

**INSTRUCTION - EDUCATIONAL PROGRAMS  
VIRTUAL PROGRAM – ADMINISTRATIVE RULE**

**DISTRICT PROGRAM**

The philosophy of the District is in-person instruction provides the best opportunity for student learning. The District may allow a student to utilize virtual instruction when their personal situation makes virtual instruction a more viable option.

Unless the entire elementary school is engaged in virtual instruction, virtual instruction is not available to students in grades 4K or 5K.

**A. Enrollment Procedure**

The following procedures and guidelines apply for students interested in enrolling in virtual courses offered by the District.

**1. Resident, District School Students**

Students who are enrolled in the District and currently attend one of the District schools are eligible to request a virtual course offered by the District.

**2. Resident, Non Public School Students**

Students who are residents of the District interested in enrolling in a Parkview virtual courses, but not currently attending Parkview, may request an application from the principal of the school in which they would attend. If application is approved, the student may enroll in virtual courses.

**3. Non-Resident Students**

Students who are not residents of the District may make application for enrollment in the District full-time or part-time following the guidelines outlined in Board Policy for the Open Enrollment Program.

a. A non-resident student may only participate in virtual instruction when physically present in one of the school buildings.

**b. Full-Time Open Enrollment**

If open enrollment application is approved, the student may enroll in virtual courses offered by the District.

**c. Part-Time Open Enrollment**

Approval for enrollment into virtual courses offered by the District will be granted or denied with the open enrollment application due to guidelines outlined in Board Policy 422.

**4. Summer Session**

Gr. 6-12 summer school credit recovery or advancement classes will utilize a virtual instruction curriculum.

A decision denying a request for a virtual course may be appealed to the District Administrator or designee.

## **B. Course Enrollment Approval Guidelines**

The following criteria may be used to determine if students are permitted to enroll in a virtual course:

1. Course availability
2. Seats open in available courses
3. Course prerequisites are met
4. A student's past academic record in virtual courses
5. A student's past academic record in traditional courses
6. Teacher recommendation
7. Student interview
8. The course is needed to meet an individual education plan, a differentiated education plan or a 504 plan

## **C. Course Policies and Procedures**

1. The principal will assign a licensed teacher of record for each virtual course. The teacher of record will be responsible for all aspects of the virtual course to include monitoring student progress, providing instructional support, assessing student achievement, and assigning a grade.
2. All applicable District policies apply.
3. Students and teachers will be held accountable to the same policies and procedures outlined in the District handbook and their respective school's handbook.
3. Student and teachers will be held accountable to the District's guidelines for virtual programs.
4. Grades received for virtual course work will count the same as any other course grades.
5. If approved to complete virtual instruction from home, the District will provide a computer and wifi hotspot if needed to complete virtual instruction.

### Grades 1-8 Virtual Instruction Procedures

1. In 1<sup>st</sup> - 8<sup>th</sup> grade, virtual course work will be documented on the report card.
2. Face-to-face attendance requirements may be specified by the teacher and will be noted in the syllabus.
3. Students identified as needing additional assistance may be required to meet in person with the teacher.
4. Students are required to be present in the school building to take part in all District, state and federal assessments.
5. Students may participate in extra-curricular activities contingent upon them meeting the conditions of participation.
6. If a student is not passing a virtual course, he/she will be re-enrolled in-person instruction at the start of the next trimester (4K-5) or quarter (6<sup>th</sup>-8<sup>th</sup>).
7. If the principal determines virtual instruction is a viable option, a meeting will be scheduled with the student, parent, principal, school counselor, and District level virtual school supervisor. From this meeting, it will be determined what virtual courses will be scheduled.

### Grades 9-12 Virtual Instruction Procedures

1. All grades earned from virtual courses will be recorded on the official student transcript.
2. Face-to-face attendance requirements may be specified by the teacher and will be noted in the syllabus.
3. Students identified as needing additional assistance may be required to meet in person with the teacher.

4. Students are required to be present in the school building to take part in all District, state and federal assessments.
5. Students may participate in extra-curricular activities contingent upon them meeting the conditions of participation.
6. If a student is not passing a virtual course, he/she will be re-enrolled in in-person instruction at the start of the next quarter.
7. A student must first meet with their school counselor to determine if virtual instruction is an appropriate alternative to in-person classes. If determined a viable option, a meeting will be scheduled with the student, parent, principal, school counselor, and District level virtual school supervisor. From this meeting, it will be determined what virtual courses will be scheduled.
8. All virtual students that complete Parkview's graduation requirements will receive a PHS diploma.

**D. Student Virtual Attendance Policy**

Students who are enrolled as a virtual student must log on and complete the required coursework according to the syllabus or timeline to be considered present for the week. A student may complete the work ahead of schedule to be considered present for a future week. For example, if the course work requires the student to be working online an hour a day, then the student must complete an average of an hour of work by the end of the week. The District level virtual supervisor will monitor this, and if a student is not fulfilling the course requirements, school administration will address truancy concerns. In cases of truancy the student will be required to return to in-person instruction at the start of the next quarter or trimester.

**E. Course Policies and Procedures**

1. An on-site mentor will be available to the student for assistance and monitor student progress in the course.

**CROSS REF:** 341.3 – Virtual Programs  
422 - Open Enrollment Program  
422-Rule—Administrative Guidelines Admission of Students Participating Under Open Enrollment

**APPROVED:** January 18, 2010  
December 15, 2014  
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