



## DoDEA ADMINISTRATIVE INSTRUCTION 1386.01

### DoDEA VIRTUAL HIGH SCHOOL AND ONLINE SUMMER SCHOOL PROGRAM

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**Originating Division:** Education - Teaching and Learning

**Effective:** July 24, 2019

**Releasability:** Cleared for public release. Available on the DoDEA Policy Webpage.

**Approved by:** Thomas M. Brady, Director

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**Purpose:** This Issuance establishes policy, procedures, and assigns responsibilities for the implementation of the Department of Defense Education Activity (DoDEA) Virtual High School (DVHS) Program and Online Summer School Program to:

- Supplement DoDEA school classroom instruction when courses are needed due to student transition issues, student course schedule conflicts, or unavailability of a course at the DoDEA school.
- In Non-DoD Schools Program (NDSP) locations, provide a full-time, diploma-granting program for NDSP-eligible students in overseas locations as an alternative program. Concurrent enrollment in the DVHS Program and the NDSP is not authorized.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

a. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors/parents.

b. This Issuance applies to DoDEA parents/legal guardians and sponsors and students eligible for enrollment and enrolled in the DVHS Program.

### **1.2. POLICY.**

a. Pursuant to the requirements of DoDEA Regulation 1342.13 and DoD Instruction 1342.26, it is DoDEA policy for students to be allowed to enroll in the DVHS Program to supplement DoDEA school instruction. This Issuance also outlines operating procedures of the DVHS Program and procedures for students to enroll in the DVHS Program, pursuant to the requirements of Section 923(b) of Title 20, United States Code; Section 2164 of Title 10, United States Code; and DoDEA Regulation 1342.13.

b. Administration of this policy shall respect DoDEA's commitment to ensuring against discrimination in accordance with Executive Order 13160.

**1.3. INFORMATION COLLECTION.** This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

## SECTION 2: RESPONSIBILITIES

### **2.1. DODEA DIRECTOR.** The DoDEA Director:

- a. Ensures this Issuance is reviewed, updated, and distributed as appropriate.
- b. Ensures all DVHS Program procedures adhere to applicable laws and DoDEA Issuances.

### **2.2. DODEA PRINCIPAL DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR FOR ACADEMICS.** The DoDEA Principal Deputy Director and Associate Director for Academics:

- a. Ensures this Issuance is reviewed, updated, and distributed as appropriate.
- b. Ensures all DVHS Program procedures adhere to applicable laws and DoDEA issuances.

### **2.3. DODEA REGIONAL DIRECTORS OF STUDENT EXCELLENCE.** The DoDEA Regional Directors of Student Excellence:

- a. Ensure compliance with the provisions of this Issuance.
- b. Brief major commands on this Issuance through forums such as area advisory councils etc., to ensure that senior military commanders and community leaders are informed and understand the educational and postsecondary benefits of the procedures for administering this program.
- c. Hold DoDEA District Superintendents and Community Superintendents accountable for adherence to the standards and procedures in this Issuance.

### **2.4. DODEA DISTRICT AND COMMUNITY SUPERINTENDENTS.** The DoDEA District and Community Superintendents:

- a. Ensure that each DoDEA Middle and High School Principal establishes procedures that comply with this Issuance.
- b. Exercise general supervisory control of DoDEA school administration within their district, as described in this Issuance, and ensure that course enrollment is consistent with the requirements of DoDEA Administrative Instruction 2000.1.
- c. Ensure the provisions of this Issuance are consistently implemented in all middle and high schools, in a manner that complies with DoDEA policy and regulations.

### **2.5. DODEA TEACHING AND LEARNING DIVISION CHIEF.** The DoDEA Education Teaching and Learning Division Chief:

- a. Ensures this Issuance is reviewed, updated, and distributed, as appropriate.
- b. Ensures all DVHS Program procedures adhere to applicable laws and DoDEA policies and regulations
- c. Holds the DVHS Program Manager accountable for adherence to the standards, policies, and procedures in this Issuance.
- d. Briefs DoDEA regions on this Issuance to ensure that leaders are informed and understand the educational and postsecondary benefits of the procedures for administering this program.
- f. Supports the DVHS Principal in the school accreditation process.

**2.6. DODEA VIRTUAL HIGH SCHOOL PROGRAM MANAGER.** The DVHS Program Manager:

- a. Develops and manages the DVHS Program, the DVHS, and DoDEA Online Summer School Program to comply with DoD, DoDEA, and applicable U.S. requirements.
- b. Exercises general supervisory control over the administration of the implementation of the DVHS Program, the DVHS, and DoDEA Online Summer School Program as described in this Issuance.
- c. Coordinates with DoDEA districts and school administrations regarding the implementation of the DVHS Program, the DVHS, and DoDEA Online Summer School Program.
- d. Approves or disapproves appeals for exception to DVHS Program, the DVHS, and Online Summer School Program requirements as designated in Section 7.4 of this Issuance.
- e. Evaluates the implementation and effectiveness of the DVHS Program, the DVHS, and DoDEA Online Summer School Program.
- f. Supports the DVHS Principal in the school accreditation process.

**2.7. DODEA VIRTUAL HIGH SCHOOL PRINCIPAL.** The DVHS Principal:

- a. Exercises supervisory control over all DVHS staff members worldwide.
- b. Establishes DVHS operations in accordance with this Issuance.
- c. Coordinates DVHS activity with DoDEA Middle and High School Principals, when necessary.
- d. Ensures that academic integrity is established and maintained within the DVHS Program as an online school.

- e. Oversees the DVHS school accreditation process.

**2.8. DODEA VIRTUAL HIGH SCHOOL COUNSELOR.** The DVHS Counselors:

- a. Processes enrollment and withdrawal requests received from the local School Counselor through the appropriate Virtual School Course Registration or Virtual School Course Withdrawal Workflows in the DoDEA School Information System (SIS), according to the official DoDEA add/drop period for each respective DoDEA school.
- b. Counsel DoDEA school students and parents/legal guardians or sponsors, as appropriate, regarding DVHS Program enrollment.
- c. Support DVHS Teachers in the administration of the DVHS Program and DoDEA Online Summer School Program.

**2.9. DODEA VIRTUAL HIGH SCHOOL SPECIAL EDUCATION TEACHER.** The DVHS Special Education Teacher:

- a. The DVHS Special Education Teacher will review each prospective student's Individualized Education Program (IEP) or 504 Accommodation Plan to review that the student's accommodations and/or modifications are applicable to an online environment and ensure an appropriate placement.
- b. Upon review, and in collaboration with the parents/legal guardians or sponsors and the local school, request an addendum of the IEP or 504 Accommodation Plan to add or amend an accommodation and/or modification of the curriculum to best meet a student's individual educational needs within an online learning environment for agreement by all parties involved.
- c. Support DVHS Teachers when necessary to ensure that the student's IEP or 504 Accommodations Plan is followed.

**2.10. DODEA VIRTUAL HIGH SCHOOL TEACHERS.** The DVHS Teachers:

- a. Provide online instruction and support, as needed, to meet the needs of assigned students. Deliver real-time instructional support using interactive technologies, as appropriate, to the course content, individual student, and group needs.
- b. Maintain accurate and timely grades through the DoDEA electronic grade book/portal.
- c. Communicate student progress and activity with students, parents, legal guardians, or sponsors, facilitators, DVHS administration and support teams, as appropriate, on a regular and routine basis.
- d. Establish procedures for assuring that academic integrity is maintained within DVHS courses.

**2.11. DODEA MIDDLE AND HIGH SCHOOL PRINCIPALS.** The DoDEA Middle and High School Principals:

- a. Implement the procedures outlined in this Issuance within their respective DoDEA schools.
- b. Exercise general supervisory control of the DVHS Program participation at their respective DoDEA school, as described in this Issuance.
- c. Assign a designated, dedicated facilitator who has on-site responsibility for supervision and other related DVHS-connected activities during DoDEA students' DVHS class period.
  - (1) For schools with 35 or more DVHS enrollments, a .5 clerk position is authorized by DoDEA for a dedicated facilitator.
  - (2) For schools with fewer than 35 DVHS enrollments, the school will identify a dedicated facilitator from current staffing.
- d. Ensure that the appropriate DoDEA school staff members (e.g., school counselor, registrar, and facilitator) have received the necessary training to implement the guidance of this Issuance.
- e. Ensure that student requests to enroll in or withdraw from DVHS course(s) are processed through the appropriate Virtual School Course Registration or Virtual School Course Withdrawal Workflows in the DoDEA SIS and are initiated by the DoDEA School Counselor within the official DoDEA add/drop period for their respective school.

**2.12. DODEA MIDDLE AND HIGH SCHOOL COUNSELORS.** The DoDEA Middle and High School Counselors:

- a. Manage DoDEA school enrollment and withdrawal requests for DVHS courses through the appropriate "Virtual School Course Registration" or "Virtual School Course Withdrawal" Workflows in the DoDEA SIS according to the official DoDEA add/drop period for their respective school.
- b. Counsel DoDEA school students and parents/legal guardians and sponsors prior to DVHS enrollment.
- c. Coordinate enrollment of students with specialized needs (e.g., IEP, 504 Accommodations Plan, and English as a Second Language) with the appropriate local school and DVHS staff members, such as the appropriate IEP, 504 Plan, or DoDEA Student Support Team (SST).
- d. Participate and complete recommended training, including the online training module required to implement the guidance of this Issuance and apply information, as necessary, to support students who are enrolled in the DVHS Program.

**2.13. DODEA MIDDLE AND HIGH SCHOOL FACILITATORS.** The DoDEA Middle and High School Facilitators:

- a. Provide on-site supervision at the DoDEA school for students enrolled in DVHS course(s) during students' designated class period(s) to support communications with the DVHS Teacher and academic integrity.
- b. Provide limited technical assistance as appropriate.
- c. Help coordinate distribution of DoDEA-adopted textbooks and materials provided by the local school to supervised students.
- d. Distribute, collect, and return textbooks or materials supplied to students by the DVHS Program.
- e. Monitor student grade activity in the SIS and provide DoDEA school Principals and/or Assistant Principals with updates, as appropriate.
- f. Participate and complete recommended training, including the online training module required to implement the guidance of this Issuance, and apply information as necessary to support students who are enrolled in the DVHS Program.
- g. Serve as a liaison between the local school and DVHS staff members to communicate information critical to student participation in the DVHS Program; communicate critical issues as they occur to the DoDEA Middle and High School Principal.

**2.14. DODEA MIDDLE AND HIGH SCHOOL STUDENTS AND PARENT, LEGAL GUARDIAN, AND SPONSOR.** The DoDEA middle and high school:

- a. Students follow internet and computer use requirements in accordance with DoDEA Administrative Instruction 6600.01.
- b. Students adhere to DVHS Academic Integrity Standards as outlined in Section 7.2 of this Issuance.
- c. Students follow assignment schedule developed by the DVHS Teacher for each course.
- d. Students access DVHS courses on a regular basis. Course access correlates directly with student academic achievement.
- e. If applicable, students adhere to online summer school participation requirements.
- f. Parents, legal guardians, or sponsors support DVHS policies and procedures.

**2.15. DODEA NON-DOD SCHOOLS PROGRAM ELIGIBILITY TEAM.** The DoDEA NDSP Eligibility Team:

- a. Verifies the NDSP student is eligible for enrollment in DVHS courses as an alternative to NDSP enrollment.
- b. Provides DVHS Counselors with the DoDEA student's name, location, contact, and the parent/legal guardian or sponsor's eligibility status.

## **SECTION 3: ELIGIBILITY**

### **3.1. ELIGIBILITY TO ENROLL SUPPLEMENTALLY THROUGH A DODEA SECONDARY SCHOOL.**

a. DoDEA students enrolled at DoDEA schools are eligible to enroll in DVHS courses to supplement their enrollment in the DoDEA school. The DoDEA school is responsible for verification that supplemental coursework requests are due to low enrollment, lack of a qualified teacher, or inability of the school to resolve a student's scheduling conflict.

b. Students in grades 7 or 8 may be authorized enrollment in a high school course (e.g., mathematics and world language) and earn the appropriate unit of credit for successful course completion pursuant to the conditions outlined in DoDEA Administrative Instruction 2000.1.

c. Students who are eligible to enroll in a DoDEA school, but choose to home school, must enroll and register through the DoDEA school in which they are otherwise eligible to enroll in order to be eligible for DVHS enrollment. After enrollment, students must adhere to the same scheduling requirements as any other DoDEA student enrolled in DVHS courses.

d. Students expelled from a DoDEA secondary school may be enrolled in DVHS courses on a supplemental basis as long as they remain eligible to attend a DoDEA school, but for the expulsion, and are co-enrolled with their DoDEA secondary school.

(1) Consultation between the DoDEA Secondary School Principal and the DVHS Principal must occur prior to local school submission of course requests for an expelled student to determine eligibility and course priorities. Course requests can be made only by the local school through the course request workflow in the SIS.

(2) Within the DVHS instructional model, expelled students may be provided with a modified course schedule to assist them in meeting academic goals.

e. Eligible DoDEA students attend DVHS tuition-free.

### **3.2. ELIGIBILITY TO ENROLL AS AN ALTERNATIVE TO THE NON-DOD SCHOOL PROGRAM.**

a. Students in NDSP locations may choose to enroll in DVHS as a full-time student to complete graduation requirements and receive a DoDEA diploma.

b. Concurrent enrollment in NDSP and DVHS is not authorized.

c. Eligible DoDEA students attend DVHS tuition-free.

## **SECTION 4: COURSE REQUEST PROCESS**

### **4.1. COURSE REQUEST THROUGH A DODEA SCHOOL.**

a. Course requests for students enrolled through DoDEA schools must be submitted and coordinated through the DoDEA Middle or High School Counselor. Enrollments are processed within the “Virtual School Registration Workflow” in the DoDEA SIS.

(1) All course requests to attend the DVHS should include the student’s name, location, contact, and the parent/legal guardian, or sponsor’s employer code.

(2) DVHS Counselors evaluate course requests submitted through the online “Virtual School Registration Workflow” in the DoDEA SIS in a timely manner, normally within two (2) business days.

(3) The requesting DoDEA Middle or High School Counselor is notified through the “Virtual School Registration Workflow” in DoDEA SIS once a course request is accepted or declined.

(4) DoDEA Middle or High School Counselor shall notify students when DVHS courses have been scheduled.

(5) DoDEA Middle or High School Counselor then provides registered students with the information for accessing the course.

b. DoDEA Middle or High Principal shall contact DVHS administration as soon as possible in advance to determine the feasibility of handling the request for enrollment of ten (10) or more students per course.

### **4.2. COURSE REQUEST THROUGH THE NON-DOD SCHOOL PROGRAM.**

a. Requests for student enrollment as an alternative to NDSP enrollment shall be coordinated through the DoDEA NDSP Eligibility Team and the DVHS Counselor. Students must disenroll from NDSP and be transferred from NDSP to the DVHS before enrollment in the DVHS Program.

(1) The DoDEA NDSP Eligibility Team shall:

(a) Verify that the NDSP student is eligible for participation in DVHS courses.

(b) Provide DVHS Counselors with eligibility documentation.

(2) A DVHS Counselor will meet virtually with the student and the parent/legal guardian, and/or sponsor to:

(a) Evaluate the student request for enrollment.

(b) Develop the student's educational plan based upon the DVHS Counselor's evaluation.

(c) Make recommendation for course enrollment.

(d) Complete the enrollment process. Notify the student and parent/legal guardian, or sponsor of enrollment and serve as the student's DoDEA point of contact.

(e) Notify the NDSP Eligibility Team of enrollment in the DVHS Program as an alternate to the NDSP.

## **SECTION 5: VIRTUAL HIGH SCHOOL OPERATIONS**

### **5.1. DODEA VIRTUAL HIGH SCHOOL INSTRUCTIONAL MODEL.**

a. DVHS online coursework can be accessed from any location, at any time, where internet access is available; it allows for real-time instructional support. For participation in coursework, each student enrolling in DVHS requires:

- (1) An active DoDEA student email account.
- (2) Access to a computer with an internet connection, headphones, and a microphone.
- (3) DoDEA required textbook(s) and materials, when applicable.
- (4) At a DoDEA school, a designated class period for each course in which to complete DVHS course work.
  - (a) Courses to be scheduled during instructional periods within the DoDEA school's master schedule.
  - (b) A dedicated space in which to work that minimizes distractions from other activities, including DoDEA instruction.
- (5) A dedicated DVHS Facilitator to provide direct and ongoing supervision to support communications and academic integrity.
- (6) For DVHS students who are not affiliated with any DoDEA High School, the student's parent/guardian or designee will serve as the facilitator.

b. DVHS Teachers are certified as DoDEA educators by DoDEA Headquarters Human Resources Division and geographically located in the three (3) DoDEA regions to allow DVHS Teachers to work with students in a real-time instructional support model. However, not all DVHS Teachers are located in the same geographic location as individually enrolled students.

- (1) Interactive technologies such as Web conferencing and instant messaging are used to support coursework.
- (2) Time zone differences and curricular requirements play a key role in communication expectations.

c. Students are expected to engage in communication with the DVHS Teacher and peers.

### **5.2. FACILITATION AND PROCTORING.**

a. In the DVHS Program, a DVHS Facilitator supports ongoing communication and academic integrity.

b. Provide on-site supervision at the DoDEA school for students enrolled in the DVHS course(s) during students' designated class period(s) to support communications with the DVHS Teacher and academic integrity.

c. For students participating in DVHS courses who are not attending a DoDEA school, DVHS will coordinate with parents/legal guardians, or sponsors and/or the DoDEA school administration where the student is enrolled to obtain facilitation/proctoring assistance to ensure academic integrity and student success.

### **5.3. TEXTBOOKS AND MATERIALS.**

a. For most DVHS courses, the materials needed to successfully participate in the course are embedded within the online courseware.

(1) DVHS Teachers provide the online access to digital textbooks or materials within course instructions.

(2) Hard copy DoDEA-adopted textbooks are also used to support online instruction in some courses.

b. In the event that a hard copy DoDEA-adopted textbook is required:

(1) DoDEA schools issue the DoDEA-adopted textbooks for students enrolled through their school. If textbooks are unavailable at the DoDEA school, the DoDEA Principal is responsible for procuring the materials.

(2) Textbooks are supplied by DVHS for students not enrolled in DoDEA schools.

c. For courses with special requirements, textbooks and/or materials will be provided by DVHS Program. DoDEA schools and NDSP students are responsible for returning all textbooks and materials issued by DVHS to the nearest DVHS hub in America, Europe, or the Pacific region at course completion.

d. The tuition for students enrolled in the Domestic Transition Program includes the cost of their textbooks.

### **5.4. DODEA VIRTUAL HIGH SCHOOL STUDENT AND TEACHER CALENDARS.**

a. DVHS students' enrollment, holidays, and course schedules are governed by their respective DoDEA school calendar/location.

(1) DVHS students enrolled at a DoDEA school will follow their DoDEA school calendars.

(2) DVHS students enrolled at other locations will work with their DVHS Teacher to establish a workable calendar.

b. DVHS Teachers create academic assignment schedules aligned with each DVHS student's DoDEA school calendar. However, at times DVHS Program requirements will supersede DoDEA school calendars.

c. The DVHS Teacher holiday schedule follows the standard DoDEA Europe and DoDEA Pacific school calendars.

## **5.5. COURSE SELECTION.**

a. The DVHS master schedule of course offerings is based upon DoDEA curricular needs, teacher availability, and student interest.

b. Courses with fewer than ten (10) enrollment requests may be cancelled from the schedule of offerings. DVHS shall advise DoDEA schools of course cancellations as soon as possible and assist with recommending alternative placement.

c. Priority for course enrollment is based on established DoDEA eligibility categories and processed on a first-come-first-serve basis.

## **5.6. STUDENT COURSE LOADS.**

a. As a supplemental program, students are generally limited to enrollment in three (3) courses per semester through their DoDEA school.

b. DVHS students enrolled as an alternative to NDSP on a full-time basis must develop an academic plan to satisfy their individual course requirements for graduation.

c. DVHS students enrolled through the Domestic Transition Program may enroll in the appropriate course(s) depending on their graduation needs and course availability at the DVHS.

## **5.7. COURSE ACCELERATION.**

a. In accordance with DoDEA Administrative Instruction 2000.1, DVHS Program acknowledges approved acceleration plan for students enrolled through DoDEA middle and high schools. The DoDEA School Facilitator or School Counselor must immediately notify the DVHS Principal or DVHS Counselor when a student is approved for acceleration.

(1) DVHS Counselors will notify applicable DVHS Teachers.

(2) The DVHS Teacher(s) will then provide the DVHS student with the course requirements to complete the course by the acceleration date.

(3) The DVHS student is required to meet the requirements of the acceleration plan by the appropriate deadline so a grade can be assigned.

b. DVHS students enrolled through NDSP or the Domestic Transition Program who are preparing to transfer out of the DVHS Program must advise their DVHS Counselor of the need for acceleration.

(1) Upon the DVHS Principal's approval an acceleration plan will be developed by DVHS Teachers.

(2) The DVHS student is required to meet the requirements of the acceleration plan by the appropriate deadline so a grade can be assigned.

## **5.8. COURSE WITHDRAWAL.**

a. DoDEA Administrative Instruction 2000.1 provides guidance for when withdrawals may occur and what notations are required for student withdrawal. Individual school calendars determine the specific dates for withdrawal deadlines.

(1) If a DVHS student withdraws from a course on or before the 10<sup>th</sup> school day of the semester, there will be no notation on the transcript.

(2) If a DVHS student withdraws between 11<sup>th</sup> and 19<sup>th</sup> school day of the semester, then a grade of Withdrew Passing (WP) or Withdrew Failing (WF) is noted as the grade earned at the time of withdrawal.

(3) DVHS students may not withdraw from courses after twenty (20) days into the school semester.

(4) If a Domestic Transition Program student withdraws prior to the end of the quarter, tuition is charged through the end of the quarter. For more information, contact the DVHS Program at VS.Principal@hq.dodea.edu.

b. For DVHS students enrolled in DoDEA schools, requests to withdraw from a course(s) are processed through the "Virtual School Withdrawal Workflow" in the SIS and must be initiated by a DoDEA School Counselor within the official DoDEA withdrawal period.

(1) A DVHS student requesting withdrawal should discuss this decision with his/her DoDEA School Counselor and/or DVHS Counselor prior to submitting the request for withdrawal.

(2) DoDEA schools are not able to withdraw students from DVHS courses in the SIS.

c. For DVHS students enrolled through the NDSP or Domestic Transition Program, requests to withdraw from a course(s) are processed by a DVHS School Counselor any time within the official DoDEA withdrawal period.

## **SECTION 6: STUDENT SERVICES**

### **6.1. INDIVIDUALIZED EDUCATION PROGRAM AND 504 ACCOMMODATION PLAN.**

a. As a DoDEA school, DVHS is required to comply with requirements applicable to students with disabilities in accordance with DoD Instruction 1342.12, DoD Manual 1342.12 and DoDEA Administrative Instruction 2500.14.

b. The DVHS Special Education Teacher will review each prospective student's IEP or 504 Accommodation Plan to confirm that the student's required services, accommodations and/or modifications can be provided in an online environment to ensure the DVHS student is able to receive an appropriate education in accordance with their IEP or 504 Accommodation Plan.

c. In most cases, DVHS has access to the IEP and 504 Accommodation Plans of students currently enrolled in DoDEA schools when posted in the SIS.

(1) For students transferring into DoDEA, the DoDEA school must share the complete IEP or 504 Accommodations Plan received from the student's last school immediately upon receipt with DVHS administration, DVHS Counselors, and DVHS Special Education Teacher.

(2) For students eligible through the NDSP, the NDSP coordinator will provide the DVHS administration, DVHS Counselors, and DVHS Special Education Teacher with the student's IEP or 504 Accommodation Plan at the time eligibility in the DVHS is determined.

f. The provision of special education and related services within DoDEA is implemented in accordance with DoD Instruction 1342.12 and DoD Manual 1342.12.

g. Section 504 Accommodation Plans within DoDEA are implemented in accordance with DoDEA Administrative Instruction 2500.14.

### **6.2. USE OF STUDENT SUPPORT TEAMS.**

a. Because of the uniquely intense and self-sufficient nature of online learning, the DVHS convenes a DoDEA SST for each DVHS student with an IEP, 504 Accommodation Plan, ongoing medical issues, or severe attendance issues and/or for homebound or expelled students. Local school representatives and parents/legal guardians or sponsors will also participate in the SST process.

b. DoDEA schools shall collaborate with DVHS and share SST notes and/or material information with DVHS prior to requesting enrollment for students identified in the categories listed above to ensure appropriate placement and support prior to enrollment.

c. Upon review, the DVHS SST may request an addendum of the IEP or 504 Accommodation Plan to add or amend the plan to meet a student's individual educational needs within an online learning environment for agreement by all parties involved.

d. The DVHS SST will document appropriate placement and monitor student progress on a continual basis.

e. Subsequent enrollment decisions and appropriate placement will be coordinated with the DoDEA school when applicable.

## SECTION 7: GRADE DATA AND TRANSCRIPTS

### 7.1. GRADES.

a. The DVHS Program is committed to communicating accurate information to parents, legal guardians or sponsors and students based upon the DoDEA grading policies. The following practices apply to all students enrolled in DVHS courses regardless of their eligibility enrollment category:

(1) Official grades are provided through the DoDEA electronic gradebook/portal.

(2) An informal progress report is available on a weekly basis using the DoDEA electronic gradebook/portal.

(3) Grades populated in any other database including the Learning Management System (LMS) are not official. Individual grades in the LMS:

(a) May represent completion of some assignments.

(b) May not reflect a comprehensive list of grades for the course.

b. Because the DVHS Program operates worldwide, grades and progress reports are reported at one time across the system. Therefore, calculation of grades for extracurricular activity such as sports, etc., eligibility within DoDEA is updated no later than each Tuesday at 1600 Eastern Standard Time/Eastern Daylight Time.

(1) DoDEA School Facilitators will be provided access to DVHS grades for students enrolled in DVHS courses at their schools.

(2) Specific information regarding access is provided in the facilitator forum within the LMS.

c. For DVHS students enrolled through NDSP and the Domestic Transition Program, report cards are sent via email to the student and parents or guardians/sponsors at the end of each quarter (i.e., nine (9) weeks).

### 7.2. ACADEMIC INTEGRITY.

a. The DVHS provides assurances that academic integrity is established and maintained within the DVHS Program.

b. DVHS operates under the expectation that all students will adhere to academic standards that are both ethical and honest and any sort of academic dishonesty is prohibited. Examples include, but are not limited to, plagiarism, cheating, copying the work of another student, or copying answers from the internet, etc.

- c. All school-related assessments must be taken in the presence of an official DoDEA sanctioned proctor or facilitator, unless otherwise noted by the DVHS Teacher.
- d DVHS students are provided this information in student orientation materials prior to beginning coursework.
- e. Information regarding academic integrity is also reinforced within DVHS courses. For further guidance, please refer to the individual DVHS Teacher’s course policies and procedures.

### **7.3. TRANSCRIPTS AND OFFICIAL GRADES.**

- a. DVHS is the official owner of all grade data associated with a DVHS course.
- b. Only authorized DVHS employees can create or edit official DVHS transcripts.
- c. DVHS student transcripts are updated at the end of each semester and the end of each summer school session.
- d. All questions regarding official transcripts and grades should be directed to a DVHS Counselor.
- e. Transcript records are audited for reporting by DoDEA Education Research, Accountability and Evaluation Division.

### **7.4. EXERCISE OF APPELLATE RIGHTS.**

- a. Appeal rights stated below are in addition to and distinct from due process rights available to students with disabilities who are eligible under DoD Instruction 1342.12 and DoD Manual 1342.12 and any other rights applicable to DoDEA students in compliance with Chapter 33 of Title 20, United States Code, also know as “The Individual With Disabilities Act.”
- b. A parent/legal guardian or sponsor, or student (aged eighteen (18) or older) may appeal a decision made regarding this Issuance to the next higher level official (e.g., DVHS Program Manager or DoDEA Education Teaching and Learning Division Chief) of the individual who made the decision.
- c. Examples of conditions for appeal include, but are not limited to, denial of DVHS enrollment, grade disputes, course requirement issues, etc.
- d. The appeal must be submitted in writing, include relevant details, and contain a statement why the appeal is requested. Supplemental documentation that supports the basis of the appeal may also be submitted.
- e. Appeals must be submitted no later than ten (10) business days after the written notice that was provided by the DVHS school official (e.g., DVHS Principal or DVHS Program Manager).

f. The next higher level reviewing official (e.g., DVHS Program Manager or DoDEA Teaching and Learning Division Chief) shall review the appeal and provide a written response back to the parent/legal guardian or sponsor, or student (if aged eighteen (18) or older) within ten (10) business days.

(1) If the appeal is granted, the reviewing official will notify the DVHS Principal of the final decision and the next appropriate steps to be taken by the school.

(2) All documentation is maintained in the student's DoDEA cumulative school file.

## SECTION 8: ONLINE SUMMER SCHOOL PROGRAM

### 8.1. PROGRAM GOALS.

- a. The Online Summer School Program is designed for students to complete the equivalent of one (1) semester course credit.
- b. The program provides DoDEA students an opportunity to earn original credit or to replace a failing grade.

### 8.2. ELIGIBILITY.

a. Eligibility is limited to DoDEA students enrolled in grades 9-12, including the DVHS, in the current school year. DoDEA middle school students may enroll in special summer classes when offered.

(1) Students must remain enrolled in their DoDEA school to be eligible for online summer school.

(2) DoDEA students in permanent change of station (PCS) status who have already withdrawn from their DoDEA school are not eligible to enroll in online summer school courses.

(3) Students arriving in their new PCS location who wish to take online summer school courses must enroll in their new local DoDEA school prior to the beginning of summer school.

b. The registration period generally runs from April to mid-June prior to the beginning of the online summer school classes.

(1) Requests for online summer high school courses must be submitted through the “Virtual Summer School Registration Workflow” in the DoDEA SIS.

(2) The DoDEA school must provide a completed copy of a student’s active IEP or 504 Accommodations Plan to DVHS by the last day of registration. The DVHS Special Education Teacher will review the student’s accommodations and/or modifications for appropriate application to an online environment.

(3) Confirmation of enrollment is provided to the local school through the “Virtual Summer School Registration Workflow” in the DoDEA SIS.

(4) Upon receipt of confirmation, the DoDEA Middle or High School Counselor is responsible for informing students and parents/legal guardians or sponsors of enrollment status, obtaining signatures and maintaining the Online Summer School Student Agreement on file. DoDEA summer school guidance and template for the Online Summer School Student Agreement is distributed via weekly packet to DoDEA high schools each spring and is posted for access via the Virtual School Forum in the LMS.

(5) DVHS also provides a confirmation letter to the students and parents/legal guardians or sponsors via email.

c. Eligible DVHS students who are not affiliated with another DoDEA High School will enroll in summer school course(s) directly through correspondence with their DVHS counselor.

### **8.3. COURSE SELECTION.**

a. Students may enroll in only one semester course during the summer program.

b. In limited circumstances, authorization for students to enroll concurrently in two (2) semester courses is provided based upon need, course availability, and pre-approval by the DoDEA Middle or High School Principal and the DVHS Principal. Courses requiring sequential mastery, such as mathematics and foreign language, cannot be enrolled concurrently without approval by the DVHS Principal.

c. Final course offerings will be subject to minimum course enrollments.

### **8.4. SCHEDULE.**

a. The Online Summer School Session consists of sixty (60) hours of instruction spread over approximately five to six (5-6) weeks.

b. The Online Summer School Session generally begins mid-June and ends the first week of August.

(1) The schedule is compatible with the majority of the DoDEA high school calendars.

(2) Considerations are made for students enrolled in the DoDEA America schools, which begin prior to the end of the summer school session.

(3) Requests for course schedule extensions may not be granted.

### **8.5. STUDENT/PARENT/LEGAL GUARDIAN OR SPONSOR RESPONSIBILITIES.**

a. Because DoDEA students will be participating in the Online Summer School Session away from the DoDEA school environment, students/parents/legal guardians/sponsors must ensure they have access to a computer at home or another location with a stable internet connection for the entire length of the session.

b. DoDEA students should also plan to devote, at a minimum, two to four (2-4) hours each day (Monday-Friday) throughout the summer school session. This dedicated time is necessary to allow DoDEA students to be fully engaged in learning activities, submit assignments, and complete coursework within the required timeframe.

## **8.6. COURSE WITHDRAWAL.**

a. Requests for withdrawal from a summer school course must be submitted to the summer school email address provided on the DoDEA student's enrollment letter within five (5) days of the start of the course at [DVHS@am.dodea.edu](mailto:DVHS@am.dodea.edu).

b. Any enrolled student who has not accessed the course by the fifth day of the start of a course will be withdrawn by DVHS.

c. Any DoDEA student enrolled beyond the fifth day of a course, who does not withdraw between the 6<sup>th</sup> and 10<sup>th</sup> day, will receive an official grade on his or her transcript.

d. Any active student who withdraws between the 6<sup>th</sup> and 10<sup>th</sup> day will receive a grade of WP or WF.

e. No withdrawals will be processed after the 10<sup>th</sup> day of class.

f. After the 10<sup>th</sup> day of class, a letter grade will be posted on the student transcript.

## **8.7. TRANSCRIPTS AND OFFICIAL GRADE(S).** DVHS is the official owner of all grade data associated with a DVHS course.

a. Only authorized DVHS employees can create or edit official DVHS transcripts.

b. Student transcripts are updated and posted in the SIS within fifteen (15) days of the end of the summer school session.

c. Transcript records are audited by DoDEA Education Research, Accountability and Evaluation Division. Discrepancies are verified by DVHS.

## GLOSSARY

### G.1. ACRONYMS.

DVHS	DoDEA Virtual High School
FAPE	free appropriate public education
IEP	Individualized Education Plan
LMS	Learning Management System
NDSP	Non Department of Defense School Program
PCS	permanent change of station
SIS	Student Information System
SST	Student Support Team
WF	Withdrew Failing
WP	Withdrew Passing

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

**504 Accommodations Plan.** A blueprint or plan for how a child will have access to learning at school. It provides information about services and accommodations the school will provide that are designed to meet the needs of the child as adequately as it meets the needs of other students and provide the student with equal access to the educational program.

**academic integrity.** The pursuit of scholarly activity in an open, honest, and responsible manner. This includes actions such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research and writing.

**acceleration.** Refers to early withdrawals due to PCS or emergency leave.

**courseware.** Educational software designed especially for classroom use.

**DoDEA Student Support Teams.** The DoDEA Student Support Team's primary function is routine, structured problem solving (in conjunction with teachers requesting assistance), and the resolution of student-centered problems. DoDEA Student Support Teams work effectively with other teachers and staff members, analyze student problems, and design interventions powerful enough to effect the desired change. The functions and services the teams provide vary with the needs of the individual schools.

**DoDEA Virtual High School Program.** The DoDEA Virtual High School Program is comprised of the DoDEA Virtual High School and the Instructional Design team which supports its operations.

**DoDEA Virtual High School.** The DoDEA Virtual High School (DVHS) is a fully-accredited, comprehensive, degree-granting school which operates in conjunction with DoDEA brick and mortar schools. It serves to supplement the educational opportunities of eligible military-connected students through online education.

**facilitator.** An adult who monitors students who are participating in their online coursework. The Facilitator acts as a liaison between DoDEA school administration and the DVHS staff.

**Online Summer School Student Agreement.** An acknowledgement signifying a student's commitment to the opportunity and challenge of being a successful online learner in the Online Summer School Program.

**original credit.** Refers to a student's first attempt to earn course credit.

**Section 504.** Federal regulations that require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504 in accordance with Section 794d of Title 29, United State Code, also known and referred to as "Section 504 of the Rehabilitation Act of 1973," FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

**supplemental.** A type of educational program that provides one or more online courses to students to augment DoDEA school offerings.

**"Virtual School Registration Workflow."** The process by which requests for enrollment in DVHS courses must be submitted through the online SIS by a DoDEA School Counselor or registrar.

**"Virtual School Withdrawal Workflow."** The process by which requests for withdrawal from DVHS courses must be submitted through the online SIS by a DoDEA School Counselor or registrar.

**"Virtual Summer School Registration Workflow."** The process by which requests for online summer high school courses must be submitted through the online SIS by a DoDEA School Counselor or registrar.

## REFERENCES

- DoD Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015
- DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997
- DoD Manual 1342.12, “Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015
- DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014
- DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended
- DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010
- DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas,” September 20, 2006, as amended
- Executive Order 13160, “Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs,” June 23, 2000
- United States Code, Title 10, Section 2164
- United States Code, Title 20
- United States Code, Title 20, Chapter 33 (also known as “The Individual With Disabilities Education Act”)
- United States Code, Title 29, Section 794 (also known as Section 504 of “The Rehabilitation Act”)

## APPENDIX

### APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Has the local DoDEA High School or Middle School Principal established procedures that are in compliance with this Issuance?	
Are DVHS course offerings an embedded part of the course selection process at the local DoDEA school?	
Are all students requesting enrollment in the DVHS through their local DoDEA school eligible for DVHS enrollment?	
Do local DoDEA School Counselors provide information to students and parents about the DVHS prior to requesting student enrollment in a DVHS course?	
Do local DoDEA School Counselors use the ASPEN workflow to initiate registration and withdrawal for students in the DVHS?	
Do local school IEP, 504, and ESL case managers coordinate student enrollment in DVHS courses with the DVHS Special Education Teacher?	
Do local DoDEA School Counselors inform students of their registration status with the DVHS?	
Does the local DoDEA school ensure that every student has a dedicated period during the school day, other than seminar, for each DVHS course in which the student is enrolled?	
Does the local DoDEA school provide a computer and a dedicated workspace for every student enrolled in a DVHS course?	
Does the local DoDEA school provide a dedicated facilitator to take student attendance, proctor tests, and supervise students during the DVHS period?	
Does the local DoDEA School Facilitator participate in and complete the recommended training provided by the DVHS?	
Does the local DoDEA school coordinate the distribution and return of textbooks provided for student use—both those sent by the DVHS and those provided by the school?	
Does each student attend the DVHS course on a regular basis and follow the DVHS course assignment schedule?	
Does each student comply with DoDEA and DVHS internet, computer use, and academic integrity policies?	
Does each student communicate on a regular basis with the instructor of the course?	
Does the local DoDEA school staff work in partnership with the DVHS, communicating on a regular basis about student issues that may impact student progress or completion of the DVHS course?	