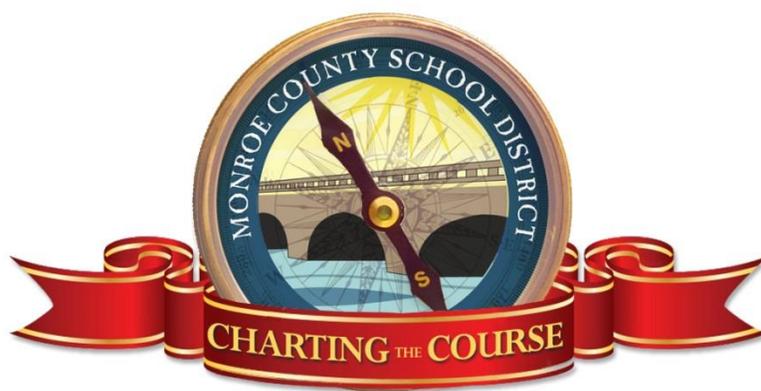


Monroe County School District

Virtual Instruction Program Policies and Procedures



Updated 9/6/2016

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Virtual Instruction Program Policies and Procedures

The Monroe County School District offers both a part-time and a full-time virtual K-12 instructional program to its students. This program provides parents and students an educational opportunity that uses an interactive learning environment created through technology and the Internet in which students are separated from their professional certified teachers by time and/or space.

Virtual education opportunities in the Monroe County School District (MCSD) include courses through *MyDistrict Virtual School* (MDVS), Florida Virtual School (FLVS), approved Florida virtual providers, and district- and school-based online courses. Students in grades K-12 may participate in these options on a full-time or part-time basis. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment.

MyDistrict Virtual School

The Monroe County School District has contracted with the Northeast Florida Educational Consortium (NEFEC) to provide online courses K-12 through *MyDistrict Virtual School* (MDVS) and other contracted providers. The MDVS website can be accessed at <http://www2.nefec.org/virtual>. The annual NEFEC contract is available online on the district website Contracts page.

Florida Virtual School

Florida Virtual School (FLVS) is a public school district that offers online courses. The FLVS website can be accessed at <http://www.flvs.net>.

District and School-Based Courses

Online courses are also available through district and school resources. Course offerings may vary by availability. Information is available through school guidance counselors.

VIP Contracts

All VIP contracts will comply with district policies, including Board Policy 6320, and with the requirements of s.1002.45 F.S.

Personnel Guidelines

The district will make efforts to ensure that all virtual course teachers, whether employed through NEFEC's MyDistrict Virtual (grades 6-12) NEFEC-contracted providers (grades K-12), Florida Virtual School (FLVS) or MCSD, are highly qualified in accordance with Florida Statute and have met all required certifications and background screenings. As well, each virtual provider is expected to ensure sufficient and appropriate personnel training, regularly measure personnel effectiveness and efficiency through annual evaluations, and communicate with the district regarding teacher qualifications.

Full-Time Virtual Instruction (VIP)

Overview

Students in grades K-12 may choose to become a full-time public education virtual student through the MCSD Virtual Instruction Program (VIP). Students must be highly motivated, organized and committed to their education through putting forth the time and effort needed each day. In the full-time virtual instruction program, students are in their home each day accessing their curriculum and instruction via the Internet. Students will need access to a computer and internet on a daily basis. Students work with the assistance of a responsible caregiver (learning coach) and their learning is facilitated, monitored and assessed by their online teacher(s), who interact with students via the Internet, email, phone, web conference, and/or instant message. Although caregivers will have some flexibility in scheduling within the day, students are expected to work each school day, in each assigned class, according to their learning plan. Students must maintain minimum pace and demonstrate mastery on individual assignments to be successful.

Eligibility

Students are eligible to participate in the district virtual instruction program if they are legal residents of Monroe County and also meet at least one of the following conditions as specified in Florida Statute 1002.455(2):

- The student spent the prior school year in attendance at a public school in the state and was enrolled and reported by the school district for funding during October and February for purposes of the Florida Education Finance Program surveys;
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to this state from another state or from a foreign country pursuant to a permanent change of station order;
- The student was enrolled during the prior school year in a virtual instruction program under s. 1002.45 or a full-time Florida Virtual School program under s. 1002.37(8)(a);
- The student has a sibling who is currently enrolled in a virtual instruction program and the sibling was enrolled in that program at the end of the prior school year;
- The student is eligible to enter kindergarten or first grade; or
- The student is eligible to enter grades 2 through 5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School.

Enrollment & Notification

Students and parents will be made aware of the availability of the district's virtual instruction program for the coming year through written notifications that are sent home with third marking period report cards. Parents are encouraged to contact the district's virtual instruction program coordinator regarding the program and to discuss eligibility and expectations.

Open enrollment takes place from April 15 through July 31 each year prior to the beginning of the school year in August. Late registration may continue through the first two weeks of the school year if space is available.

Students interested in enrolling in the full-time program must complete all stages of the application, registration and enrollment process. Failure to complete all four stages of this

process will result in the student's application/registration being voided and he/she will not be permitted to enroll. Students must:

- Complete an online application for enrollment. The application for Grades K-5 is available on the NEFEC website. The application for grades 6-12 is available on the district website's Virtual Instruction webpage.
- Complete all necessary registration forms. Submission of all required documentation must be completed prior to enrollment.
- Creation of an account in the online learning system.
- Participate in a face-to-face orientation. Discussion topics include: review of attendance policy, PE waivers for elementary as needed, school calendar, and assessment requirements.

All course selections for full-time VIP students must be approved by the district VIP coordinator to ensure they meet the district and state requirements for the student. Upon verification, the district VIP coordinator contacts parents and students to confirm registration and make arrangements for course enrollments.

Student Progression & Graduation

All existing requirements related to student progression including retention, promotion, and grade assignment are the same for the MCSD VIP as they are for any other student enrolled in the district, as outlined in the Monroe County School District Student Progression Plan.

Students completing graduation requirements are eligible for a Monroe County School District diploma but do not participate in graduation activities or ceremonies at a local brick and mortar school. Students will be recognized by the District Superintendent and receive their diplomas following the completion of the requirements for graduation.

Attendance

All students who participate in a virtual school option are subject to compulsory attendance requirements as recorded through course participation and are required to adhere to the District's Code of Student Conduct and Student Progression Plan. Attendance and participation will be verified by the school district through reports provided by the online provider(s).

Participation & Grades

Students will need to complete all coursework within the 180 day school year. Students have a flexible day, but must follow the traditional school calendar. Students in K-3 should plan to spend four hours a day on instruction. Students in Grades 4-8 would need to spend about five hours a day for instruction to be able to keep pace. Students in Grades 9-12 may need as much as six hours of instructional time per day to meet the pacing requirements of online courses.

Students will be expected to maintain adequate pace in all courses. The expected pace will be provided to all students at the beginning of each semester. The pace of all students will be monitored by the classroom teacher and by the district's VIP coordinator (or designee). Students who are not maintaining adequate pace may be removed from the program with denial of re-enrollment.

A student may drop a course without penalty within the first 14 days. Dropping a course after the 14th day will result in a WR (withdrawal F). If a course is dropped after completing over 50% of the coursework and if the student fails to take the final exam, a final grade of F will be issued. When a course is dropped, another course must be added to continue to be enrolled in a total of six courses.

Elementary students and their parents who have received print materials from an online provider and who withdraw or are dropped from the program MUST return all materials to the provider within 30 days of the withdrawal/drop. Failure to return materials will result in the parent being responsible for the curriculum fee as determined by the NEFEC contract.

Grades cannot be transferred from the MCSD VIP except at the semester upon completion of a course.

Mandatory Assessments

Students enrolled in a virtual instruction program are considered public school students and are required to participate in all district and state mandated testing [F.S. 1002.45(6)(b)], including, but not limited to FSA and FCAT. These are administered according to the district's testing calendar at the school site zoned for the student based on residency. Parents will be sent an letter prior to testing so that they can contact the local school for detailed information regarding dates, times, location, and materials requirements for testing. Parents will provide transportation for assessment days.

Accommodations

ESE students who require specialized direct instruction and support in one or more academic areas in order to succeed in the general curriculum should be aware that this type of intensity of service is not available through a virtual instruction program. The district may convene an IEP team to discuss the appropriateness of the MCSD VIP. If the parent chooses to enroll in the MCSD VIP against the recommendations of the IEP team, enrollment may be contingent upon the parent revoking consent for services under IDEA.

Program Options

MyDistrict Virtual School (MDVS) and/or NEFEC-contracted providers

Students in grades K-12 who satisfy the admissions policies as outlined in the Student Progression Plan as well as the eligibility requirements listed above may enroll with a NEFEC-contracted provider for full-time online instruction. Please refer to the NEFEC contract for current K-5 provider options.

Students in grades 6-12 who satisfy the admissions policies as outlined in the Student Progression Plan may enroll in MDVS, the district franchise of Florida Virtual School, administered by NEFEC. These students are considered public education students and will be subject to the same promotion and/or graduation requirements as that of a student in a brick and mortar school. Unless courses are not available through MDVS, full-time students in this program must take their courses through MDVS rather than directly through Florida Virtual School.

Students enrolled in *MyDistrict Virtual School* and/or a NEFEC-contracted provider:

- Are enrolled as a Monroe County Schools student
- Will follow the same school calendar year as Monroe County Schools
- Must take state/district assessments at a school site
- Are eligible to receive a Monroe County Schools diploma upon completion of graduation requirements

Florida Virtual School (FLVS)

Students also have the option to become full-time FLVS students. A full-time FLVS student is no longer enrolled as a Monroe County student but rather becomes a full-time student at FLVS. For additional information on this option, visit the FLVS website at <http://www.flvs.net>.

Part-time Virtual Instruction

Elementary School Acceleration

Students in grades 4 and 5 who scored a level 4 or 5 on the previous school year's FSA English Language Arts or Mathematics administration or equivalent state assessment (for transfer students) will have the opportunity to take online accelerated courses in Reading and Mathematics through *MyDistrict Virtual School* and/or a NEFEC-contracted provider during the school year.

Middle School

As a part of the school day, students in grades 6-8 may take one or more courses through *MyDistrict Virtual School* or other virtual providers approved by the school district, provided that the student has guidance approval for the course, the student has completed the prerequisite courses, the school has student stations available, and the student's enrollment in the course does not exceed class size regulations. Students may also take an online course or courses directly through Florida Virtual School, provided that the student has guidance approval. Guidance approval for FLVS courses scheduled during the summer must occur prior to the last day of school for students.

High School

As a part of the school day, students in grades 9-12 may take one or more courses through *MyDistrict Virtual School*, district or school virtual offerings, or other virtual providers approved by the school district, provided that the student has guidance approval for the course, the student has completed the prerequisite courses, the school has student stations available, and the student's enrollment in the course does not exceed class size regulations. Students may also take an online course or courses directly through Florida Virtual School, provided that the student has guidance approval. Guidance approval for FLVS courses scheduled during the summer must occur prior to the last day of school for students.