</td>
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<tr>
<td>C</td>
<td>Complete</td>
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<tr>
<td>CA</td>
<td>Classroom Assigned</td>
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<tr>
<td>CR</td>
<td>Course Requested</td>
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<tr>
<td>CRC</td>
<td>Course Request Complete</td>
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<tr>
<td>CRI</td>
<td>Course Request Incomplete</td>
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<tr>
<td>NAc</td>
<td>Never Activated</td>
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<td>NAs</td>
<td>Never Assigned</td>
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<td>S</td>
<td>Suspended</td>
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<tr>
<td>WF</td>
<td>Withdrawn Failing</td>
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<td>WNG</td>
<td>Withdrawn, No Grade</td>
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</table>

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If a high school course is taken by a middle school student, can he/she refuse to take high school credit?
No. Middle school students who take high school credit courses are required to accept credit for the course(s).

Can a school deny a credit from FLVS?
No, state statute and DOE policy requires that FLVS course credits be accepted at face value. Therefore, a student who receives credit for an honors course at FLVS must be given honors credit on his/her transcript. (Section 1001.42(21), F.S. and SBE Rule 6A-1.09941, FAC)

Can students at one of the Alternative Learning Centers take courses at FLVS?
Yes, the counselor at the ALC will work with the student’s assigned school to determine the appropriate course. The student will then register with FLVS identifying his/her assigned school as the physical school. The ALC counselor will also need to notify the district FLVS contact of the student’s desire to enroll in FLVS. We are required to notify FLVS of the student’s offense that resulted in placement at the ALC. FLVS reserves the right to deny enrollment to students who have been expelled or alternatively place in lieu of expulsion.

Can students choose to attend FLVS instead of attending the Alternative Learning Center?
Students who wish to take all of their courses on FLVS must be registered with the district as a home education student. In order to choose home education instead of placement at the ALC, the student/parent must receive permission from the Area Superintendent. If granted, the district FLVS contact will notify FLVS of the offense committed by the student that resulted in placement at the ALC. The student will then register with FLVS as any other home education student. FLVS reserves the right to deny enrollment to students who have been expelled or alternatively place in lieu of expulsion.

Can students who have been expelled from Brevard Public Schools take courses on FLVS?
Yes. A student who has been expelled from Brevard Public Schools may enroll in FLVS as a home education student. The student would need to enroll with the district as a home education student. He/She would then register with FLVS as a home education student. The district is required to notify FLVS of the student’s offense that resulted in expulsion. FLVS reserves the right to deny enrollment to students who has been expelled from a public school.

Does FLVS offer any test prep courses?
FLVS offers free test prep courses for 8th grade FCAT, 10th grade FCAT and select AP tests. These courses are free of charge and are NOT credit bearing. FLVS also offers a high school level SAT Prep course that is a one-half credit.

Can a student transfer to/from FLVS mid-semester?
FLVS does not allow student to enter a course mid-segment (or mid-semester). A student who leaves an Algebra 1 class in October at the assigned school would be required to start at the beginning of Segment 1 of Algebra 1 on FLVS. FLVS also does not provide transfer information for students leave FLVS for the assigned school. A student would be issued a WF from FLVS if he/she left the course. In limited situations, such as student illness, FLVS may be able to work with the district contact person for an exception to this rule.
Additional Guidelines for Elementary Schools

Elementary schools in Brevard serve students K-6 and are therefore impacted by FLVS policies. All of Brevard’s middle and high schools are in the FLVS computer system; however elementary schools are only added as needed. If an elementary student is interested in taking courses with FLVS and your school has never had an FLVS student in the past, please contact the district FLVS contact person to assist you in this process.

Sixth grade students wishing to enroll in middle school courses cannot be denied access, if the course is academically appropriate. Please refer to FLVS course recommendations and prerequisites to assist in making that determination (www.flvs.net).

A sixth grade student wishing to take a high school credit course, such as Algebra 1, is subject to the guidelines defined in the Middle School section below. Upon completion of the course, the high school credit will be held “in escrow” until the student enrolls in middle school. At this time, the middle school will enter the student’s credit onto his/her official transcript.

A student who is not yet in sixth grade may benefit from FLVS courses and request access. Refer to the district’s Student Progression Plan for guidelines on determining if FLVS courses are appropriate.

Additional Guidelines for Middle Schools

Middle school student enrolling in middle school FLVS courses cannot be denied access, if the course is academically appropriate. Please refer to FLVS course recommendations and prerequisites to assist in making that determination (www.flvs.net).

Middle school students who wish to enroll in high school credit courses should be made aware of the following procedures/policies:

1. The parent and student should discuss with the middle school guidance counselor whether the course is appropriate for the student.
   a. Review the graduation requirements that will be met by this course.
   b. Discuss the difficulty of the course and appropriateness for this student.
   c. Note, students are no longer limited to Math and Foreign Language for high school credit courses (Brevard’s Student Progression Plan).
2. The parent reads and signs the High School Credit in Middle School Agreement (pg. 15), acknowledging the credit implications for courses taken at FLVS. The parent retains a copy and the original agreement is placed in the student’s cum folder.
3. The parent requests, in writing, the principal’s approval for a program of acceleration, as per the Student Progression Plan. This request includes the specific course(s) the student is requesting. If additional courses are desired in the future, an additional request will be required.
4. Principal reviews this request and issues approval/denial. The parent receives a copy and the original is placed in the student’s cum folder.
5. If the principal approves the request, the student registers for the FLVS course and the parent approves the FLVS course request.
6. The counselor approves the FLVS course request.
7. Upon completion of the course, the middle school receives the FLVS transcript. The course credit and grade will be entered into AS400 using school number 0600 and district number 071. The appropriate flag must be used to reflect high school credit.
8. Course credit and grade will appear on the student’s high school transcript.

Charter School Guidelines
Charter schools are subject to the same statutes affecting Brevard Public Schools. FLVS does not include charter schools in the district affiliation agreement; therefore each charter school must individually affiliate. Visit www.flvs.net for more information. Under the Educators tab, a link for “Affiliate with FLVS” will provide the necessary information and paperwork.

Home Education Guidelines
FLVS is NOT home education. Home Education students registered with the school district may choose to take courses with FLVS, free of charge, as one of many methods of instruction. Home Education parents should read the “Home Education Handbook” available on the BPS website.

Home Education students wishing to enroll in FLVS courses must follow the steps defined below, to take courses with FLVS:
1. Register with Brevard Public Schools as a home education student.
2. Register online with FLVS, indicating “Home Schooled Brevard” as the student’s Physical School.
Fax FLVS a copy of the official notice of enrollment in home education, received from the BPS Office of Student Services. Print the child’s name and birth date on this notice and fax to 407-520-5479.
Record of FLVS Courses
Taken as Part of the School Day

School Name: ___________________________  Date: ________________

List each student taking an FLVS course as a part of the school day and submit to the Director of Secondary Programs at the beginning of each term.

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<th>Student Name</th>
<th>Student Number</th>
<th>FLVS Course(s) Taken as Part of the School Day</th>
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High School Credit in Middle School Agreement

Taking high school courses with Florida Virtual School, while still in middle school, is an opportunity for acceleration. However, with this opportunity comes responsibility. Review the following policies, if you accept these requirements, please sign below. Upon receipt of this agreement, a written request defining the courses desired for acceleration and approval from the principal, your child will be permitted to enroll in his/her FLVS course(s).

- Students are not guaranteed enrollment in an FLVS course. Many courses have waiting lists and students will be admitted into the course based on their position on this list.
- Students who take FLVS courses are given a 28-day grace period, once activated by their instructor. During this time, students may withdraw from the course with no academic penalty. **Withdrawal after the grace period will result in W/F, which will transfer to the high school transcript as an F.**
- The grade earned by the student in this course will be included on the student’s high school transcript. Parents/Students are not permitted to refuse this credit.
- The grade received in this course will be used to calculate the student’s high school grade point average (GPA).
- Middle school students, who receive a grade of C, D or F in a high school level course, may retake the course for grade forgiveness.

Completion of this form will be required only once, regardless of the number of high school credit courses the student takes, while in middle school.

Please sign below to acknowledge acceptance of the policies stated above. The policies of Brevard Public Schools are in accordance with state statute and Florida Department of Education policies.

______________________________  ___________________________  ____________
Student Name (Printed)          Student Signature       Date

______________________________  ___________________________  ____________
Parent/Guardian Name (Printed)  Parent/Guardian Signature  Date
NONDISCRIMINATION NOTICE

It is the policy of the School Board of Brevard County to offer the opportunity to all students to participate in appropriate programs and activities without regard to race, color, gender, religion, national origin, disability, marital status, or age, except as otherwise provided by Federal law or by Florida state law.

A student having a grievance concerning discrimination may contact:

Dr. Richard A. DiPatri  
Superintendent  
Brevard Public Schools

Ms. Brenda Blackburn  
Associate Superintendent,  
Division of Curriculum and Instruction  
Equity Coordinator

Dr. Walter Christy, Director  
Secondary Education

School Board of Brevard County  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6601  
(321) 633-1000

Ms. Eva Lewis, Director  
ESE Program Support Services  
ADA/Section 504 Coordinator

It is the policy of the School Board of Brevard County not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, participation and membership in professional or political organizations, marital status, age, or disability. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment.

An employee or applicant having a grievance concerning employment may contact:

Ms. Susan Standley, Director  
Office of Compensation & Benefits

Ms. Joy Salamone, Director  
Human Resources Services and Labor Relations

School Board of Brevard County  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6601  
(321) 633-1000

This publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, Braille or audiotape. Telephone or written requests should include your name, address, and telephone number. Requests should be made to Kim Riddle, Exceptional Education Projects, 633-1000, extension 535, at least two (2) weeks prior to the time you need the publication.