MERCER COUNTY SCHOOLS
Policy Comment(s) / Suggestion(s)

Policy: I-29
Virtual Class Procedures

Individual / Organization: ________________________________
Title: ___________________________________
Address: __________________________________

Comment(s) / Suggestion(s)
Please write your comments below in the sections that apply to the policy.
Use additional paper if necessary.

1.0 Purpose

This policy is outdated and is being adopted into Policy I-15, Virtual Education Program. Therefore, this policy is being deleted.

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<th>Agree (reason)</th>
<th>Disagree (reason)</th>
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2.0 Definitions

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3.0 Procedures

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General Comments

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Return comments NO LATER THAN August 17, 2020 to:
Dr. Kristal Filipek - Director, Human Resources
Mercer County Schools
1403 Honaker Avenue
Princeton, WV 24740
VIRTUAL CLASS PROCEDURES

1.0 Purpose

The purpose of this policy is to assure that technology-delivered courses offered to Mercer County students are of high quality and meet the Content Standards and Objectives of West Virginia and Mercer County.

Virtual classes are intended to enhance or expand the curriculum. They are not intended to supplant existing courses or to pursue an early graduation.

2.0 Definitions

2.1 An approved virtual class is defined as a class which has been approved by the West Virginia Department of Education.

2.2 A facilitator is defined as one who is assigned by the school to monitor the student’s progress.

2.3 Facilitation is a term for mandatory sessions that are required for the purpose of monitoring progress.

2.4 Extenuating circumstance is defined as a special occasion when a normal situation is not available to that student or school.

3.0 Procedures

3.1 Mercer County Schools will comply with State Board Policy 2450 (Distance Learning and the WV Virtual School).

3.2 Before a virtual high school course will be considered, the school shall consider all options for offering the requested course within the curriculum.

3.3 Students will be permitted to pursue approval for a course when one of the conditions listed below is met:

- curriculum content is not being offered;
- the course directly relates to the student’s career major;
- a senior must have the course to complete graduation requirements; or
- any other extenuating circumstance.
VIRTUAL CLASS PROCEDURES

4.0 Administration

4.1 Enrollment in a virtual high school class must be completed according to the following Mercer County Schools’ and West Virginia Virtual School registration process:

4.1.A Student browses and/or queries course catalog at WVVS web site.
4.1.B Student completes county pre-registration application no less than three (3) weeks before course begins.
4.1.C Student submits pre-application to school principal.
4.1.D School approves (or denies) application based on the individual student’s educational needs.
4.1.E Parental permission must be obtained for student to enroll in a course and to release any demographic information to the content providers.
4.1.F Student completes an online application to request course(s).
4.1.G Student’s online application is submitted to WVDE.
4.1.H Online application is forwarded to WVVS contact at corresponding school.
4.1.I WVVS school contact receives student request for course(s).
4.1.J WVVS school contact logs on to the WVVS web site’s registration area, using WVEIS ID.
4.1.K In the registration area, various assurances (facilitator/mentor, computer/Internet access, etc.) are required to be checked before registration process begins.
4.1.L WVVS school contact pulls student information from WVEIS to pre-populate data fields that are necessary to complete registration.
4.1.M WVVS school contact completes some additional data fields manually.
4.1.N Online registration form is submitted.
4.1.O WVVS State Coordinator receives course request.
4.1.P Request is aligned with appropriate content provider.
4.1.Q Student/school data is transferred to content provider.
4.1.R Content provider initiates enrollment via direct e-mail contact with the student and WVVS school contact.

5.0 Implementation

5.1 After the student has completed the virtual high school course pre-registration application(s), it will be the student’s responsibility to register with the virtual class provider through the West Virginia Department of Education. The student may only take a course that has been approved by the WV Department of Education. A list can be viewed at the following web site:
VIRTUAL CLASS PROCEDURES

http://virtualschool.k12.wv.us/vschool/view_courses.html

5.2 The student must submit the pre-registration application(s) to his/her principal.

5.3 Parent/Guardians will be responsible for tuition and instructional material costs if funding is not available through the West Virginia Department of Education.

5.4 Parent/Guardians will be responsible for providing the technology and Internet access if the virtual course is completed at home.

5.5 A facilitator will be assigned by the school to monitor student progress. The student, after completing pre-registration requirements, must contact his/her counselor to obtain a schedule of meeting times with his/her facilitator.

5.6 A facilitator’s role is as follows:

Responsibility: To review portfolios, monitor progress, and oversee testing of students in virtual courses.

Accountable to: Principal

Qualifications: West Virginia Teacher Certification

Functions & Duties: Attend required training session to become a facilitator of students in virtual courses.

Develop a schedule to meet with students individually or as a group on a weekly basis.

Monitor student’s procedural progress, review portfolios, and oversee tests.

Serve as a liaison between the student, the counselor, and the course provider.

Be responsible for all related duties as assigned by the principal and as required through the virtual course training.
VIRTUAL CLASS PROCEDURES

6.0 Enforcement

6.1 Any letter grade recorded by the provider of a virtual class will be given the following quality points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Non-AP Class</th>
<th>AP Class</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

6.2 Any grade received in a virtual class will be included in calculating the quality point average. If a student is in a tiebreaker with another student for class ranking, the virtual class grade will not be counted in the calculation unless it has a numerical grade reported.

6.3 Any student requesting to drop a virtual class must withdraw before the end of the first five (5) weeks after enrollment. Failure to do so will result in receiving an F (failing grade) grade for the course. Any student withdrawing must refund the tuition expenses to the WV Department of Education. Also, withdrawal from a class will result in the principal of his/her school assigning that student another class, if the withdrawal results in that student not being a full-time student.

6.4 The policy for withdrawing from a class will be determined by the drop policies for each WVVS provider.

6.5 Final grades will be determined by the virtual class provider. Interim reports and final grades will depend on the timing of the virtual class.

6.6 Students will be permitted to enroll in only one virtual class per semester for credit.

6.7 This policy only pertains to secondary students enrolling in a virtual class for a grade as a high school credit.

7.0 Severability

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.
VIRTUAL CLASS PROCEDURES


Source: Mercer County Board of Education Minutes

Date(s): 1/28/03, 10/28/03; 10/26/04; 2/23/10
MERCER COUNTY SCHOOLS
VIRTUAL HIGH SCHOOL COURSES

Pre-Registration Application

Student Name: ___________________________ Grade: _________

School: ___________________________ Student ID #: __________

Course Requested: ____________________________________________________________

Course Provider: _____________________________________________________________

Please preview the West Virginia Department of Education website for the list of approved course(s) at http://virtualschool.k12.wv.us/vschool/view_courses.html

Reason(s) for requesting course:

I HAVE READ AND AGREE TO ABIDE BY THE MERCER COUNTY SCHOOLS’ PROCEDURES FOR PARTICIPATION IN THE REQUESTED VIRTUAL COURSE(S),

______________________________   ______________________________
Student Signature               Date

______________________________   ______________________________
Parent Signature                Date

* * * * * * * * * * * * * * * * *
(School Use ONLY)

_______ Approved __________ Not Approved __________ Date: ________________

Reason for not approving the course: ________________________________________
                                                                                   ______________________________________
                                                                                   ______________________________________

The school is to send a copy of the approved application to:

Tom Chaffins, Department of Instruction
Mercer County Schools
1403 Honaker Avenue
Princeton, WV 24740