

ENROLLMENT PERIOD

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district such as LAUNCH or MOCAP option. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a virtual course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the principal's or designee's determination about a virtual course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

STUDENTS WITH DISABILITIES

In general, students with disabilities may enroll in district-sponsored virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student's Section 504 team will determine whether any additional accommodations are necessary for the student.

ATTENDANCE AND COMPLETION

Students who enroll in district-sponsored virtual courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where the completion of the course in the allotted time would be impossible due to factors not controlled by the student.

Students enrolled in a district-sponsored course through the district will be considered in attendance for state aid purposes in accordance with the law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

END OF COURSE (EOC) EXAMINATIONS

Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

NOTICE

The district will inform students and parents/guardians in handbooks, registration documents, and on the homepage of the district's website of the option to enroll in virtual courses, including courses offered through Edgenuity, as required by law.

MOCAP

In accordance with state law, the district will pay the cost of student enrollment in virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with the law, a student is eligible to enroll in a virtual course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a virtual course;* and
3. The enrollment is approved by the principal or designee.

*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students with computers, equipment, or Internet access to take a virtual course unless otherwise required by law to accommodate a student with a disability.

District counselors or certified staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with the law, school counselors cannot be required to make the final decision regarding a student's enrollment in a virtual course.

APPEAL

If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision, and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board with written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians, and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

PAYMENT

The district will pay a virtual course provider a monthly prorated amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with providers when possible.

MONITORING AND REPORTING

The district will monitor the progress and success of students enrolled in virtual courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a virtual course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a virtual course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval

decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in virtual courses.

TRANSFERS

The district will accept transfer credits students earn by successfully passing approved virtual courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in virtual courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.

Requests for virtual courses will follow the district enrollment period. Students will be able to request online courses during the district's open enrollment. The enrollment period will be ten (10) school days prior to each semester. Students who fail to timely enroll will be permitted to apply the next semester. New students enrolling during the school year, will have five (5) school days from school enrollment to apply for a program course under this regulation. The process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment of a program. However, the district has ten (10) business days from the date the application was submitted to the district to approve or deny the application.