



Wayne RESA Pupil Accounting and Auditing

Virtual Learning 5-O-D

Virtual learning is a method of receiving academic instruction in courses in which the pupil is registered, and the courses are taken through a digital learning environment. Virtual learning may be offered at a supervised school facility during the day as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location, and pace of their education. Virtual learning includes, but is not limited to, online learning and computer-based learning, where the delivery of instruction may incorporate a combination of software, technology, and the Internet. Virtual learning under this section may occur through synchronous instruction, asynchronous instruction, or a blend of the two delivery formats. ([PAM](#) - pg. 136)

Requirements:

It is the districts responsibility to make sure all requirements are met as listed in the [PAM](#) to count toward membership FTE, below are a few highlights.

- Courses must be on students schedule as of count day (No placeholders)
- A mentor who is a professional employee of district has been assigned to student.
- TOR is appropriately Michigan certified

Participation requirement:

- The pupil and the teacher of record or mentor must complete a two-way interaction (TWI) for one course per week for each week of the four (4) week count period.
 - TWI is the communication that occurs between the teacher of record or mentor and pupil. These must show course content and progression and be conversational in manner (I said ... student said... I said). TWIs are intended to be individualized in nature, rather than a mass communication.
 - If a TWI is missed FTE can be prorated.

Or

- The pupil must complete a combination of one or more of the following activities for each scheduled course: (10/30 Day rule applies to activities)
 - Documented attendance in a virtual course where synchronous (live) instruction occurred with the teacher.
 - Documented completion of a course assignment.
 - Documented completion of a course lesson or lesson activity.
 - Documented pupil access to an on-going lesson; this is not a login.

- Documented physical attendance on count day in each course may be used for pupils who will attend at least 50% of the instructional time for each virtual course, face-to face with the teacher of record.

TWI Communication Logs

TWI Communication Logs must have the following:

- Student Name
- Course Name
- Date of Interaction
 - Must have 1 per week during count window
 - week is considered Wednesday - Tuesday beginning on Count Day
 - Should be completed all year, even when not being used for membership purposes.
- Contact Type
 - Face to Face
 - Email (3-way; closed loop)
 - In Person
 - Text
- Description of interaction - Must include course name and course progress, be conversational (I said... student said.. I said...)

Examples

Acceptable:

Sample 1:

Teacher

Hello John. Tell me what you are learning in math about fractions. Be sure to use the words to know to help you explain your answer.

Student

I'm learning to multiply and divide and he told me sum words estimation denominator numerator and product

Teacher

What do those words mean?

Student

estimation is giving a reasonable guess

Teacher

denominator is the bottom of the fraction

numerator is the top of the fraction

Sample 2:

T: What class are you working on?

S: English

T: What are you learning about in that class?

S: I'm reading the story of Beowulf and Grendal, learning about the similarities and origins of old and new English. The pronunciation of words has changed.

Sample 3:

T: "Good morning:) What are you learning about in Chem Comm today?

S: Today I'm just recapping on the scientific measurement

T: Tell me something about scientific measurement

S: A scientific measurement is a measurement that is taken to concisely and clearly convey an observed value."

Unacceptable:**Sample 1:**

Student came to school to work on Algebra. I went over solving equations and inequalities. I also showed how to graph them.

(There is no student response in this two way communication)

Sample 2:

Texted student to finish classes and work on final exam for end of quarter.

(This is not a two-way communication. No course is stated and there is no student response)

Sample 3:

Student was present in school, sat down in class and completed work on apex. Student stated that he is doing fine and does not need assistance.