OCSD Okaloosa County School District

**Okaloosa Online
Virtual Instruction Program
Policies and Procedures**

Vision and Mission Statement

Recognizing that students learn in a myriad of ways, Okaloosa Online promotes the education of each student through the innovation of online learning, equipping students with the knowledge to achieve personal and professional success in the 21st century.

To unpathed waters, undreamed shores ~William Shakespeare

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I. # Duties and Responsibilities of Personnel

A. Coordinator
- Supervises personnel
- Serves as district virtual coordinator (see Appendix A)
- Coordinates professional development for counselors, administrators, and teachers involved with the VIP
- Maintains master schedule
- Maintains student records
- Manages budget
- Monitors full time virtual students for promotion, graduation
- Registers students with Okaloosa Online
- Coordinates standardized testing
- Inputs data for transcripts
- Serves as liaison to post-secondary institutions
- Provides written notice to parents about student opportunities to participate in District's VIP and open enrollment periods

B. School Based Counselor at Brick & Mortar Site
- Give directions on accessing Okaloosa Online to students
- Provide guidance for potential Okaloosa Online /Virtual students
- Approve courses taken by students in Okaloosa Online
- Monitors promotion and graduation requirements for students enrolled in the brick and mortar school setting who are taking online classes

C. ESE Liaison
- Coordinates ESE/504

D. Instructors
- Maintains 150-175 active segments at any given time
- Monitors Grace Period Deadlines/Pace Chart of all online students
- Send out Weekly Progress Reports
- Make contact with parents upon request or if a student is being unsuccessful

II. **Compliance with State Statutes**

A. Eligibility

Okaloosa County students enrolled in grades KG-12 may participate in part-time or full-time virtual learning opportunities, including students enrolled in dropout prevention and academic intervention programs, Department of Juvenile Justice education programs, core-curricular courses to meet class size requirements, or Florida College System institutions.

B. Open Enrollment

Open enrollment for both part-time and full-time virtual learning opportunities will include, at a minimum, one 90 day open enrollment that ends at least 30 days prior to the start of the District school year. Parents of students interested in participating in a part-time virtual instruction program, resulting in a hybrid virtual/brick and mortar schedule that is in accordance with each grade level's guidelines set forth in the Okaloosa County School District Student Progression Plan, must contact their student's school counselor no later than the conclusion of the open enrollment period. Should the resulting hybrid schedule lead to a student remaining at home for a period of the school day, parents shall be responsible for providing transportation to or from school, depending on the time of day the student will need to enter or exit his or her brick and mortar classes.

C. Virtual Options

Pursuant to F.S. 1002.321, Okaloosa Online offers a minimum of three virtual options for full-time and part-time students as outlined in Section 9 of the Okaloosa County School District Student Progression Plan.

Edgenuity: Through its partnership Okaloosa Online offers online courses to part-time and full-time students in grades 6-12.

K12, Inc.: Through its partnership with K12, Inc., Okaloosa Online offers online/hands-on courses to part-time and full-time public education students in grades KG-12 and operates during the calendar school year only.

Calvert K-5: This platform is for our students in grades kindergarten through fifth. This platform is powered by Calvert Education. The courses offered in this platform are designed to encompass more parent involvement and is predominately book based curriculum.

D. Professional Development

The administrator of Okaloosa Online will facilitate professional learning opportunities in the following areas:

- o Annual training for school based guidance counselors to support part time VIP students
- o Annual training for district hired VIP instructors

E. Virtual Provider Training

Employees associated with Okaloosa Online will participate in training.

F. State Assessments

Pursuant to s. 1008.22, public education students receiving full-time instruction in Okaloosa Online, through its partnerships with its VIP providers, are required to take the appropriate state assessments according to their enrolled grade. All assessments will take place on the campus of the student's zoned school. Students receiving part-time instruction through one of our virtual providers are required to take state assessments through their school of enrollment in Okaloosa County

G. Graduation

Full-time public education students enrolled in Okaloosa Online will be awarded diplomas through the Okaloosa County School District as long as students meet all graduation requirements as stipulated in the Okaloosa County School District's Student Progression Plan. Diplomas will not be awarded to Home Education students.

Appendix A

Duties of Okaloosa Online Administrator

Daily

- **Grace Period Deadlines:** Run report to see students who have not made 20% in 20 days and drop.
- **Course Requests:** Check Enrollment Report and email guidance counselors on students who have signed up for a class. Once counselor approves, student will be placed in the course.
- **Withdrawal Request**: Check email from counselors and parents to see if any students need removal.
- **Completion Sheets:** Check for completion sheets from teachers so students can be removed from courses and grades posted.

Weekly

- **614 Updates to Student Schedules**: Update students schedules based on enrollment report.
- **Spreadsheet**: Update spreadsheet for MIS with student completions, teachers and final grade for posting.

Monthly

- **Payroll:** Using the Completion Report, send out payroll verification sheets for monthly payroll.
- **Progress Monitoring:** Monitor student progress based on the teacher's weekly feedback.
- **Progress Monitoring, K12**: Login to OLS and check progress. Monitor reports that are sent on students not performing.
- **Course Completions**: Send course completions to MIS for posting. Send postings to guidance counselors for records.

Quarterly

- **Invoice, FLVS**: Prepare invoice to Purchasing for payment.
- **Invoice, K12**: Prepare invoice to Purchasing for payment.
- **Invoice, Calvert**: Prepare invoice to Purchasing for payment.

Yearly

- **Florida Statutes**: Monitor legislative action and comply.
- **Contracts with Virtual Providers**: Update yearly in the Spring and submit to school board by June.
- **3270 Management, 7001 and 7023**: Update Master Schedule, Teacher Demographics, Student Demographics, Student Course Browse, and Student Grade Editor at the start of each semester and as needed.
- **End of Year**: Check promotion/retention of students.

As Needed

- **Teacher Management**: Add/delete new teachers
- **Course Management**: Under "Courses" , add/delete new courses and update course registration status.
- **Records Management**: Under "Student " in, maintain accurate "Academic Profile" information on each student.
- **FTE Reports**: Verify FTE reports.
- **Error Reports**: Edit error reports.