

Local Division Model Policies and Procedures

Per Code of Virginia § 22.1-212.25.B. *The Superintendent of Public Instruction shall develop model policies and procedures regarding student access to online courses and online learning programs that may be used by local school divisions. Nothing in this article shall be deemed to require a local school division to adopt model policies or procedures developed pursuant to this section.*

The following are suggested model policies and procedures that should be considered by local school boards for inclusion in their division policies and procedures documents.

Since each division must determine which items are necessary for its own purposes and since each situation is likely to be based on particular circumstances, the Virginia Department of Education provides in this document suggestions for inclusion rather than prescriptive policies and procedures.

It is to be remembered that school divisions need not provide online learning opportunities. However, if they provide online courses, they must provide courses created or taught in house, have agreements with other divisions/consortia that provide online courses (but that do not include more than 10 percent of students outside their divisions/consortia), enroll students in Virtual Virginia courses, or enter into direct contracts with multidivision online providers that have been approved by the Virginia Department of Education.

Considerations for Developing Local Policies and Procedures:

Local policies must address certain sections of the *Code of Virginia* with regard to multidivision online providers. Before determining any new policies or procedures, local school boards should review the legal definitions at <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+22.1-212.23>, as well as the following sections of the law.

Per Code of Virginia § 22.1-212.24.C. *Local school boards may enter into contracts, consistent with the criteria approved by the Board pursuant to this section, with approved private or nonprofit organizations to provide multidivision online courses and virtual school programs. Such contracts shall be exempt from the Virginia Public Procurement Act (§ 2.2-4300 et seq.).*

Per Code of Virginia § 22.1-212.25.D. *By July 1, 2011, local school boards shall post on their websites information regarding online courses and programs that are available through the school division. Such information shall include but not be limited to the types of online courses and programs available to students through the school division,*

when the school division will pay course fees and other costs for nonresident students, and the granting of high school credit.

Per Code of Virginia § 22.1-212.27. *Students enrolled in online courses and virtual programs.*

A. Any student enrolled in any online course or virtual program offered by a local school division shall be enrolled in a public school in Virginia as provided in § 22.1-3.1.

B. A student's parent or guardian shall give written permission prior to the enrollment of the student in any full-time virtual program offered by a local school division.

C. A student shall not be charged tuition for enrolling in any online course or virtual program offered by the school division in which he or she resides, pursuant to § 22.1-3. However, tuition may be charged to students who do not reside within the boundaries of the school division offering such course or program, pursuant to § 22.1-5.

Recommended Local Policies (all items are discretionary and should be based on the goals of school divisions):

Online Courses and Online School Programs Offered

The division offers the following types of online learning opportunities (*select appropriate options for your division*):

1. Online courses (for enrolled students who take some of their coursework online):
 - a. Division-created and/or division-taught online courses
 - b. Courses provided through other divisions/consortia through mutual agreements among school boards (as long as the division/consortium is not subject to being an approved multidivision online provider)
 - c. Multidivision online provider courses approved by the Virginia Department of Education
 - d. Virtual Virginia courses
2. Online full-time programs (for enrolled students who take all of their coursework online):
 - a. Division-created and/or division-taught online full-time programs
 - b. Full-time programs provided by other divisions/consortia through mutual agreements among school boards (as long as the division/consortium is not subject to being an approved multidivision online provider)
 - c. Multidivision online provider full-time programs approved by the Virginia Department of Education

Types and/or Subjects of Online Courses Available

The division offers the following types of online courses (*select appropriate options for your division*):

1. Credit recovery courses that allow students to make up failed credits needed for graduation
2. Advanced Placement courses

3. Remedial courses (to meet SOQ remediation requirements)
4. World language courses
5. Courses that may already be offered in a student's school but that are inaccessible to the student due to scheduling or other factors
6. Courses not available at a student's school that meet four-year college entrance requirements
7. Elective
8. Career and technical courses
9. Standard-level courses that meet high school graduation requirements
10. Grade-level coursework for K-8

Student Eligibility Criteria

The division offers online courses (*and online full-time programs*) for students enrolled in grades (*insert grade levels*). Students taking a division-approved online course (*or participating in a division-approved online full-time program*) must adhere to the following criteria (*select appropriate options for your division*):

1. Students must be enrolled as a student in a Virginia school division. Students who are enrolled in another division but who are enrolling in online courses procured by this division must enroll based on agreements between their own school board and our school board.
2. Students obtain their school counselor's recommendation to confirm that they possess the academic level needed to function effectively in an online learning environment using the following form: _____
3. Students comply with the following division policies and procedures for registering/enrolling in a course or division program: _____
4. Student's parents or guardians provide written permission for their children's participation in online full-time programs using the division form found at:

Recommended Local Procedures:

Costs/Fees

Division students shall not be charged tuition for enrolling in any online course or virtual program offered, pursuant to *Code of Virginia § 22.1-3*. However, tuition may be charged to students who do not reside within the boundaries of the school division, pursuant to *Code of Virginia § 22.1-5*.

Granting of High School Credit for Online Courses

(*select appropriate options for your division*):

1. Students who enroll in online courses outside of our division's process for doing so must realize that they may not expect the division to pay for the course or to accept the course for credit.

2. For students transferring credit from online courses or programs taken while enrolled outside the division, credit will be granted according to the following division transfer credit policy: _____
3. For eligible courses, if course credit is earned, it will be recorded on transcripts in the same manner as other credit courses.

Information Provided to Students and Parents or Guardians

1. Information related to online programs and courses is posted on the division Web site at: _____. Students and parents can find the types of online courses and programs available to students through the school division, when the school division will pay course fees and other costs for nonresident students, and the procedure for the granting of high school credit.