

INSTRUCTION

Virtual High School

The Virtual High School (VHS) program is established for the development and delivery of online and distant learning education for the purpose of earning high school course credit either outside the school day or in a blended learning environment. Students fulfill course requirements by working with highly qualified instructors of Prince William County Public Schools (PWCS) from any location with internet access. Course content in the VHS is fully aligned with both Virginia and PWCS curriculum standards. Courses are offered three times per year, fall, spring, and summer to provide additional opportunity for scheduling flexibility.

I. Enrollment Process

A. Requirements for Student Participation

1. The “Code of Virginia” § 22.1-212.27 states: “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.”
2. Enrollment for VHS courses for the summer semester is on a first come first serve basis. For the fall and spring semesters, enrollment is based on counselor approval with capacity availability.
3. Students may not have a course load that exceeds more than nine classes per school year. Students are permitted to take up to an additional two courses during the summer semester.
4. Per Regulation 722-2, “Home Instruction by Parents,” a student whose parent/guardian has satisfied all home instruction requirements can enroll in up to two credit-bearing courses per semester. VHS is not to be used as the home instruction curriculum.
5. Full time enrollment in VHS must be approved by a student’s base school counseling office, principal, VHS administration, and level associate superintendent.
6. Students must obtain written approval from their school counseling office to enroll in a VHS course.

7. Parent/guardian will receive an email notification upon student registration in a VHS course.
8. Rising freshmen may take any VHS course in the summer session before they begin high school.
9. In limited cases, with special exception, eighth-grade students can enroll in VHS courses in World Languages, Geometry, Algebra II, and Algebra, Functions and Data Analysis, with approval from their school counseling office, principal, VHS administration, and parent. They will need to meet the following criteria:
 - a. VHS Geometry – successful completion of Algebra I with a grade of a B or higher and a passing advanced SOL score or an out of state test equivalent.
 - b. VHS Algebra II – successful completion of Geometry with a grade of a B or higher and a passing SOL score or an out of state test equivalent.
 - c. Latin I, Spanish I, Italian I – must obtain approval from middle school counseling department.
 - d. Latin II, Spanish II, Italian II – successful completion of Level 1 with a grade of B or higher.
 - e. Additional courses will be considered on a case-by-case basis with approval from their school counseling office, principal, VHS administration, and parent/guardian.

B. Course Enrollment and Withdrawal

1. VHS courses are offered three times per year, fall, spring, and summer.
2. Registration window dates are two weeks long, with specific dates being published on the VHS website.
3. Students will receive a confirmation email once approval has been processed from VHS for the fall and spring semesters. For the summer semester, students will receive a confirmation email once payment is received and course availability has been verified.
4. All students are required to participate in an online orientation, and face-to-

face orientation meeting prior to the start of each semester.

5. Courses may be canceled due to low enrollment of less than 15 students. Students will be notified by email. If a course is canceled, students will be offered the opportunity to move to a different course. All refunds apply to the summer semester only.
6. VHS courses will not exceed state class size guidelines. English courses may not exceed 25 students. Health and Physical Education courses may not exceed 40 students. All other VHS courses may not exceed 30 students. When possible, additional sections will open based upon teacher availability.
7. VHS will follow Regulation 661.04-5, "Procedures for Recording Grades of Students Who Drop a Class During the School Year – Grades Nine-12," for withdrawals from classes.

C. Tuition

1. The fall and spring semester will not have a tuition rate. The summer semester will have a tuition rate which will be determined yearly. Students not zoned to attend PWCS will be charged a higher tuition rate than PWCS students.
2. Students who receive free or reduced meals will have a discounted tuition rate for the summer semester that will be determined yearly.
3. Summer tuition must be paid in full and space available in the course before the student is confirmed enrolled.
4. Summer tuition payments must be received on or before the final date of enrollment.
5. Summer tuition payments can be made online with a credit card, with a cashier's check, or with a money order.

II. Curriculum Framework and the Delivery of Instruction

- A. VHS courses shall be Division created and taught online following both the Virginia Standards of Learning and the PWCS curriculum documents.
- B. Fall and spring courses are each 17 weeks, and summer courses are six weeks in length.

- C. VHS teachers may be provided with a PWCS computer. All internet, phone access, office supplies, and other materials in order to fulfill the responsibilities of online instruction will be the responsibility of the teacher.
- D. VHS teachers are required to maintain accurate student records on a weekly basis (grades, work submitted, communication logs) using the VHS learning platform. VHS teachers are required to submit student records at the conclusion of the student's work in the online course, or at any time requested by their supervisor and/or director.
- E. VHS teachers are required, at a minimum, to hold either two 30-minute live online sessions, or one 60-minute live online session per week during the fall and spring semesters. During the summer semester, VHS teachers will hold one live online session daily for 20 minutes. Live sessions will be set and published on the course homepage.
- F. VHS teachers are required to attend one staff meeting per semester, student orientations, and exam proctoring as applicable.
- G. Courses will be monitored regularly, and teachers will be evaluated by the Supervisor of VHS each semester using the PWCS Professional Performance Process (PPP).
- H. Accommodations will be made as needed for students with special needs in accordance with their Individualized Education Plan (IEP).
- I. Schedules for assignment completion will be established and clearly communicated.
- J. Students will be provided with a clear and flexible late policy.
- K. Students will be provided with review materials and opportunities for self-assessment prior to all examinations, including Standards of Learning tests.
- L. Grade calculations shall adhere to the guidelines established in Regulation 661-3, "Assessment and Grading Practices – High." Grades will be tracked through the VHS learning platform and the Division's reporting system. Grades shall be updated at least once per week.

III. Teacher Compensation and Payment

- A. VHS teachers will receive a contract and supplemental pay aligned to the Additional Class Supplement amount as published in the "High School FY

Supplemental Pay,” prorated in equal amounts per semester (fall, spring, summer).

- B. Sick leave or other benefits are not credited to the VHS teacher other than FICA.
- C. Curriculum development will be completed during the summer in collaboration with the Office of Student Learning with the rate of pay established in the yearly approved budget under the category “Non-Instructional Supplement.”

IV. School-Based VHS Programs

- A. School-Based VHS refers to courses paid for by schools for virtual courses for their zoned students. Schools will sign a memorandum of understanding through the Supervisor of VHS for the School-Based VHS partnership. Students enrolling in a course as part of the School-Based VHS should contact the counselor at their base/home school for enrollment.

V. VHSL/NCAA Clearinghouse Eligibility Impact

VHS courses have been approved by the NCAA as meeting their guidelines for non-traditional courses in accordance with Regulation 640-2, “Co-curricular and Extra-curricular Programs: Eligibility.”

The Associate Superintendent for Communications and Technology Services (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.