

Sample Virtual Instruction Program Manual/Policies and Procedures

SAMPLE

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SAMPLE

1. General Information Procedures, Rule, and Regulations

A. General School Information:

Provide general information about your district's Virtual Instruction Program (VIP). Go over what options are available through your district's VIP and include grades levels for options along with part-time/full-time information.

Example:

	Full-Time	Part-Time
Elementary School (K-5)	Provider Name (7001), ...	Provider Name (7001), ...
Middle School (6-8)	FLVS Franchise (7004), ...	FLVS Franchise (7004), ...
High School (9-12)	District Program (7023), ...	District Program (7023), ...
Credit Recovery	n/a	Course Provider (7006), ...

B. Vision/Mission Statement:

List your district VIP mission and/or vision statement(s).

C. VIP District's Contact Information:

Office name:	Website:
Mailing Address:	
Phone Number:	Fax Number:

D. VIP Contracts:

In the event the district contracts with a VIP provider, district will comply with Section 1002.45, Florida Statutes (F.S.).

2. Duties and Responsibilities of Personnel

- Include a list or explanation of what each staff member role is with VIP options.
- Staff Training (if available, not limited to teachers).
- If your district has contracted VIP option(s) with approved provider or a consortium then you can add information about the staff in your district office that oversees those contracts and add a note about the kind of training and role the approved provider and/or consortium does for your district's VIP option(s).
- This is a section that auditors will look for in VIP operational audits.

Example (adapt this to what your personnel duties and responsibilities are):

A. Coordinator:

- Supervises personnel
- Serves as district virtual coordinator (you can create an appendix that lists daily, weekly, monthly, quarterly, yearly, and as needed duties)
- Coordinates professional development for counselors, administrators, and instructors involved with the VIP
- Maintains master schedule
- Maintains student records

B. Counselors:

- Approves courses taken by students in virtual program
- Provides guidance to potential virtual students
- Monitors promotion and graduation requirements

C. ESE Liaison:

- Coordinates ESE/504

D. Instructors:

- Monitors student progress of students enrolled in their virtual course
- Maintains active course segments
- Contact parents upon request or if a student is being unsuccessful

3. VIP Student Eligibility Information

Eligibility Requirements per Section 1002.455, F.S.:

- The student attended a Florida public school the previous school year and was reported for funding by the school district for both semesters; or
- The student is a dependent child of a member of the United States Armed Forces who was transferred to Florida within the last 12 months, following a permanent change of station order; or
- The student was enrolled during the prior school year in a school district virtual instruction program or a full-time FLVS program; or
- The student has a sibling who is currently enrolled in a district virtual program and who was also enrolled in that program at the end of the prior school year; or
- The student is eligible to enter kindergarten or first grade; or
- The student is eligible to enter grades 2-5 and is enrolling in a full-time district virtual instruction program, virtual charter school, or FLVS.

4. Enrollment Information

A. Enrollment Periods/Open Enrollment:

List your district's VIP enrollment periods.

Districts must have at least one 90 day open enrollment period at least 30 days prior to the start of the district's school year for full-time and part-time virtual programs.

B. Parental Notification Information:

You can add information on how your district notifies parents about VIP enrollment periods.

Districts must be provide parents with timely written notification of at least one open enrollment period for full-time students of 90 days or more which ends 30 days before the first day of the school year. This notification can be mailed, e-mailed, or placed in report cards. Keep in mind that placing these notices on flyers or the district's website will not suffice.

C. Enrollment:

You can list information on the enrollment process for VIP in your district (what steps should parents follow, etc.). You can include information about health records, applications, forms, etc. to enroll in VIP.

5. Parent and Student Responsibilities

A. Parent Responsibilities:

Add information on your district's expectations for parents, such as, parent's responsibility for student's attendance, absences, parent conference calls, orientation, etc.

B. Student Responsibilities:

In this section you can add information about student responsibilities, this doesn't need to be limited to school work, it could include student code of conduct, internet use policy/etiquette, etc.

C. Attendance Policy:

Include information on attendance requirements and how the VIP options will take attendance for students enrolled in those programs. Also add information about truancy laws and what policies you have in place if a student has absences, etc.

D. Academics:

Here you can add information about grades, transcripts, withdrawals, promotion and graduation, progress monitoring, etc.

E. Assessments:

Add information about assessment requirements and policies.

Example:

According to Section 1008.22, F.S., public education students receive full-time instruction through a VIP are required to take the appropriate state assessments according to their enrollment grade. Testing sites for these assessments will be at the student's zoned school unless otherwise stated. Students receiving part-time virtual instruction through their school of enrollment (home education and private school students may be exempt from some testing requirements).

F. Computing Resources:

Include information about computing services, including eligibility, how to participate, etc.