



## Policy: Virtual Instruction

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. P.K. Yonge virtual course options undertaken during the school day on the P.K. Yonge campus during the school day are provided by contract through Florida Virtual School (FLVS). As a designated school of choice, P.K. Yonge is able to set guidelines and requirements for registration in virtual courses during the school day.

Access to P.K. Yonge virtual course options is available for students during the school day.

Students may elect to take additional virtual courses outside the school day through FLVS Flex. These courses are not included in the P.K. Yonge – FLVS contract and are not considered P.K. Yonge virtual course options.

NOTE: All high school core academic courses at P.K. Yonge are approved “blended courses” by the State and therefore meet the State virtual course graduation requirement. Students at P.K. Yonge do not need to take additional virtual courses in order to meet the State virtual course graduation requirement.

Students wishing to take P.K. Yonge virtual course options must work closely with school counselors. Virtual course options may not be substituted for an on-campus course after school starts. Students enrolled in a virtual course that requires a state end-of-course assessment (EOC) are required to take the EOC.

Parents/guardians will be provided written notification of the virtual course 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 Course Registration Request form.

Virtual instruction guidelines for Middle and High School students at P.K. Yonge:

- Students may request up to one (1) credit to be taken as a virtual course option during the school day in an academic school year.
- Students must 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 virtual course option 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, including FLVS Flex courses.
- A signed P.K. Yonge Virtual Instruction Agreement must be submitted to complete registration for a P.K. Yonge virtual course option



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- Students must adhere to the FLVS Academic Integrity Policy. To review the policy: [https://www.flvs.net/docs/default-source/myflvs/academicintegrity.pdf?sfvrsn=53fc7b2a\\_24](https://www.flvs.net/docs/default-source/myflvs/academicintegrity.pdf?sfvrsn=53fc7b2a_24)
- For students enrolled in P.K. Yonge virtual course options 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.
- For Middle School Students – students may only choose elective courses as a virtual option to be undertaken during the school day

### Procedures for Approving/Denying Enrollment in Florida Virtual School Courses

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

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 P.K. Yonge Virtual Course Option:

1. Parent/guardian/student reviews the Florida Virtual School Handbook.
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](http://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.



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## **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 FHSA 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 virtual course options 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.] P.K. Yonge virtual courses require attendance to be recorded differently from how it is recorded in traditional classrooms.

P.K. Yonge students enrolled in P.K. Yonge virtual course options during the regular school day are 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

<http://pkyonge.ufl.edu/information/policies-publications/>

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.
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 students enrolled in P.K. Yonge virtual courses will be monitored by guidance counselors, school administration, and 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. The pace of students enrolled in FLVS Flex courses outside the regular school day will not be monitored by P.K. Yonge staff.

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



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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 P.K. Yonge virtual course option.