



Kansas Virtual Education Requirements and Monitoring Plan

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KANSAS VIRTUAL EDUCATION OVERVIEW

Per Kansas Statute 72-3712, a virtual school or program:

- is offered for credit;
- uses distance learning technologies which predominately use internet-based methods to deliver instruction;
- involves instruction that occurs asynchronously with the teacher and pupil in separate locations;
- requires the pupil to make academic progress toward the next grade level and matriculation from kindergarten through high school graduation;
- requires the pupil to demonstrate competence in subject matter for each class or subject in which the pupil is enrolled as part of the virtual school; and
- requires age-appropriate pupils to complete state assessment tests.

Per the Kansas State Department of Education, a virtual school or program:

- meets the definition in Kansas Statute 72-3712;
- meets the virtual education requirements outlined in this document;
- offers a full-time or part-time virtual education to students; and
- receives approval during its Multi-Year Performance Portfolio Monitoring.

The only difference between a virtual school and a virtual program is that a school has its own building number for data reporting and a program uses another school's building number or the central office building number for data reporting. In all other ways, they are the same and both must adhere to these virtual requirements.

Each district may operate an unlimited number of virtual schools and programs, so long as there is no overlap of grade levels in each. For instance, a district may operate a K-6 virtual school and a 7-12 virtual school but may not operate a 9-12 virtual school and 7-12 virtual school. A district may also choose to contract with a service center for the operation of a virtual program or a diploma completion program. The grade levels in the service center operated program and a district's own virtual school or program may overlap. For instance, the district may operate a K-12 virtual school and contract with the service center for a 9-12 diploma completion program.

The following schools and programs WILL be covered under these requirements:

- District operated virtual schools and program
- District operated diploma completion programs that use a virtual model
- District contracts with service centers for individual virtual programs
- District contracts with service centers for diploma completion programs that use a virtual model

The following schools and programs WILL NOT be covered under these requirements and instead will fall under the Diploma Completion Program Requirements:

- District operated diploma completion programs that use an alternative model
- District contracts with service centers for diploma completion programs that use an alternative model

NEW VIRTUAL SCHOOL AND PROGRAM APPROVAL PROCESS

Timeline of activities to become an approved virtual school or program:

1. Submit New Virtual Intent Form to KSDE by mid-February
2. Participate in new virtual training opportunities in March
3. Participate in New Virtual Performance Portfolio Monitoring in April:
 - a. Schedule new virtual monitoring conference call date
 - b. Complete Virtual Demographics Form
 - c. Complete Virtual District Assurances
 - d. Complete New Virtual Narrative Form
 - e. Develop virtual student handbook/assurances/rights and responsibilities*
 - f. Submit documentation to KSDE at least one week prior to monitoring conference call date
 - g. Participate in new virtual monitoring conference call
 - h. Respond to any findings outlined in the Virtual Findings Letter within 30 days, if applicable
4. Receive approval to operate new virtual school or program

KSDE will also partner new virtual directors with an existing virtual director to serve as a mentor throughout the first year.

*Recommended, but not required

RETURNING VIRTUAL SCHOOL AND PROGRAM RENEWAL PROCESS

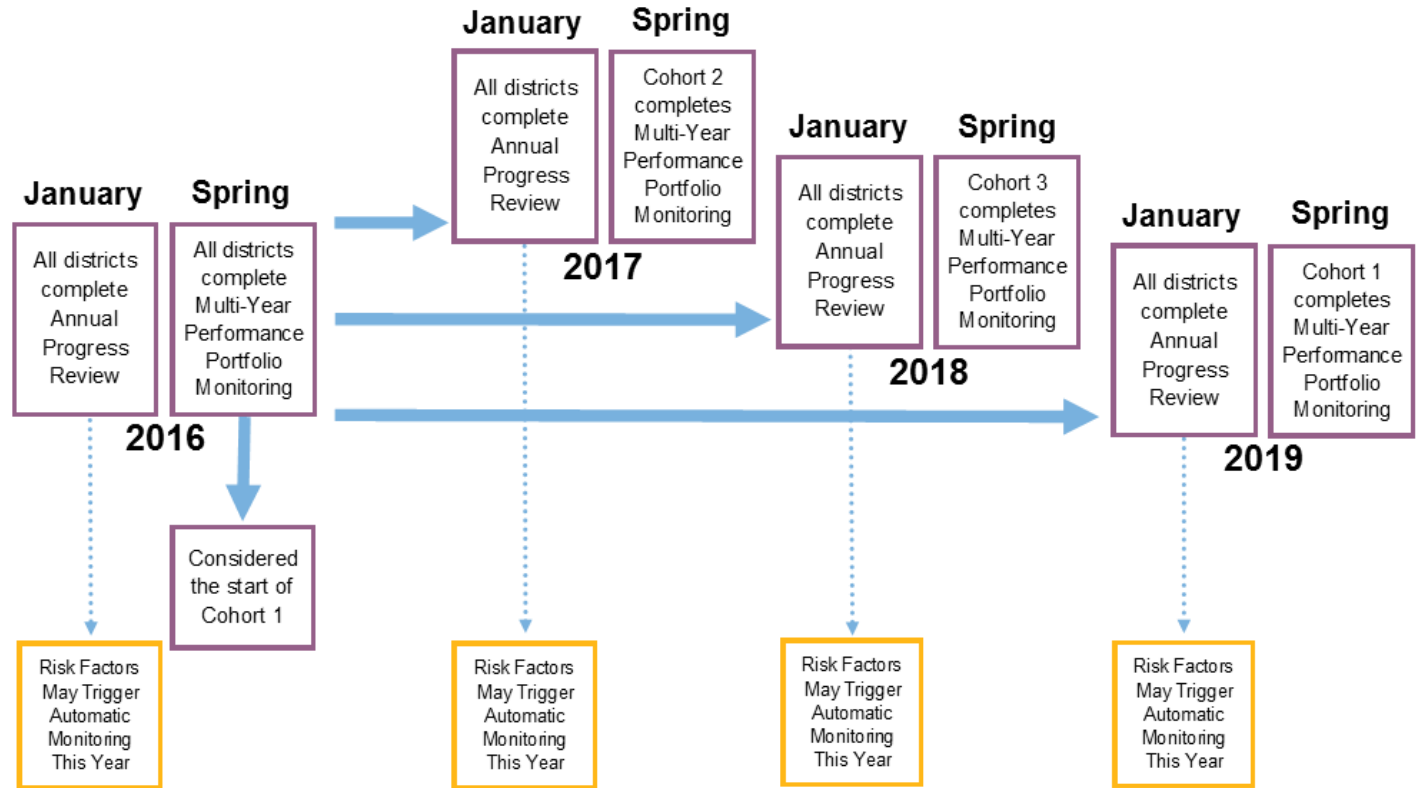
Timeline of activities to remain an approved virtual school or program:

1. Complete Annual Progress Review every January:
 - a. Complete Virtual Demographics Form
 - b. Complete Virtual District Assurances
 - c. Complete Virtual Professional Development Report
2. Participate in virtual Performance Portfolio Monitoring in Feb/March/April (once every three years, unless risk factors identified in Annual Progress Review call for automatic monitoring that year):
 - a. Schedule virtual monitoring conference call date
 - b. Complete Returning Virtual Narrative Form
 - c. Update virtual student handbook/assurances/rights and responsibilities*
 - d. Submit documentation to KSDE at least one week prior to monitoring conference call date
 - e. Participate in virtual monitoring conference call
 - f. Respond to any findings outlined in the Virtual Findings Letter within 30 days, if applicable
3. Receive approval to operate virtual school or program for an additional three years

*Recommended, but not required

RETURNING VIRTUAL MULTI-YEAR RISK-BASED MONITORING PLAN

Multi-Year Risk-Based Monitoring Plan Diagram



Risk Factors

If a virtual school or program has a new virtual director identified on the Annual Progress Review, the school or program will have automatic monitoring done that year; even if it is not its cohort year.

If a virtual school or program has two or more of the following risk factors identified on the Annual Progress Review, the school or program will have automatic monitoring done that year; even if it is not its cohort year. If a virtual school or program has only one of the following risk factors identified on the Annual Progress Review, the school or program will be invited to receive additional supports from KSDE. Risk factors include:

- More than 50% licensed staff turnover
- Change in online curriculum provider
- Three or more monitoring findings from the previous year's Performance Portfolio Monitoring
- Persistently unresponsive to KSDE requests
- Three or more complaints reported by students and/or their families

If a virtual school or program is pulled for automatic monitoring, the school or program will return to its original cohort cycle afterwards. This may mean that a virtual school or program is monitored in back to back years.

Multi-Year Monitoring Cycle Cohorts

These cohorts match the Early Childhood, Special Education and Title Services Monitoring Cycle Cohorts.

Cohort 1

USD 101 Erie-Galesburg
USD 114 Riverside
USD 232 Desoto
USD 250 Pittsburg
USD 252 S Lyon County
USD 259 Wichita
USD 260 Derby
USD 290 Ottawa
USD 309 Nickerson
USD 315 Colby
USD 336 Holton
USD 353 Wellington
USD 365 Garnett
USD 366 Woodson
USD 368 Paola
USD 382 Pratt
USD 397 Centre
USD 400 Smoky Valley
USD 445 Coffeyville
USD 453 Leavenworth
USD 498 Valley Heights
USD 509 South Haven
USD 622 ESSDACK

Cohort 2

USD 210 Hugoton
USD 214 Ulysses
USD 229 Blue Valley
USD 230 Spring Hill
USD 233 Olathe
USD 244 Burlington
USD 258 Humboldt
USD 262 Valley Center
USD 266 Maize
USD 282 West Elk
USD 283 Elk Valley
USD 312 Haven
USD 320 Wamego
USD 331 Kingman-Norwich
USD 352 Goodland
USD 362 Prairie View
USD 383 Manhattan-Ogden
USD 385 Andover
USD 403 Otis-Bison
USD 413 Chanute
USD 422 Kiowa County
USD 436 Caney Valley
USD 457 Garden City
USD 462 Central
USD 489 Hays
USD 490 El Dorado
USD 508 Baxter Springs
USD 609 Greenbush
USD 626 SWPRSC

Cohort 3

USD 112 Central Plains
USD 202 Turner
USD 203 Piper
USD 218 Elkhart
USD 234 Fort Scott
USD 248 Girard
USD 251 N Lyon County
USD 253 Emporia
USD 255 South Barber
USD 257 Iola
USD 265 Goddard
USD 286 Chautauqua Co
USD 289 Wellsville
USD 305 Salina
USD 340 Jefferson West
USD 358 Oxford
USD 360 Caldwell
USD 371 Montezuma
USD 373 Newton
USD 377 Atchison County
USD 379 Clay Center
USD 409 Atchison
USD 415 Hiawatha
USD 447 Cherryvale
USD 458 Basehor-Linwood
USD 484 Fredonia
USD 492 Flinthills
USD 497 Lawrence
USD 503 Parsons
USD 505 Chetopa-St. Paul
USD 628 SCKESC
USD 629 Smoky Hill

*New districts will be assigned to a cohort based on the Early Childhood, Special Education and Title Services Monitoring Cycle Cohorts which can be found at: <http://www.ksde.org/Default.aspx?tabid=572>.

PERSONNEL REQUIREMENTS

Program Director

Program Director must be Kansas licensed/certified; and the local board of education may establish the type of licensure/certification required for the position. KSDE considers the person responsible for the day to day operation of the program to be the Director, regardless of that individual's actual job title.

Program Director is also responsible for coordinating the following services:

- Student/Family Communication: ensure ongoing and continuous communication occurs among schools, teachers, students, families, and other virtual staff members
- Technical Support: support all technical aspects of the virtual school or program, ensure student's opportunity to learn is not hindered because of technical problems and communicate technology back up plan to the parents/students during the enrollment process
- Professional Development: develop, implement, and evaluate training provided to all staff, students, and parents in the use of the online system
- Assessments: ensure that grade-level virtual students participate in all district and state assessments
- Data Entry: provide data entry services for course creation, enrollment of students in virtual courses, and processing of student grades for report cards and transcripts

Teaching Staff

The virtual school or program must employ Kansas licensed virtual teachers to provide instruction and/or Kansas licensed virtual course monitors to provide oversight of students. If virtual course monitors are employed, the student must have access to Kansas licensed and certified content teachers to answer content specific questions for every core subject the student is enrolled in. The virtual course monitor may answer questions for elective subjects the student is enrolled in. Teachers and virtual course monitors for adult students should be licensed at the secondary level. All virtual staff are expected to provide responses to students and families within a 24-hour turnaround during school days.

Virtual Teacher: Provides direct instruction to virtual students and/or grades content specific assignments

- Must be licensed and certified in the appropriate content area and at the appropriate elementary, middle or secondary level

Virtual Course Monitors: Monitors virtual students in an online curriculum that provides the instruction and automatically grades assignments or provides rubric for monitors to grade assignments

- Must be licensed at the appropriate elementary, middle or secondary level

The virtual school or program may also employ teaching assistants/paraprofessionals to assist with small group instruction designed by the teacher, tutoring, communication outreach with students and families, technology issues and test proctoring.

Counseling Staff

The services of a Kansas licensed counselor must be made available to all virtual students. This may be done virtually or in a face-to-face setting.

PROGRAM REQUIREMENTS

Enrollment and Funding

Virtual Students 18 and Under

Virtual students must attend at least two days in order to be included in the district's virtual enrollment count. Students must attend a single day on or before September 19 AND a single day on or after September 20, but on or before October 4.

In order to fulfill the "attending" provisions within a virtual school or program, the student may attend in three ways. On a given day, a student's minutes may consist of multiple ways of attending. The school or program is responsible for providing to the fiscal auditor documentation for the two days the district wishes to count for each student's "Minutes Enrolled".

1. On-line: time should be a print out from the virtual school or program's computer system showing when the student was connected to the online curriculum.
2. Off-line: time should be documented with an Academic Activity Log. This log should show the student's name, date of attendance, classes attended, and the amount of time the student was working off-line completing course requirements.
3. On-site. (Physically attend at the school on the count days, but virtual otherwise): time should be documented with sign-in/sign out sheets showing when the student was in attendance. Onsite attendance at a building within another district requires written permission from the superintendent of that other district.

NOTE: Even if the student fulfills the "attending" provision for the two count days with on-site and off-line time, the virtual school or program is still required to verify that the student logged on-line time between the beginning of the school year through October 4th.

Once the student has fulfilled the two-day attendance rule above, to compute minutes enrolled, find the longest day the student attended (limited to 360 minutes) on any day on or before September 19 and the longest day the student attended (limited to 360 minutes) on or after September 20, but on or before October 4. Add the two numbers together and divide by 2, rounded to a whole minute.

Virtual Students 19 and Over

Virtual students 19 and over will not be funded on minutes enrolled on the count days and are not required to be "enrolled and attending" within the two separate count windows. Rather, any credits earned by virtual students 19 and over between July 1 and June 30 will be funded at \$933 per credit hour.

Virtual students 19 and over must also have a district enrollment form, transcript analysis, individual graduation plan and be enrolled in high school credit earning courses.

See the current enrollment handbook for a comprehensive outline of requirements:
<http://www.ksde.org/Agency/FiscalandAdministrativeServices/FiscalAuditing.aspx>

Attendance and Truancy

Virtual students under 18 are subject to the requirements of compulsory attendance (K.S.A. 72-1111) and truancy (K.S.A. 72-1113). Virtual schools and programs should modify these statutes to apply to a week of school, rather than a day of school and should include their own progress expectations.

Courses, Credits and Assessments

Goals and objectives for all online courses must be correlated to local, state, and/or national standards to ensure quality in content. Students and parents must be provided access to the standards being taught within each online course, upon request.

Syllabus information (outlines, materials lists, communication expectations, grading policies and grading formats) and assignment completion timelines or target dates for must be provided for each online course.

Students must be awarded credit when they have met all goals and objectives for each online course and demonstrated competence.

Credits must be reported to the district for immediate entry onto the student's transcript at the end of each semester.

State assessments must be provided and proctored for all grade-level appropriate students.

Communication with Student and Families

Virtual staff must communicate regularly with virtual students and their families. KSDE recommends at least weekly communication, even if the student is performing well.

Required communication includes, but is not limited to:

- Orientation sessions
- Feedback on performance before final course grades are awarded
- Responses to student and parent questions within a 24-hour turn around during school days
- Formal conferences each semester and as often as necessary

A backup plan for handling communication should be developed in the event the teacher or virtual course monitor is not available.

Student Involvement and Support Services

Opportunities for students to engage in interactive activities must be provided (e.g. field trips, district activities, study sessions, chat groups, video conferencing, online clubs, onsite celebrations and face-to-face instruction).

Students and families must be provided an academic/activity calendar for the virtual school or program.

Communication opportunities must be provided which enable students to share with others (e.g. discussion boards, chats, virtual classrooms, e-mails, group online projects and roundtable discussions).

A district policy, that aligns with federal law, must be established for the provision of special education, ESOL, migrant and homeless services for virtual students.

Student intervention plans must be developed for virtual students, as needed, to address attendance and academic issues.

Professional Development

All staff involved with the virtual school or program must receive professional development that is appropriate for their job responsibilities, as determined by district. Professional development should be documented per district processes.

Required topics include, but are not limited to:

- Online pedagogy
- Communication, classroom management and student engagement strategies in a virtual setting
- Using the e-Learning system, as well as any other hardware/software required

Per state statute, each year the district must submit a report highlighting the professional development provided to teachers who teach in virtual schools and programs. KSDE will collect this information as part of the Annual Progress Review.

Recruitment and Advertising

Virtual schools and programs that accept out-of-district students must provide KSDE with a link to their virtual school or program website, if one exists, by July 1. The district that is associated with the virtual school or program must be prominently displayed on the website home page.

Virtual schools and programs may engage in the following types of advertising: newspaper, radio, billboards, television, flyers and mailings.

Virtual schools and programs that plan to advertise in-person, in another district, must notify the superintendent of that district at least one week in advance of the event. This notification may be done via email, letter or phone call. This is a courtesy notification, not a request for permission.

School Improvement and Accreditation

Virtual schools and programs must be integrated into district's strategic plan and included in district policies.

Virtual schools and programs must adhere to all relevant state statutes, regulations and requirements.

Virtual schools and programs must report all data as required by the Kansas State Department of Education, including Kansas Individual Data on Students (KIDS) records (ASGT, ENRL, EXIT, EOYA, TEST and STCO).