

VIRTUAL SCHOOL PROGRAM – ADMINISTRATIVE RULE

I. Out of District Program

A. Enrollment Procedures

The following procedures and guidelines apply to students enrolled full-time in the District and interested in enrolling in virtual courses offered outside of the District:

1. Discuss options with school counselor and/or school administrator.
2. Complete the out of district virtual course request form and submit it to the guidance office.
3. Application for enrollment in virtual programs outside of the District should be made in conjunction with normal course scheduling.
4. Enrollment in virtual courses at other times of the year due to individual circumstances such as illness or expulsion will be decided on a case by case basis.

B. Course Enrollment Approval Guidelines

The following criteria may be used to determine if students are permitted to enroll in a virtual course offered outside the District:

1. The course is not offered face-to-face by the District.
2. Although the course is offered by the District, the student is unable to take the course due to an unavoidable scheduling conflict or special circumstance.
3. The course is needed to meet an individual education plan, a differentiated education plan or a 504 plan.
4. The course meets the requirements outlined in Board Policy #343.3, Virtual School Program.
5. The course must be selected from a list of approved providers.
6. The student is considered a qualified candidate according to the following criteria:
 - a) Course availability.
 - b) Seats opened in available courses.
 - c) Course prerequisites are met.
 - d) Past academic record in virtual courses.
 - e) Past academic record in traditional courses.
 - f) Teacher recommendation.
 - g) Parent recommendation.
 - h) Student interview.
 - i) Other valid indicators deemed necessary by the District.
7. Approval of the principal.

C. A decision denying a request for a virtual course may be appealed to the District Administrator.

D. Course policies and procedures:

1. All applicable District policies apply.
2. Students and teachers will be held accountable to the same policies and procedures outlined in the District handbook and their respective school's handbook.
3. Students and teachers will be held accountable to the District's guidelines for virtual programs.
4. The drop/add policies for the District will be the same for virtual courses.
5. Grades received for virtual course work will count the same as any other course grades. All grades received from virtual courses will be recorded on the official student transcript as listed in the program plan guide.
6. Face-to-face attendance requirements may be specified by the course teacher and will be noted in the syllabus.
7. Students identified as needing additional assistance may be required to meet in person with the teacher.
8. Students are required to take part in all District assessments.
9. Students may participate in extra-curricular activities offered by the District contingent upon them meeting the conditions of participation.
10. The student is responsible for the tuition associated with the course and must provide the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.
11. Students need to provide their own computer equipment and internet connection that meets the needs for virtual programs. If students do not have access to adequate technology at home as identified in the guidelines, students may apply for assistance with the District if financial hardship is demonstrated.

II. Full-Time Virtual Option

1. Students wishing to enroll full time in the Wisconsin Virtual School as an alternative to District programming may do so after a meeting between parents, guidance and the principal of the school.
2. The student is responsible for half the tuition associated with the course and must provide their half of the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.
3. Students will be able to participate in all District co-and extra-curricular offerings as allowed under the rules of their governing organizations.
4. This is a viable option for students interested in virtual schooling through open enrollment. However, enrollment is not limited to the open enrollment window and can occur at other times of the year as appropriate for the student.