



2020-21 DISTANCE LEARNING:

Guidance for Wyoming School Districts



WYOMING
DEPARTMENT OF EDUCATION



July 13, 2020

The purpose of this document is to provide school districts with information about using remote education, classroom-based virtual education, and virtual education within a resident district. Classroom-based virtual education is a temporary, newly authorized program included in emergency Chapter 41 Virtual Education Rules to be promulgated at the start of the school year. A combination of any of the three types of distance delivery may be used during the 2020-2021 school year for course delivery to students off-site. In each of the distance delivery options described in this guidance the resident district maintains student membership.

Classroom-based virtual education and resident district virtual education options may be used when teachers or students must be off-site due to school closures or other situations in which the school is operating under Tier I and Tier II of a district's Smart Start Plan. Remote education is only an option when schools are at least partially open with teachers and students in the classroom when instruction is provided to remote students.

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REMOTE EDUCATION WITHIN RESIDENT DISTRICT

Definition

Remote education means classes delivered by a teacher located in a physical classroom with students present while also providing simultaneous remote instruction. Remote education instruction is delivered through interactive, synchronous technology which allows the student receiving the remote education to ask questions, make comments, and interact in real-time with the teacher, classroom students, and other remote students.

Distinguishing Features

Remote education is synchronous delivery with the teacher instructing the class and a portion of the students assigned to the class located in a physical classroom interacting with students located off-site.

Delivery Options

- Synchronous delivery from student's live classroom to student off-site.
- Synchronous delivery from live classroom in another school in the district to a classroom in the remote student's school.
- Synchronous delivery from live classroom in another school in the district to student off-site.

School Closure Status

The school where the remote teacher is located must be open for the teacher and at least a portion of students also assigned to the remote student's class(es) to be in a physical classroom during synchronous delivery. Remote education cannot be used during school closures.

Examples of Use

- Course delivery to students who do not want to enter campus when school is open but do not meet homebound instruction requirements pursuant to W.S. 21-4-402.
- Course delivery to students who may need to quarantine, but the student's teacher and classmates are still in the classroom.
- Course delivery to students off-site during an alternating schedule of students on- and off-campus providing the schedule includes teachers on-campus with students in their classrooms each day of the school week (i.e., each of the class periods and days that are scheduled to constitute the school calendar must occur with the remote teacher and a portion of students assigned to the class physically present in the classroom during the remote instruction).

Technology and Course Materials

- Interactive video and audio setup for the classroom to include teacher instruction, classroom student participation, and remote student participation.
- A device for each remote student to participate in the class through interactive video and technology.
- Sufficient Internet bandwidth and reliable connectivity at the school and in students' homes.
- Printed or digital materials for remote students to complete the same reading assignments, homework assignments, quizzes, assessments, etc., as the students in the classroom.

Requirements

Authority

W.S. 21-13-300(m)-(n)

Teacher Location

Regardless of the remote education delivery option (see descriptions on page 1), the teacher is always in the physical classroom in the district instructing students present at the same time they are instructing remote students.

Student Location

Students may be off-site or at their school when receiving remote instruction from another school in the district.

Teacher Employment

Teachers must be employed by the district providing the instruction.

Program Approval

The remote education statutes don't require program approval.

Course Approval

Remote education courses do not require approval by the WDE.

Teacher Professional Development

The remote education statutes don't require teacher professional development specific to instructing students in the classroom while at the same time instructing remote students.

Delivery from Student's Classroom to Home

Delivery Method

Classroom teacher instructs the students physically present while also instructing students from the class who are off-site through interactive video and audio technology that allows remote students to participate in real-time with the teacher, classroom students, and other remote students.

Attendance

The classroom teacher takes attendance in the student information system indicating any students participating off-site through remote education. The teacher does this each class period for middle, junior high, and high school and twice daily in elementary school.

Documentation Consideration:

- Keep and store a record of the dates and enrolled students receiving remote instruction off-site.

Reporting

All of the data collections for remote education are reported in the same manner as typical classroom courses including the medium of instruction being listed as face-to-face for the school year.

Delivery Between Schools

Delivery Method

Classroom teacher instructs the students physically present while also instructing students located in another school or at home through interactive video and audio technology that allows remote students to participate in real-time with the teacher, classroom students, and other remote students.

Attendance

- **Student at School:** The school where the student is primarily enrolled, and is located in, during remote instruction delivery from another school, takes seat time attendance in the student information system for the remote education class(es).
- **Student Off-Site:** The classroom teacher takes attendance in the student information system indicating any students off-site participating through remote education each class period for middle, junior high, and high school and twice daily in elementary school. The attendance record must be shared with the school where the student is enrolled.

Average Daily Membership

The average daily membership is maintained by the school where the student is enrolled, including when the student has a concurrent enrollment and is receiving remote instruction from another school.

Reporting

Both the school where the student is enrolled and the school providing the remote education class(es) follow remote education and concurrent enrollment reporting methods per guidance in Appendix C of the [WDE684 WISE Teacher/Course/Student Guidebook](#).

CLASSROOM-BASED VIRTUAL EDUCATION WITHIN RESIDENT DISTRICT

Definition

Classroom-based virtual education means classes intended for classroom instruction that may also be instructed through technology outside the physical classroom. The virtual education instruction may be synchronous or asynchronous and delivery must be available to any student eligible to be enrolled in the class including those who may not have Internet access and those who may only attend through virtual education. Classroom-based virtual education may only be delivered to students who reside in the district and have primary enrollment in the school providing the instruction.

Distinguishing Features

In-person, classroom instruction is used in conjunction with virtual education instruction for a portion of students off-site or school days when all students are off-site. Both types of instruction must be available for the full scope and sequence of the course throughout the school year and in-person instruction, virtual education instruction, or both are delivered depending on need.

Delivery Options

- Synchronous or asynchronous virtual education delivery of classroom-based courses when a student is off-site in conjunction with in-person, classroom instruction for classmates who are in school.
- Synchronous or asynchronous virtual education delivery of classroom-based courses when all students are off-site.
- Synchronous or asynchronous virtual education delivery of classroom-based courses when there are students in the classroom but teacher is off-site for situations such as quarantine.

School Closure Status

School may be open, partially closed, or entirely closed with or without a state or public health closure order.

Examples of Use

- Course delivery to students who do not want to enter campus when school is open, but do not meet homebound instruction requirements pursuant to W.S. 21-4-402.
- Continued instructional delivery when students, teachers, and/or full classrooms, grade levels, etc., need to stay home on quarantine.
- Continued instructional delivery to students off-site during an alternating schedule of students on- and off-campus including half or full instructional days when the school is closed for cleaning, or other reasons not related to a closure order.

Technology and Course Materials

- Internet access for students off-campus and a plan to provide downloadable materials and telephonic interaction with the teacher when Internet access is not possible.
- 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 education instruction including video and audio technology for any synchronous interaction that may be provided.
- Digital materials for students off-campus to complete and submit electronically.
- Printed materials for students off-campus may be provided when appropriate or when Internet access isn't available.

Requirements

Authority

W.S. 21-2-202(a)(xxxi), W.S. 21-13-330(f-k), and emergency Chapter 41 Virtual Education Rules.

Teacher Location

The teachers can 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 also be off-site while instructing all students through virtual education.

Student Location

Students may be on-site for in-person instruction and off-site for virtual education instruction depending on need, school alternating schedule, school closures, etc.

Teacher Employment

Teachers must be employed by the district and assigned to the classroom-based virtual education course(s).

Program Approval

All school districts accredited by the State Board pursuant to W.S. 21-2-304(a)(ii) will be approved to deliver a classroom-based virtual education program upon submission of a completed Classroom-based Virtual Education Program Application and Statement of Assurance located on the Virtual 307 [Policy](#) page. The application includes general information such as the program's administrative contacts and the proposed delivery of virtual education instruction in conjunction with in-person instruction.

Course Approval

Classroom-based virtual education courses have been approved through the state accreditation process.

Teacher Professional Development

Teachers who instruct classroom-based virtual education classes are required to complete one, seven-hour Wyoming Professional Teaching Standards Board (PTSB) approved workshop focused primarily on using virtual education methods to instruct students. Teachers may complete the workshop between August 1, 2020, and July 31, 2021. See Appendix B for additional information.

Delivery Off-Site

Delivery Method

Classroom teacher instructs the students physically present and students off-site synchronously or asynchronously through virtual education methods. There may be times when all students and the teacher are off-site due to school closure, either ordered or elective, but instruction continues for all students assigned to the class through virtual education delivery.

Attendance

The classroom teacher takes attendance in the student information system indicating in-person attendance and off-site attendance. Off-site attendance for classroom-based virtual education participation may be verified by the classroom teacher on a weekly basis for participation that occurred during the previous week. The district is responsible for determining the classroom-based virtual education participation requirements for each course for items such as homework submissions, synchronous participation with the teacher and/or class, completion of assignments, quizzes, assessments, etc. Attendance should be recorded for each class period for middle, junior high, and high school and twice daily in elementary school.

Documentation Considerations:

- Keep and store a record of attendance for students off-site in the district student information system.
- Keep and store a record of the virtual education course participation used to verify attendance for students off-site.

Reporting

All of the data collections for classroom-based virtual education courses and programs are reported in the same manner as typical classroom courses, including the medium-of-instruction listed as face-to-face for the school year.

VIRTUAL EDUCATION WITHIN RESIDENT DISTRICT

Definition

Virtual education means school district programs and classes approved by the agency pursuant to W.S. 21-2-202(a)(xxxi), W.S. 21-13-330(f-k), and the Chapter 41 Virtual Education Rules for delivery when the teacher and student are in separate locations. Virtual education instruction is primarily delivered through technology and can be asynchronous, synchronous, or a combination of both.

Distinguishing Features

Virtual education classes are designed exclusively for distance delivery and include a teacher who instructs students and interacts with them through the technology in the course platform. The separation between the student and the teacher substantially limits or prevents in-person instruction.

Delivery Options

- Districts may purchase part-time or full-time virtual education courses from another district with an approved virtual education program through an agreement. The courses are delivered by the other district as concurrent enrollment while the resident district maintains student membership.
- Districts may apply to provide part-time or full-time virtual education using vendor courses and teachers, district-developed courses and teachers, or any combination thereof.

School Closure Status

Virtual education may be used when schools are open or when schools are closed for any reason.

Examples of Use

- Course delivery to students who do not want to be on campus when school is open but they do not meet homebound instruction requirements pursuant to W.S. 21-4-402.
- Course delivery to students who need part-time, supplemental courses not offered by the district.
- Purchase and delivery of courses that may be challenging for districts to convert to virtual education platforms.
- Full-time virtual education delivery to eligible students in higher grade levels to free up building space for lower grade levels to attend school in person.
- Course delivery by a teacher who cannot or does not want to be on campus when school is open.

Technology and Course Materials

- Students must have reliable Internet access and a computer to receive virtual education delivery on- or off-site.
- A learning management system is required for district virtual education programs. If a district is using vendor purchased courses, the vendor learning management system is sufficient.
- The full scope and sequence of virtual education courses must be available through a learning management system and students must be provided with any materials needed for hands-on, experiential learning such as science lab kits, etc.

Requirements

Authority

W.S. 21-2-202(a)(xxxi), W.S. 21-13-330(f-k), and Chapter 41 Virtual Education Rules.

Teacher Location

The teacher may be located anywhere to deliver virtual education providing they have the required equipment and technology.

Student Location

Students may be located anywhere for virtual education providing they have the required equipment and technology. Students may be in their school or off-site while taking virtual education classes from approved programs from another district, another school, or delivered by a vendor.

Teacher Employment

Teachers may be employed by the district with the approved virtual education program or they may be employed by a virtual education vendor. Vendor teachers must have Wyoming certification and the courses must be offered through a virtual education program approved by the WDE.

Program Approval

A school district must have program approval from the WDE to offer virtual education courses. Program approval is not required when a resident district purchases virtual education courses for their students through an agreement with a district that has an approved virtual education program. The virtual education program application information is provided in WDE [Memorandum 2020-023](#) and located on the Virtual 307 [Policy](#) page under the Virtual Education Program Application and Renewal tab.

Course Approval

Virtual education courses must be approved by the WDE through submission of a standards alignment syllabus. Courses purchased from a district with an approved virtual education program do not need to be approved for the resident district. When districts use courses from a virtual education vendor already approved by the WDE, the course syllabus just needs to be updated with the district name, program name, and course ID. The virtual education course approval information is located on the Virtual 307 [Policy](#) page under the Virtual Education Course Submission tab.

Teacher Professional Development

Teachers who instruct virtual education classes, including vendor teachers, are required to complete one, seven-hour Wyoming Professional Teaching Standards Board approved workshop focused primarily on using virtual education methods to instruct students. Teachers may complete the workshop between August 1, 2020, and July 31, 2021. See Appendix B for additional information.

District-Assigned Learning Coach

The district must assign a staff member to monitor student progress in part-time or full-time virtual education courses being delivered by another district or instructed by a vendor teacher. The district-assigned learning coach may coordinate instructional support, assist in collecting data, and serves as the point-of-contact for the school the student is enrolled in.

Family-Designated Learning Coach

A parent, legal guardian, or another responsible adult must serve as the point-of-contact for virtual education teachers and programs for full-time virtual education students receiving their instruction off-site.

Delivery Method

Districts may structure virtual education program delivery methods for students to be at school or off-site depending on student needs and resources available:

- **Students Off-Site** – Full-time virtual education students typically participate in virtual education classes from home. There may be the opportunity for students to receive in-person instruction when their teacher and the program are located in the resident district, but the majority of instructional delivery is through technology with the virtual education teacher and student in separate locations. Students may also be off-site when taking part-time virtual education classes.
- **Students at School** – Full-time and part-time virtual education students may be located in their school of enrollment when the courses are being delivered from an approved virtual education program in another district, from another school in the resident district, or through a vendor in the resident district's approved program. Students may also be off-site for delivery of those same programs.

Attendance

- **Student at School:** Seat-time attendance in the student information system is recorded for the virtual education classes when the student attends school and is physically present during virtual education course delivery from another district, another school, or a vendor in the resident district's approved program.
- **Student Off-Site – District Program & District Teacher:** Virtual education course participation requirements are set by the resident district for the within-district virtual education program and are tracked in the learning management system used for course delivery. The district virtual education teacher verifies attendance in the student information system weekly, based on the student's participation during the past week.
- **Student Off-Site - District Program & Vendor Teacher:** As part of the agreement with the virtual education vendor, the vendor provides participation tracking documentation from the learning management system that is verified by the vendor virtual education teacher. The district-assigned learning coach has access to the participation documentation and the virtual education teacher's verification of attendance and records attendance weekly in the district student information system for the class(es) based on the information received. The participation documentation is stored by the resident district for future audit or monitoring purposes.
- **Student Off-Site - Another District's Program & Teacher:** If the virtual education courses are being delivered by another district's approved virtual education program and teacher, as part of the agreement between districts, the district with the program provides participation tracking documentation from the learning management system that is verified by the virtual education teacher. The resident district's district-assigned learning coach has access to the participation documentation and the virtual education teacher's verification of attendance and records attendance weekly in the district student information system for the class(es) based on the information received. The participation documentation is stored by the resident district for future audit or monitoring purposes.

Reporting

Courses Provided Through Another District – Resident districts purchasing part-time or full-time virtual education courses from another district with an approved program follow these reporting guidelines:

- K-12 concurrent enrollment reporting guidance in Appendix C of the [WDE684 WISE Teacher/Course/Student Guidebook](#).
- The [Chapter 8 School Finance Rules](#) membership regulations for virtual education courses as they apply.

Resident District Virtual Education Program – Virtual education course, enrollment, teacher, and membership reporting are described in the following data collection guidebooks and rules:

- [WDE638 WISE Course Inventory for Current School Year](#): A virtual education course file is required for courses being delivered by the district including those purchased from a vendor. The virtual education participation requirements set by the district are included in the report.
- [WDE684 WISE Teacher/Course/Student](#): Virtual education courses reported on the WDE638 may only have enrollments with the medium-of-instruction “DE - Distance Education.” Also, virtual education teachers employed by a vendor are reported as the teacher assigned to virtual education classes they are instructing.
- [WDE628 Virtual Education Vendor Teacher Collection](#): If the district program utilized virtual education teachers employed by a vendor, this collection is submitted to report the certification and assignments of those teachers.
- The [Chapter 8 School Finance Rules](#) membership regulations for virtual education courses as they apply.
- The Chapter 41 Virtual Education Rules for participation regulations as they apply.

APPENDIX A:

DISTANCE DELIVERY OPTIONS BEST PRACTICES

Remote Education Best Practices

- Limit remote instruction at lower grade levels when possible.
- Instruction and course materials allow for remote students to actively participate in all classroom activities and discussions.
- Closely monitor progress when students are receiving remote instruction from another school.
- Closely monitor attendance when students are receiving remote instruction from another school while off-site.
- Keep and store a record of the dates and enrolled students receiving remote instruction off-site.

Classroom-based Virtual Education Best Practices

- Consider how to deliver hands-on, experiential course content and activities through virtual education, such as lab kits students can take home, etc.
- Develop, collect, or purchase digital and online curriculum and course materials for use in the classroom as well as off-site to smooth the transition from school to home when an alternating schedule is in place, or in the event of sudden school closures.
- As much as possible, provide uniform platform(s) across a school and across the district to ease the burden in terms of scaling and training for teachers, students, and parents who may have multiple students at home.
- Provide uniform expectations, daily schedules, and regular teacher interaction for students off-site.
- Develop an intervention plan to implement when students aren't participating or meeting course expectations
- Keep and store a record of attendance for students off-site in the district student information system.
- Keep and store a record of the virtual education course participation used to verify attendance for students off-site.

Virtual Education in Resident District Best Practices

- Students are screened for eligibility to be self-directed learners and are provided with a structured schedule and clear participation expectations and requirements.
- Course content is well designed and engaging and students have the opportunity to frequently interact with other students and their teachers both synchronously and asynchronously.
- Adequate staff and resources are available to deliver and/or monitor virtual education programming.
- An intervention plan is in place when students are not meeting participation expectations or requirements.

APPENDIX B: VIRTUAL EDUCATION PROFESSIONAL DEVELOPMENT PROVIDED THROUGH THE WYOMING DEPARTMENT OF EDUCATION

The Wyoming Department of Education (WDE) sponsors virtual education professional development opportunities available to all Wyoming educators through [Quality Matters](#). The Quality Matters training includes in-person and virtual workshops which may be scheduled specifically for district staff, short classes available online on a rolling schedule, and a Teaching Online Certificate program. Information about the sponsored professional development is located on the Virtual 307 [Policy](#) page under the Quality Matters Professional Development tab.

The WDE also offers an open enrollment, self-paced course on classroom implementation of the Wyoming Digital Learning Guidelines. The Guidelines are based on the ISTE Standards for Students and are intended to be used across all content areas to help students leverage technology to deepen and strengthen their learning experience. The online course is delivered through Canvas with registration available year round at the [WDE Wyoming Digital Learning Guideline](#) web page.

The Wyoming Professional Teaching Standards Board (PTSB) has developed a workshop request form specific to virtual education professional development credit which must be completed and submitted by the district on behalf of their teachers. The training teachers receive to fulfill the virtual education professional development must meet the qualifications of teaching, developing, and using online and blended course content. The form will be posted to the PTSB website on July 15, 2020.



Wyoming Professional Teaching Standards Board **Facilitator's Request for Virtual Education Professional Development Credit**

Directions

1. Submit the following documentation to PTSB to request PTSB Professional Development Credit:

- ☐ Facilitator's Request for Professional Development Credit form
- ☐ Statement of intended outcomes/objectives of the professional development workshop (must include information related to instructing students utilizing virtual education methods)
- ☐ Agenda, syllabus, and schedule of proposed workshop (or workshops)
- ☐ Instructor qualifications (resume, vitae, or bio describing qualifications for this workshop)

2. Qualifications for Virtual Education Professional Development:

- Teaching online content in a blended or virtual environment
- Utilizing digital/online delivery platforms (LMS, etc.)
- Developing or enhancing, or utilizing online/digital course content
- Utilizing education technology tools (OER, etc.)

****Provide a written narrative for review if you feel that your workshop qualifies, but does not fit within the listed areas. ****

3. Requests must be received by the PTSB at least 10 working days prior to the Start Date of the workshop.

4. Submit complete requests to PTSB via email to ptsbworkshoprequests@wyo.gov, or via fax to 307.777.8718.