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 Florida Virtual School (FLVS). P.K. Yonge DRS may not deny access to courses offered by Florida Virtual School 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 Florida Virtual School shall be available for students during and after the scheduled school day and throughout the summer.

Students wishing to take courses from Florida Virtual School must work closely with school counselors. Virtual School is not an option for a schedule change after school starts. Students enrolled in a Florida Virtual School 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 Florida 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 the first day of school. Written notification will be provided through the Registration Course Request Form.

Florida Virtual School Guidelines for Middle and High School students at P.K. Yonge

- 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 Florida Virtual School course is academically suitable for the student based on course prerequisites, the student's academic history and age, and appropriateness of the course. ALL Florida Virtual School courses must be approved by the school counselor.
- For students enrolled in Florida Virtual School courses during the regular school day, a location on campus will be designated for students to work in their online courses. Students in these courses will be held to daily class attendance requirements even if the course is completed prior to the end of the enrolled semester.
- For students enrolled in Florida Virtual School courses outside the regular school day, no campus location is provided and these courses have no daily on-campus class attendance requirements.

Procedures for Approving/Denyi

Counselors will approve Florida 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 described in F.S. 1002.20
Policy: Virtual Instruction

Counselors determine if courses are academically appropriate based on:

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

Steps for Enrollment in a Florida Virtual School Course at P.K. Yonge:

2. Parent/guardian/student meets with a P.K. Yonge school counselor, discusses course of interest to determine if course is necessary and/or appropriate for the student.
3. Counselor registers the student for the virtual course. Parent/guardian/student must also create an account through www.flvs.net. (NOTE: P.K. Yonge’s district name is UF Lab School, NOT Alachua County.)
4. Florida Virtual School assigns a teacher. Teacher assignment may occur immediately or take up to two (2) weeks depending upon course/teacher availability.

Outside Credits
Credits from other accredited education providers acquired beyond the academic year 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 from an accredited school may be transferred to P.K. Yonge DRS and credited toward graduation requirements.

Academic Acceleration
Academic acceleration attempts via Florida Virtual School and other educational institutions or programs are subject to approval by the principal and/or designee. Grades earned will be placed on student transcripts or permanent academic records.

Attendance for Florida Virtual School Students
Students enrolled in virtual school programs are subject to compulsory attendance requirements. [s.1003.21 F. S.] The Florida Virtual School Program requires attendance to be recorded differently from how it is recorded in a traditional classroom.

P.K. Yonge students enrolled in Florida Virtual School courses during the regular school day are also held to daily class attendance requirements in an on-campus location. Attendance in that physical location is required even if the course is completed prior to the end of the enrolled semester. Attendance in the physical class location is governed by the school Attendance Policy. Attendance Policy [link]

At P.K. Yonge, student online attendance requirements in virtual courses may be met in one of two ways:

1. Students log in and progress through coursework for a minimum of 5 hours per week per course.
Policy: Virtual Instruction

2. Students demonstrate 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 coursework per day.)

The pace of all Florida Virtual School students will be monitored by guidance counselors, school administration, and in the case of students taking FLVS classes during the regular school day, by P.K. Yonge’s online learning advisor. Students are considered nonattendant if they fall 15% or more behind expected completion in online coursework without prior approval.

Response to Reports of Nonattendance in Virtual Courses During the Regular School Day

For students who are nonattendant or who are not making adequate progress in their virtual courses scheduled during the school day the following steps will be taken:

1. Counselors meet with the nonattendant student to discuss necessary support to begin (or continue) coursework
2. Counselors contact families of nonattendant students and inform them of attendance/course completion concerns. Families and students will receive notification that if progress is not made, the student will be withdrawn from the course and enrolled in an on-campus face-to-face class.
3. If adequate progress is not made, the nonattendant student will be withdrawn from the virtual school course and enrolled in an on-campus face-to-face class.

Nonattendance in Virtual Courses Scheduled Outside the Regular School Day

Students who have enrolled in Florida Virtual School courses outside the regular school day have no daily on-campus class attendance requirements.

Nonattendant students, or students who are not making adequate progress in their Florida Virtual School course scheduled outside the regular school day will be subject to Florida Virtual School requirements regarding attendance and may be removed from the class by the Florida Virtual School instructor.

IMPORTANT NOTES:

Failure to complete a virtual course scheduled within the school day, or inability to make adequate progress in a virtual school course will require students to obtain administrative approval for enrollment in future virtual courses.

Students and parents/guardians must sign the Virtual Instruction Agreement prior to enrolling a student in a Florida Virtual School course.