

# **Dixie District Schools**

## **My District Virtual School**

### **Policies and Procedures**



**School Board of Dixie County**  
**16077 SE 19**  
**Hwy Cross City,**  
**FL 32628**

School Board Approved  
September 7, 2021

## **Information, Policies and Expectations**

Dixie District Schools offers eligible students several virtual school options. All programs were created in accordance with Florida Statutes to provide our students with high quality instruction in an online environment.

Dixie County My District Virtual Instruction offers students both full and part-time options for enrollment. Our office staff is available to meet with families to discuss the programs and what might best fit your needs.

The following information is provided to allow families to make an informed decision about enrollment in a full-time program and to ensure you are informed of the expectations for successful participation in the Dixie County My District Virtual Instruction Program. Information included below is subject to change pending School Board action, changes in state statute, and/or contract negotiations.

## General Program Overview

In a full-time virtual instruction program, students are in their home each day accessing their curriculum and instruction via the internet. Offline activities and instructional materials may also be provided depending on the grade level of the student and each individual course of enrollment. Students work with the assistance of a responsible adult (learning coach) and their learning is facilitated, monitored, and assessed by virtual teacher(s) who interact with students via the internet, email, phone, web conference, and/or instant message. Although families will have some flexibility in scheduling within the day, ***students are expected to work each school day, in each assigned class*** according to their learning plan. Students must maintain minimum pace and demonstrate mastery on individual assignments in order to be successful.

Students may be required to participate in both synchronous and asynchronous activities. Synchronous activities are those that are held in real time, online or face-to-face, and are time certain. Select sessions will be mandatory as they will fulfill attendance requirements, provide essential instruction, or meet state/district assessment requirements. Students and/or families are expected to attend all mandatory synchronous activities unless excused by the teacher. Families will be provided with these schedules and are expected to make the necessary arrangements for participation. Asynchronous activities are those that students can complete at any time during the day. These activities will be facilitated and scheduled by the learning coach, and are expected to be completed by established deadlines.

Participation in a full-time virtual instruction program is a commitment by the student and their entire family. Although students are working from home, the overall time spent engaged in school activities is similar to a traditional school environment. ***Elementary students should expect to spend approximately five hours per day, five days per week working. Secondary students should expect to spend between 6-7 hours per day, five days per week working. Virtual learning is a significant departure from traditional schooling and should be considered carefully by all before enrolling in the program.***

### Our Programs:

Dixie District Schools offers students several options for their enrollment in a virtual instruction program. Below is an overview; however changes may be made as contracts for the school year are renewed and finalized. All courses are taught by State-certified teachers.

1. **MDVS** (My District Virtual School) - MDVS is the umbrella name of the online learning option for students in grades K-12. It is provided through the school district via NEFEC, which provides virtual instruction program support as a service to participating small school districts. MDVS uses the K-12 curriculum for students in grades K-5, and the FLVS curriculum for students in grades 6-12, but with NEFEC Consortium teachers. Students may be full-time or part-time in these rigorous and thorough courses. Part-time MDVS students attending District schools are enrolled through the District's guidance offices. Full-time MDVS students complete school work from home, but use District facilities for required state testing and remain associated with the school district. ***Students must meet eligibility requirements to participate.***
2. **FLVS** (Florida Virtual School) – FLVS is the name of the State-wide online learning option for K-12 students. Students may be full-time or part-time in these rigorous and thorough courses. Part-time FLVS students attending District schools are enrolled through the District's

guidance offices. Full-time FLVS students complete school work from home, and use District facilities for required State testing but ***are generally not associated with the school district.*** FLVS (the district) is accredited as a system by Advance Education, Inc. (AdvancED), and the various FLVS schools are accredited by SACS CASI (Southern Association of College and Schools Council on Accreditation and School Improvement.)

School Name	Grade Levels	Providers	Instruction Provider	Curriculum Utilized
Dixie My District Virtual School (MDVS)	K-5	NEFEC	MDVS	K-12 curriculum for grades K-5
	6-12	NEFEC	MDVS	FLVS curriculum for grades 6-12
Florida Virtual School (FLVS)	K-8	FLVS	FLVS	K-8 FLVS
	High School	FLVS	FLVS	High School FLVS

### **Learning Coach Role:**

Enrollment in the virtual instruction program is a commitment by the student, family, and learning coach. Every student, regardless of age and grade level, must be provided with adequate daily supervision and support by a responsible adult (aka learning coach). The learning coach’s active participation is essential to ensure the success of the virtual school student. The learning coach will:

- establish the structure necessary for daily, focused participation in classes
- will provide motivation and time management
- will regularly communicate with school staff to ensure the student has a positive and productive experience
- will be responsible for providing transportation to ESE services, mandatory testing locations, and/or other required/optional activities.

For full-time students at the elementary level, each family’s learning coach must be available approximately 5 hours per day to monitor the student’s computer access, engage the student in educational activities, facilitate learning activities, provide support with assignments, and manage the receipt/use of instructional materials. Students and learning coaches will also be required to participate in activities with the instructor(s) online and/or via the phone. Depending on student performance, additional face-to-face activities may be required. Students are unlikely to be successful if they are monitored by a learning coach from a distance, therefore ***the learning coach must be someone who is in the home with the student every school day.***

At the secondary level, the role of the parent/guardian and learning coach is also very important. Students must be monitored closely to ensure adequate course pace, appropriate participation, and timely submission of assignments. Students need significant support throughout the school day from the learning coach. The program requires regular communication between the teacher(s) and parent/guardian (learning coach) regarding course

progress and content mastery. Regardless of age, *students who are not supervised each school day are typically less successful than those who have the daily structure and support provided by a learning coach.*

### **Communication:**

Communication with students and parents/guardians in all programs will be handled via email, virtual meets, phone calls, and/or face-to-face. Additional communication by phone may also be required, especially between students and teachers. Current telephone numbers and email addresses must be provided for school records. Families are required to monitor the communication on a regular basis in order to stay informed about opportunities, deadlines, and requirements.

*It is important to notify the Dixie County Administrative offices immediately of changes to student contact information. (Tracy Lee, Director of Curriculum, call 352-541-6338 or send an email to [tracylee@dixie.k12.fl.us](mailto:tracylee@dixie.k12.fl.us))*

### **Technology:**

Students must have daily, dedicated access to a computer, monitor, phone, and the internet.

### **School Day / School Calendar:**

Although full time students are working from home for their virtual classes, the overall time spent engaged in school activities is similar to that found in the traditional school environment. Full-time ELEMENTARY students will spend approximately five hours per day, five days a week on their school work. Full-time SECONDARY students will spend between 6-7 hours per day, five days per week on their school work. The supervising adult will establish the actual hours each day. Although students have access to curriculum 24 hours per day, seven days a week, their work schedule should include working in each course each school day, at a minimum. The schedule must provide adequate time to complete all coursework in order to remain on pace, accommodate synchronous activities, and provide adequate time to work with teachers during their posted office hours. Classes begin and end on the same calendar schedule as other schools within the district. The current school year calendar can be found at [www.dixie.k12.fl.us](http://www.dixie.k12.fl.us)

### **Integrity of Online Courses:**

It is essential for the success of the student that all coursework be completed by the registered student and that it is an original creation. In addition, section 1002.321 (5), Florida Statutes, states, "It is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation. Any person who violates this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s.775.083."

### **Tuition:**

All Dixie MDVS instruction programs are considered public schools, therefore all instruction and curriculum are provided to eligible students at no cost.

# **The Academic Program**

## **Instructional Staff:**

The teachers who serve students in the MDVS instruction program are all highly qualified in the subject areas and grade levels they teach, hold valid Florida certification, and have completed all necessary fingerprinting and background checks.

## **Curriculum Offered:**

All of the MDVS options are completely internet based. Each student completes his/her work and submits it via the online system to the teacher. It is graded by the teacher, and returned to the student via the internet. Having access to reliable, high speed internet is a MUST for MDVS students.

**MDVS** is the umbrella name of the online learning option in our district. It is provided via NEFEC and uses the K-12 curriculum (for grades K-5) and Florida Virtual School curriculum (for grades 6-12), offering full and/or part-time enrollment for eligible students in grades K-12. MDVS also utilizes local (NEFEC consortium) teachers. Dixie students may be taking regular (school-based) courses, MDVS courses and/or FLVS courses all at the same time, depending on the individual needs of the student.

**FLVS** (Florida Virtual School) offers full and part-time enrollment for eligible students in grades K-12, utilizing FLVS teachers. FLVS courses are designed to meet all of the Florida Standards. Students may be taking regular (school-based) courses and FLVS courses at the same time, depending on the individual needs of the student.

## **Pace:**

Many aspects of the student day are determined by the learning coach; however students are expected to be working in each subject each school day. MDVS and FLVS must operate on the traditional school calendar and students are required to have all coursework completed on or before the last day of the semester (for grades 6-12) or the last day of school (for grades K-5). In order to complete all coursework on time, students must maintain adequate, minimum pace. Teachers, academic advisors, guidance counselors, and administration will be monitoring student pace regularly. Failure to comply with this requirement will result in removal from the program at the semester end.

## **Mandatory Testing and Progress Monitoring:**

Students enrolled full-time in the MDVS instruction program are considered public school students and are therefore required to participate in all district- and state-mandated testing and progress monitoring. Transportation to and from the testing site is the responsibility of the parent/guardian. Certain tests, including, but not limited to, Florida Standards Assessment (FSA), End of Course Exams (EOC's), and PSAT, can only be administered on school campuses. In these instances the tests will be administered in the zoned school for each student, which is based on your place of residence as determined by the proof of residency provided during registration.

Any change in address should be taken to the Dixie District Schools Instructional Services office immediately and supported by new proof of residency documentation.

Scheduling of district and state mandated testing and progress monitoring is defined by the district, the state of Florida, or testing entity and cannot be modified. Within the established testing window, the test site will establish specific dates and times when the tests can be administered to virtual school students. Families will be required to participate according to the schedule provided. It is the responsibility of the family to make the arrangements to be in Dixie County during these scheduled events. Advance notice will be provided to families so arrangements can be made, however when the testing schedules are not established by the Dixie My District Virtual School instruction office, changes have to be made and families must adjust accordingly. Failure to participate in all mandatory testing sessions during the school year will be grounds for removal from the program for the following school year. Examples of required testing include, but are not limited to: FSA (every year grades 3 – 10), End of Course Exams (EOC), Advanced Placement (AP) Exams, elementary district assessments, progress monitoring assessments, and other assessments that may be required by the district or state.

### **Promotion:**

Dixie virtual instruction programs are public schools and therefore full-time students will be held to the promotion requirements of Dixie District Schools and the state of Florida. Promotion requirements are given in the Dixie County Student Progression Plan. Part-time students will be held to the promotion requirements of the school of membership (public school, home school, or private school).

### **High School Diploma/Graduation Requirements:**

In order to receive a high school diploma from any Dixie school, including MDVS, a student must be enrolled full-time in that school for at least the final semester of his/her senior year, and fulfill the graduation requirements of Dixie District Schools and the state of Florida in accordance with the Student Progression Plan.

### **Attendance:**

Full-time students enrolled in MDVS are enrolled in a public school and therefore must meet attendance requirements. Attendance in the program is expected to be for the entire school year (or semester if granted mid-year enrollment).

Attendance is measured in three ways:

1. Date/time of student logins and assignments submitted
2. Student progress in each course. “On-pace” is approximately 5.5% progress per week, during a typical 18-week semester
3. Attendance at compulsory synchronous instructional activities

**MDVS** – Attendance in the Dixie virtual instructional program is based on a combination of student/teacher contact, student work submission, and appropriate pacing. Students falling behind pace are contacted and a more rigid work submission plan is implemented.

**FLVS** – Attendance in the synchronous instructional activities each week is mandatory.

Daily attendance is also taken based on completion and submission of coursework each day. To be marked present, a student must attend mandatory online synchronous sessions for the day and complete the required coursework (check points). FLVS maintains this information.

### **Advanced Placement Classes:**

Advanced Placement (AP) courses are high school classes taught at a college level and are available to students enrolled in high school programs. Students enrolled in an AP class will be required to take the AP exam upon course completion. AP courses will only receive the honors (5 grade points) weighting if the student sits for the AP exam. Most tests will be administered at the student's zoned school, however, if the zoned school will not be administering a certain subject area exam, then an alternate testing location may be determined. In some instances a test may be offered at only one school in the district, or even in another district. Transportation to the testing site, regardless of distance from the student's home, is the responsibility of the parent/guardian. Depending on the score achieved, a student may be eligible to receive college credit upon enrollment at a college or university.



## **Additional Information**

### **Exceptional Student Education/Section 504/ADA:**

Prior to enrollment as a full-time student, an IEP/504 accommodation plan review will be scheduled to determine if the virtual environment is appropriate for the individual student. The MDVS program is a school choice option for parents but, as in traditional public schools, not all ESE services are available at every school and may not be available through the virtual program. Therefore, the IEP/504 team will determine the location of services, should they be needed, while the student is participating in the virtual program, with the parent providing transportation. An annual review and 3 year reevaluation must occur for all students with individual education plans, and will be arranged at the student's zoned school. Annual reviews will also be scheduled for students with disabilities receiving accommodations through 504 plans. Should the parent or virtual education teacher have concerns regarding a student's need for specially designed instruction, a referral should be made to the Director of ESE for an evaluation.

### **McKay Scholarship:**

Students on a McKay Scholarship will forfeit their scholarship eligibility if they participate full-time in a virtual instruction program. A student may not establish eligibility for the McKay Scholarship based solely upon attendance in MDVS or FLVS.

### **Extracurricular Activities:**

If an extra-curricular opportunity, including interscholastic sports, is not provided by MDVS then full-time students may be eligible to participate at the zoned school. Extracurricular activities are those that take place outside the school day and do not require participation in a course during the day. Students must meet all eligibility requirements to participate, which may include applications and/or tryouts. *It is the responsibility of the family to seek out these opportunities at the zoned school.*

### **On Campus Activities:**

Full-time MDVS students will return to school campuses for select assessments and may participate in Exceptional Student Education services and extracurricular activities. Anytime an MDVS or FLVS student is on a campus, he/she must abide by the district dress code and behavior requirements (per School Board Policy), follow all school rules, and represent the virtual programs well. Failure to abide by these rules and expectations may result in disciplinary action on the school campus and/or in the virtual instruction program. Severe violations may result in suspension, expulsion, legal action, and/or removal from the virtual instruction program.

## Registration / Enrollment

### Parent Notification of Program Availability:

The District posts information about virtual school availability on the District's website. In addition, written notices are available in all school offices during the months of June-August, and are sent home with students during the spring semester.

### Eligibility:

Eligibility for our programs is established by sections 1002.45 and 1002.37, Florida Statutes. The specific eligibility requirements vary by program. Regardless of program, all students generally are expected to reside in Dixie County and maintain residence within the county for the entire enrollment period. If a family moves out of the county, the student may be required to withdraw. In addition, students in an Exceptional Student Education (ESE) program with an active IEP or students with a 504/ADA plan, must also have their plan reviewed by the IEP or 504 team to determine if the virtual school is an appropriate learning environment prior to acceptance being granted.

Below is a summary of the eligibility requirements for each program. The information below is in accordance with s.1002.45 or s.1002.37, Florida Statutes.

### FLVS and MDVS :

The student must reside in Dixie County, have a positive history of attendance the semester prior to enrollment, be on track for graduation/promotion, and be eligible to enter grades K-12 in a traditional public school in Dixie County.

The following additional requirements may be a determining factor in enrollment (s1002.455, F.S.):

- a) The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district for funding during the preceding October and February for the purposes of the Florida Education Finance Program (FEFP) surveys **OR**
- b) The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Florida from another state or foreign country pursuant to the parent's permanent change of station orders **OR**
- c) The student was enrolled during the prior school year in a School District virtual instruction program under F.S. 1002.45, a K-8 virtual school program under F.S. 1002.415, or a full-time Florida Virtual School program under F.S. 1002.37(8)(a) **OR**
- d) The student has a sibling who is currently enrolled in the School District virtual instruction program and that sibling was enrolled in such a program at the end of the prior school year **OR**
- e) The student is eligible to enter kindergarten or first grade **OR**
- f) The student is eligible to enter grades 2 through 5 and is enrolled full-time in a District virtual instruction program, virtual charter school, or the Florida Virtual School.

The above eligibility requirements are established by state law, therefore the district is not at liberty to allow exceptions.

### **Application Process:**

Parents/guardians interested in enrolling their child(ren) full-time in MDVS must first contact the district office or the guidance counselor at their zoned school to help determine if virtual school is a good option for their child. After a review of attendance, grades, and other factors, if it is determined virtual school is a good option, the parent/guardian signs a commitment form and is given a copy of the policy and procedures. They will complete an application form, which may be on paper or online, to complete registration. Upon acceptance, all materials and instructions will be provided electronically. In courses requiring physical materials, the materials may be picked up by the parent/guardian or may be shipped directly to the address supplied in the application.

### **Full-Time Application Windows:**

The virtual instruction office provides full-time students with two enrollment periods. Families should apply during the initial open enrollment window to allow adequate time for registration, course selection, material distribution and orientation. Application during the late enrollment window may result in a slight delay in finalizing registration, course selection, material distribution, and/or orientation. .

### **Eligibility Verification:**

Upon receipt of an application to MDVS, the Guidance Counselor at the student's zoned school will review the application for completeness, then forward the student application to the District Virtual School representative, who will determine if the student meets eligibility requirements. If eligibility is confirmed, the student's parent/guardian will be notified and an appointment will be made to set up a schedule for the coming term(s).

### **Program Reenrollment:**

Students who are successful in the virtual instruction program and meet all program requirements and expectations will be able to reapply for continued enrollment in the program. Students who are not academically successful, who express issues with attendance or who fail to abide by program policies and expectations may be denied enrollment in subsequent years.

### **Withdrawal:**

Full-time enrollment in a virtual instruction program is expected to be a commitment for one school year (or semester if granted mid-year enrollment). Withdrawals will be permitted at any time; however students are encouraged to do so at the semester, as transition to a new school is typically easier at that time. Students withdrawing from any virtual instruction program will be required to return to their zoned school or enroll in another school or program.