

**INSTRUCTION - EDUCATIONAL PROGRAMS  
VIRTUAL PROGRAM – ADMINISTRATIVE RULE**

**DISTRICT PROGRAM**

**A. Enrollment Procedure**

The following procedures and guidelines apply for students interested in enrolling in virtual courses offered by the District.

**1. Resident, District School Students**

Students who are enrolled in the District and currently attend one of the District schools have the option and have priority to enroll in the virtual course offered by the District with prior approval of the building Principal.

**2. Resident, Non Public School Students**

Students who are residents of the District wishing to take virtual courses offered by the District may request an application from the building principal of the school in which they would attend. If application is approved, the student may enroll in virtual courses.

**3. Non-Resident Students**

Students who are not residents of the District may make application for enrollment in the District full-time or part-time following the guidelines outlined in Board Policy for the Open Enrollment Program.

**a. Full-Time Open Enrollment**

If open enrollment application is approved, the student may enroll in virtual courses offered by the District.

**b. Part-Time Open Enrollment**

Approval for enrollment into virtual courses offered by the District will be granted or denied with the open enrollment application due to guidelines outlined in Board Policy 422.

**4. Summer Session**

Students are responsible for the fees associated with their enrollment in summer school courses.

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

**B. Course Enrollment Approval Guidelines**

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

1. Course availability
2. Seats open in available courses
3. Course prerequisites are met
4. Past academic record in virtual courses
5. Past academic record in traditional courses
6. Teacher recommendation
7. Parent recommendation
8. Student interview
9. Other valid indicators deemed necessary by the District
10. The course is not offered in the District
11. The course is needed to meet an individual education plan, a differentiated education plan or a 504 plan

**C. 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. Student and teachers will be held accountable to the District's guidelines for virtual programs.
4. 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 transcripts as listed in the program plan guide.
5. Face-to-face attendance requirements may be specified by the teacher and will be noted in the syllabus.
6. Students identified as needing additional assistance may be required to meet in person with the teacher or coach.
7. Students are required to take part in all District assessments.
8. Students may participate in extra-curricular activities offered by the respective school of enrollment contingent upon them meeting the conditions of participation. At semester if a Parkview student is not meeting completion deadlines, he/she will be re-enrolled in PHS.
9. A student must first meet with their guidance counselor to determine if this is an appropriate alternative to regular Parkview School District classes. If determined an option, then a meeting with the student, parent, principal, guidance counselor, and District level virtual school supervisor. From this meeting, it will be determined what virtual school programming will be offered. All students completing courses to reach graduation would receive a PHS diploma.
10. If approved to work from home, students need to provide their own computer equipment and internet connection that meets the District's guidelines for virtual programs. Students may use District technology at a specified school or site.

**D. Student Contact**

Students who are enrolled as a virtual student must log on and work during an allotted time during each day to not be considered for truancy. For example, if the course work requires the student to be working online an hour a day, then the student must be logged on and working for at least one hour. The District level virtual supervisor will monitor this, and if a pattern of not logging on is recorded, school administration will be contacted to address truancy concerns. In cases of truancy the virtual supervisor may recommend the student be dropped from the virtual class.

**E. Course Policies and Procedures**

1. An on-site mentor will be available to the student for assistance and monitor student progress in the course.
2. Students taking virtual courses outside of the District must have arrangements and seek approval of their principal to complete coursework outside of the school.

**CROSS REF:** 341.3 – Virtual Programs  
422 - Open Enrollment Program  
422-Rule—Administrative Guidelines Admission of Students Participating Under  
Open Enrollment

**APPROVED:** January 18, 2010  
**DECEMBER 15, 2014**