INSTRUCTION

Non-Traditional Methods for Earning Course Credit Towards Graduation

This regulation outlines the multiple non-traditional methods for high school students to earn course credit. Attachment I, Non-Traditional Online Programs, outlines the descriptions of alternative learning programs.

I. The Virtual High School

The Virtual High School (VHS) program is offered to high school students and rising freshmen, during the summer, for the purposes of earning 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 several times per year to provide additional opportunity for scheduling flexibility.

A. Requirements for Student Participation

1. Students must be enrolled in Prince William County Public Schools or have been approved to receive home instruction.
2. Student course selection should be approved by a counselor at the home school.
3. Students must complete the online pre-assessment.
4. Students must complete the online program orientation and computer configuration.
5. Students must agree to abide by the student contract which can be found on the VHS Web page at http://virtualhigh.schools.pwcs.edu.
6. Students enrolled in non-traditional/alternative programs shall have access to VHS courses.

B. Course Offerings

1. VHS course offerings are listed on the program Web site at http://virtualhigh.schools.pwcs.edu.
2. Course development is determined by student and school needs.

C. Grading

Grade calculations shall adhere to the guidelines established in the PWCS grading regulation.
D. Attendance

Attendance in VHS courses is monitored by the course instructor. Intervention occurs when students show lack of progress in the course.

E. Student Management System Guidelines

1. VHS students enroll via the online registration system on the program Web site.
2. The VHS coordinator records student enrollment and schedule in SMS.
3. VHS instructors record student grades in the Learning Management System (LMS). The final grade is then recorded in the student’s course history in SMS.

F. VHSL/NCAA Clearinghouse Eligibility Impact

VHS courses have been approved by the NCAA as meeting their guidelines for non-traditional courses.

II. Alternative Computer-Based Programs Offered by the School Division, Excluding Those Offered by PWCS VHS

High schools may offer digital online instruction to students as a means of obtaining Carnegie units of credit as outlined in Section II, A.1.-A.3. Digital course access may occur during the traditional school year and during summer school. Students may complete courses on-site and through remote access. All online programs must be approved by the Office of Information Technology Services in accordance with Notice 414.02-2-1, “Technical Assistance and Divisionwide Technology Standards.” Each school shall assign a program administrator to oversee the digital instruction. Highly-qualified teachers shall be available to support lab instruction.

A. Requirements for Student Placement

1. Students in the programs below may participate in online learning opportunities and may take courses for new credit/credit accrual. All students must take the corresponding SOL end-of-course test, if applicable. Students are also required to sign a computer use agreement.

   a. Alternative education centers;
   b. Medical homebound;
   c. Computer-Based Instruction program for some general education students who are placed on long-term suspension or expelled, with the approval of OSMAP;
d. Computer-Based Instruction program for special education students who are identified by the IEP Team; and
e. Parenting Teen program.

2. In certain circumstances, students in the traditional high school may take a course for new credit with the approval of the high school principal or designee. This may include dual enrollment opportunities through the alternative education center.

3. Students in a traditional school may take a course for credit for a previously failed class. This is considered credit recovery.

   a. Upon placement, a diagnostic test will be administered to assess a student’s content knowledge.
   b. Once the placement test is completed, a prescribed, individualized program is designed for the student to identify the program of study.
   c. Students work until they meet proficiency and earn the appropriate letter grade.

B. Course Offerings

   1. Core and elective course offerings are authorized for access.
   2. Courses are mastery-based and student completion is based on prescriptive assignments that include pre-assessments, module work, and post-assessments.
   3. Students enrolled in an SOL course must complete a comprehensive review packet and attend any review sessions mandated by the school prior to taking the associated end-of-course test.

C. Grading

   Grade calculations shall adhere to the guidelines established in the PWCS grading regulation.

D. Attendance

   The home school or alternative education center is responsible for monitoring student attendance. Students having excessive absences or who fail to access the digital program may be withdrawn from the course and receive a WP, WF, or F per PWCS regulations.
E. Student Management System (SMS)

It is the responsibility of the base school to enter alternative computer-based courses on the student’s schedule for reporting and accountability purposes. If the course is taken outside the normal school day, a school may opt to indicate the period as eight or higher. Students must remain enrolled in courses listed on their class schedule throughout the duration of the course. If the student completes a course and the schedule changes, the course must be kept in the class history of the class schedule.

F. VHSL/NCAA Clearinghouse Eligibility Impact

No courses under this option may be used for VHSL/NCAA eligibility.

III. Independent Study

Students may participate in an independent study course using online instruction as approved by the school principal or designee.

IV. Waiver of the Standards of Accreditation Clock Hour Requirement for Award of Standard and Verified Units of Credit

Students may apply for a waiver of the Standards of Accreditation clock hour requirement for award of standard and verified units of credit in accordance with Regulation 662-5, “Waiver of the Standards of Accreditation Clock Hour Requirement for Award of Standard and Verified Units of Credit.”

V. Earning Credit Outside PWCS for Currently Enrolled PWCS Students

A. Students may take courses through the Virtual Virginia program only when a school-based mentor has been identified. It is the responsibility of the student to identify and receive the commitment of a school-based mentor.

B. Students may not enroll in online courses, to include Multidivision Online Providers (MOPS) approved by the Virginia Department of Education, unless the subjects are not available to them through PWCS school-based or PWCS VHS courses.

C. With prior written approval from the appropriate Office of Student Learning curriculum supervisor, students may earn standard credits toward PWCS graduation from non-PWCS programs. Prior to enrollment in the course, students must submit the “Request for Approval to Earn Standard Credits Toward PWCS Graduation From
Non-PWCS Programs” form (Attachment II) to the base school director of school counseling who shall review and forward the form to the Director of Student Learning for approval. Upon completion of the course, students must submit documentation of successful completion of the course to the base school. Students must take the associated end-of-course SOL test, when applicable, during a PWCS test administration. Students are required to pass the end-of-course test to receive credit for the course. A student may not present a course for credit consideration if the aforementioned procedures have not been followed.

D. Each course for which credit is awarded under this provision must be comparable to the scope of a corresponding PWCS course as approved by the Office of Student Learning.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2016.
**NON-TRADITIONAL ONLINE PROGRAMS**

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<th>Program Specifications</th>
<th>PWCS</th>
<th>PWCS New Directions Alternative Education Center</th>
<th>Non-PWCS Online Programs From Other Public School Divisions</th>
<th>Non-PWCS Online Programs Through Private Entities to Include Multidivision Online Providers</th>
<th>PWCS Parenting Teen Program</th>
<th>PWCS Virtual High School</th>
<th>PWCS School-Based Remediation (currently in class) and Recovery (failed, repeating course) in Alternative Computer-Based Program</th>
<th>PWCS School-Based Situational Placement in Alternative Computer-Based Program</th>
<th>Virginia Department of Education Virtual Virginia</th>
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</thead>
<tbody>
<tr>
<td>Levels</td>
<td>Serves selected elementary and all middle and high school levels</td>
<td>Serves high school level</td>
<td>Serves high school level</td>
<td>Serves elementary, middle, and high school levels</td>
<td>Serves middle and high school levels</td>
<td>Serves high school level</td>
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<td>Students Served</td>
<td>Some general education students placed on long-term suspension or expelled. Students committing the most egregious offenses are not eligible. Special education students through identification by the IEP Team.</td>
<td>General education, ESOL, special education, Tier III placements, OSMAP placements, elective placements (case-by-case).</td>
<td>Any student requiring a course credit for either repeat credit or credit accrual. Students must request permission to enroll in a course using the “Request for Approval to Earn Standard Credits Toward PWCS Graduation from Non-PWCS Programs” form (Attachment II)</td>
<td>Any student desiring to take an online course, at any grade level outside of the Division. Students must request permission to enroll in a course using the “Request for Approval to Earn Standard Credits Toward PWCS Graduation from Non-PWCS Programs” form (Attachment II)</td>
<td>Female students who are pregnant or who are parenting. Students seeking services during the nine-week period after giving birth must apply through the Office of Student Services.</td>
<td>Any student requiring a course credit for either repeat credit or credit accrual. Students who are between their eighth and ninth grade year may take courses during the summer. Please be advised that courses in summer school are standard level courses, not advanced classes.</td>
<td>Students who are struggling in class participate in course recovery to improve skills and knowledge; students who previously failed retake the course to recover the credit.</td>
<td>Students on medical homebound (short-term); students currently enrolled in courses and at-risk of failure and progress; students with special circumstances (transfer, medical, core/teacher specific situations). Students seeking medical homebound services must apply through the Office of Student Services.</td>
<td>Students needing an advanced placement class or world language class not offered in our School Division.</td>
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<td>Program Specifications</td>
<td>PWCS Computer-Based Instruction (CBI) for General Education and Special Education Students</td>
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<td>Duration</td>
<td>Depends on length of expulsion or long-term suspension</td>
<td>One to four years depending on performance, educational needs, and graduation requirements.</td>
<td>Based on student need</td>
<td>Semester block</td>
<td>Determined based upon student progress</td>
<td>Up to one year</td>
<td>One year or one semester</td>
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<td>Type of Instruction</td>
<td>Computer-based blended instruction; teachers certified in content area at each program.</td>
<td>Traditional instruction, blended instruction, digital instruction, portfolio assessment, group and individual remediation.</td>
<td>Computer-based blended instruction</td>
<td>Online and blended instruction, including direct instruction, by highly-qualified PWCS teachers</td>
<td>Online programs used by high schools for credit recovery and remediation</td>
<td>Computer-based blended instruction</td>
<td>Online courses offered by the Virginia Department of Education</td>
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<td>Curriculum Offerings</td>
<td>Educational services in core and some elective courses</td>
<td>Full complement of core, elective, world language, and advanced placement courses.</td>
<td>Educational services in core and some elective courses for female students who are pregnant or are parenting; monthly parenting classes offered by the Department of Social Services.</td>
<td>Twenty-one online courses in core academic areas with content approved by PWCS curriculum supervisors; content aligned with PWCS curriculum standards; benchmark due dates ensure students stay on pace to complete the</td>
<td>All core content and selected electives</td>
<td>All core content and selected electives</td>
<td>Advanced placement, foreign language, and other elective and required courses. PWCS students who participate in the Early College Scholars Program are not charged for most courses; however, this is subject to change. Non-Early College Scholars students</td>
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<td>Locations</td>
<td>Independent Hill/PACE East, Forest Park, and Stonewall Jackson on Tuesdays and Thursdays from 5 to 8:15 p.m.</td>
<td>New Directions Alternative Education Center</td>
<td>8886 Rixlew Lane, Manassas</td>
<td>Annually, 1100-1500 students served in multiple capacities</td>
<td>Three academic shifts offered between the hours of 7:30 a.m. and 5 p.m.; full, partial, and split day schedules afforded to students.</td>
<td>Freedom High School on Tuesdays and Thursdays from 5 to 8:15 p.m. Students are admitted upon completion of application for enrollment submitted through base school to the Supervisor of School Health Services.</td>
<td>Students attend orientation and then work in an online classroom from any location with Internet access. The format offers peer-to-peer interaction, as well as instructional support in the evenings. Proctored exams are taken at base schools. Three sessions offered annually: fall, spring, and summer; serves 800-900 students annually at an average cost of $425 per enrollment.</td>
<td>Most high schools offer some type of online program for their students</td>
<td>Participating high schools</td>
</tr>
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PRINCE WILLIAM COUNTY PUBLIC SCHOOLS (PWCS)
OFFICE OF STUDENT MANAGEMENT AND ALTERNATIVE PROGRAMS (OSMAP)
REQUEST FOR APPROVAL TO EARN STANDARD CREDITS TOWARD
PWCS GRADUATION FROM NON-PWCS PROGRAMS

Name of student: ___________________________________________________________ Student #: __________________________

Student’s base school: ___________________________ Name of parent/guardian: ____________________________

Course(s) requested:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Location/program at which courses will be taken:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Please indicate why you wish to take a course outside PWCS:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Signature of student: _________________________________________________________ Date: __________________________

Signature of parent/guardian: ___________________________________________________ Date: __________________________

☐ Form reviewed
   Signature: ____________________________________________ Date: __________________________
   (Base School Director of School Counseling)

☐ Course enrollment approved  ☐ Course enrollment denied
   Reason (denied requests only):
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Signature: ____________________________________________ Date: __________________________
   (Director of Student Learning)

Students are responsible for providing the base school with an official final grade report for any course taken outside PWCS.