

PARK COUNTY SCHOOL DISTRICT 6 BOARD OF EDUCATION POLICY

Code: IDA

TEMPORARY VIRTUAL EDUCATION

Temporary Virtual Education (TVE) may be provided when a student, a group of students, or all students are unable to attend school for a variety of reasons. The District may allow students to temporarily access classes through virtual learning, in accordance with Wyoming State Statute, Wyoming Department of Education (WDE) regulations, and this policy. The District is not obligated to provide TVE for every student in every situation, or to provide TVE in every instance when a building or school may be closed. For closures of buildings or schools, the Superintendent shall determine whether to deliver classes by TVE. No approval from the WDE is necessary for the District to implement TVE days.

TVE Days

TVE days are instructional school days in which either a student, or students are receiving instruction outside of their physical classroom through virtual delivery. TVE may be delivered in the following ways:

- Synchronous or asynchronous virtual delivery of classroom-based, face-to-face lessons when a student is off-site in conjunction with in-person, classroom instruction for classmates who are in school.
- Synchronous or asynchronous virtual instruction of courses when all students and teachers are off-site.
- Synchronous or asynchronous virtual instruction when students are in the classroom but the teacher is off-site.

Criteria and Requirements for TVE Use

TVE may be used when the school building is open, partially closed, or entirely closed, with or without a state or public health closure order. Even if no one is in the building, as long as virtual instruction is being provided, the Temporary School Closure Form does not need to be submitted. If more than half of the students will not be able to attend virtually on a temporary virtual education day, school will be closed. In-person instructional days shall account for the majority of the school days in any given school year.

The District may use TVE in the following situations:

- For individual students, the building principal shall decide whether to allow a student to participate in school or classes by TVE, subject to review by the Superintendent.
- Course instruction delivery to students who cannot attend in person due to extraneous circumstances such as a 504 or an academic plan, but do not meet homebound instruction requirements pursuant to Wyoming State Statute.
- Continued instructional delivery when students, teachers, classrooms, or grade levels need to stay home in quarantine or isolation.
- Hybrid school schedules with mostly in-person days and some virtual days.
- Virtual school days during inclement weather.

PARK COUNTY SCHOOL DISTRICT 6 BOARD OF EDUCATION POLICY

- Virtual school days for emergency building closures.

Teachers may be in their physical classrooms within the District instructing students in the classroom at the same time they are synchronously or asynchronously instructing students off-site. Teachers may, in rare situations, deliver TVE instruction while off-site. Such situations shall generally only occur during school-wide, district-wide, grade-level wide or similar closures where all students and teachers within a building, a school, or a grade-level are attending school through TVE. Teachers will generally not be permitted to deliver TVE instruction while they are off-site to students in the classroom, unless special circumstances exist. Such situations will require prior approval of the Superintendent. All teachers delivering TVE must be teachers currently employed by the District.

Description of TVE

The District may allow students to access TVE through the Internet. The District may provide a device with the software needed for each student off-campus to participate in the class through whatever medium is being used for the virtual instruction delivery including video and audio technology for any synchronous interaction that may be provided. The District will provide materials for students attending off-campus to complete and submit electronically.

If Internet access is not available, and TVE will be provided for more than one consecutive day, the District may provide downloadable or printed materials or other forms of electronic communication with the teacher. If Internet access is not available, and students will be receiving TVE for more than one consecutive day, teachers must regularly contact students.

Attendance

Attendance in the student information system (SIS) indicates in-person attendance and off-site attendance. Off-site attendance for TVE must be verified by the classroom teacher on a daily basis in accordance with WDE Chapter 8 School Finance Rules. Attendance should be recorded for each class period for middle, and high school, and twice daily in elementary schools. Attendance taken in TVE for any given day or class period shall be recorded in the District's permanent SIS.

To ensure that TVE days do not exceed fifty percent (50%) of the total school days for any student, each teacher shall record the attendance of each student attending by TVE as described above. The District shall track the number of days each student attends school for a day by TVE, or for middle school or high school students, each class a student attends by TVE. When a student has attended 40% of the total days for a school year by TVE, or has attend 40% of the classes for a school year by TVE, the District shall notify the student and their parents of the number of days the student has already attended school by TVE, and the maximum number of days remaining that the student may attend school by TVE. The notice shall inform the student and their parents that the student may not attend school by TVE after the maximum number of days has been reached.

Monitoring Instructional Quality

To monitor the quality of TVE instruction, principals shall, conduct observations of classes which are delivered by TVE. Since delivery of instruction by TVE may be sporadic and unpredictable, observations of classes delivered by TVE may not always be feasible. Principals shall conduct their observations in accordance with District policy and approved evaluation instruments for in-person, on-site observations.

**PARK COUNTY SCHOOL DISTRICT 6
BOARD OF EDUCATION POLICY**

Notification of TVE

The District shall notify parents as follows:

- For an individual student who will receive TVE instruction, the teacher, principal or other staff member shall contact the parent to inform them of the day the student will attend school or certain classes by TVE.
- For a planned school-wide or District-wide TVE days, the District will notify parents by automated calls, texts, or emails.
- For unplanned school-wide or District-wide TVE days the District will notify parents by automated calls, texts, or emails.

Adoption Date: 12/20/22