

# Policy: Virtual Instruction



Developmental Research School  
at the University of Florida

As stipulated by the Florida K-20 Education Code (s.1002.20) parents/guardians have the right to choose educational options for their children. Section 1002.455, F. S., states that school districts are required to provide one virtual school option. The virtual option provided by P.K. Yonge DRS during the academic year is MyDistrict Virtual School (MDVS) through an agreement with the Northeast Florida Educational Consortium (NEFEC). P.K. Yonge DRS may not deny access to courses offered by MyDistrict or Florida Virtual School (FLVS) assuming that the desired online course(s) is an appropriate course placement based on the student's academic history, grade level, and age.

Access to MyDistrict for students shall be available during and after the scheduled school day. Access to FLVS for students shall be available after the scheduled school day. MyDistrict and FLVS are available throughout the summer.

Students wishing to take courses from MyDistrict or FLVS must work closely with their school counselors. Virtual School is not an option for a schedule change after school starts. Students enrolled in a MyDistrict/FLVS course which requires a state end-of-course assessment (EOC) are required to take the EOC.

Parents/guardians will be provided written notification of the MyDistrict Virtual School open enrollment period no less than 90 days prior to the first day of the school year; open enrollment will end 30 days before to the first day of school. Written notification will be provided through the 2018-2019 Registration Course Request Form.

## MyDistrict/FLVS Guidelines for High School

- A location on campus will be designated for students to work in their MyDistrict virtual courses. Students enrolled in these classes will be held to daily class attendance requirements even if course is completed prior to the end of the enrolled semester.
- It is recommended that students have a 2.0 GPA or higher or have Florida Standards Assessment scores confirming grade level achievement unless the student has medical or behavior issues that may limit success in the traditional classroom.
- Students must meet with their school counselor to determine if placement in a MyDistrict/FLVS is academically appropriate for the student based on course prerequisites, the student's academic history and age, and appropriateness of the course. ALL courses must be approved by the school counselor.

The following steps are necessary to enroll in a MyDistrict Virtual School course:

- The parent/guardian/student must contact a P.K. Yonge school counselor to create an account and register for MyDistrict Virtual School.
- The P.K. Yonge school counselor approves course(s). MyDistrict Virtual School will assign a teacher and this can take approximately 2-4 weeks depending upon course/teacher availability. Students wishing to take MyDistrict Virtual School courses throughout the school year are more than welcome to do so. The following policies will be used to approve or deny student enrollment in these courses.

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Counselors will approve MyDistrict Virtual School courses under the following circumstances:

- Credit Recovery: In situations where a student made an "F" and needs to retake the course for credit
- Grade Forgiveness (for high school courses): In situations where a student made a "D" or "F" for a semester or full year. Students must earn a "C" or better to replace the "D" or "F" grade
- Academic Enrichment: If the desired online course(s) is an academically appropriate placement based on the criteria set forth by F.S. 1002.20

Counselors may determine if the course(s) is academically appropriate based on:

- Student's academic history
- If material/content of course is grade level and/or age appropriate for the student at the time
- If requested courses adhere to the recommended course progression
- If the student demonstrates the ability to be autonomous, exhibits a consistent and strong work ethic, and has the ability to be self-directed

The following steps are necessary to enroll in a MyDistrict Virtual School course;

1. The parent/guardian/student reviews the MyDistrict Handbook.
2. The parent/guardian/student meets with their P.K. Yonge counselor to discuss the course of interest and to determine if it is necessary and/or appropriate for the student.
3. The parent/guardian/student must create an account and register for MyDistrict Virtual School through [www.flvs.net](http://www.flvs.net). Be sure to choose My District Virtual School when registering for your course. \*Helpful tip: PK Yonge's district name is UF Lab School, NOT Alachua County.
4. The P.K. Yonge counselor approves course(s).
5. MyDistrict Virtual School will assign a teacher and this may take up to 2-4 weeks depending upon course/teacher availability. Credits from other accredited education providers acquired beyond the academic year (i.e. Florida Virtual School) may also be authorized but students and parent/guardians are cautioned that these may not suffice for FHSAA or NCAA eligibility requirements. All credits earned may be transferred to P.K. Yonge DRS to be credited toward graduation requirements. Academic acceleration attempts via Florida Virtual School (FLVS) and other educational institutions or programs are subject to approval by the principal and/or designee and the grade earned will be placed on the student's transcript or permanent academic record.

## **Attendance for MDVS and FLVS Students**

All students enrolled in a virtual school program are subject to compulsory attendance requirements of s.1003.21 Florida Statutes. The MyDistrict Virtual School (MDVS) Program and Florida Virtual School (FLVS) offer a learning experience that requires attendance to be recorded differently than in a traditional classroom. In an effort to record attendance and ensure completion of courses in a timely manner, student attendance can be met in one of two ways:

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- Student logs in and progresses through coursework for a minimum of 5 hours per week per course.
- Student demonstrates adequate progress toward completion of activities each week. Adequate progress is defined as completing a minimum of 7% of the activities per course per week. (Daily Attendance: 1 hour per course, or 1.4% of completing course work per day.)

The pace of all students will be monitored by the classroom teacher, guidance counselor and school administration. Students are considered truant if they fall 15% or more behind expected completion in online coursework without prior approval and will be reported as truant to the proper authorities. Upon receiving a report of truancy, the following steps will be taken:

1. A meeting with their assigned counselor to discuss needed supports to begin (or continue) work
2. A meeting with school administration and parent/guardian/student to discuss support and issue a warning of dropping the student from the course
3. If a student has not made progress and a third meeting is necessary, school administration will meet with the student and parent/guardian to begin process of dropping necessary course(s) and enrolling the student in another option to earn credit.

Students and their parent/guardian must sign the Virtual Instruction Agreement prior to enrolling in a MDVS or FLVS course.

Failure to complete a virtual course, will require administrative approval for enrollment in future virtual courses.