ONLINE INSTRUCTION GUIDELINES AND PROCEDURES

Regulation Code: **3102R**

High school students may request to enroll in select online courses that may enrich their learning opportunities and support their graduation pathway and post-secondary goals. As a virtual school option, Buncombe County Schools Virtual Academy will follow different enrollment procedures.

APPROVED PROVIDERS FOR ONLINE INSTRUCTION

The following are approved providers for online high school courses. Additional providers may be approved by the Associate Superintendent for Curriculum and Instruction.

1. North Carolina Virtual Public Schools (NCVPS)

   NCVPS courses may be used to fulfill a specific need for a course that is not available at the student's school. NCVPS courses are available at no cost to students. NCVPS course availability is dependent on funding and other factors. Students and families cannot pay to take NCVPS courses, but they may be responsible for required textbooks or fees.

2. North Carolina School of Science and Math (NCSSM)

   NCSSM Connect and NCSSM Online courses may be taken to enrich a student's high school learning experience. Approved NCSSM courses may earn credit on the high school transcript if eligible. Students and families are responsible for any tuition or fees associated with NCSSM courses. Courses that require supervised science labs at the base school cannot be approved.

3. Edgenuity

   Edgenuity courses may be used to recover credits for previously failed courses, or they may be used, in rare circumstances, to earn an initial credit for a course, with the recommendation of the school-based student support team. Edgenuity courses are available at no cost to students. Edgenuity course availability is dependent on funding and other factors.

Prior to enrolling a student in a course, parents may request approval of additional providers through the principal who will forward the request to the Associate Superintendent.

To be considered for approval, the online instruction provider must provide course goals and objectives, course activities, required texts, and grading guidelines.

GENERAL GUIDELINES FOR ONLINE INSTRUCTION

1. Principals must give prior approval for students to enroll in online instruction based on course offerings in the school and the student's graduation plan.

2. Parents must give consent for students to enroll in online learning courses, and the student must complete any forms required by the school or school system, including the Online Learning Agreement document.

3. School counselors and/or school administration will consider a student's history of success in online learning and future academic plans into consideration when deciding whether an online course is appropriate for the student.

4. Opportunities for online instruction should not be used to supplant face-to-face courses available in the building. In certain circumstances, the principal may approve a student to take a course that is offered in the building if there is a schedule conflict that might otherwise prevent the student from accessing courses aligned to their pathway or post-secondary goals.

5. All students enrolled in NCVPS or Edgenuity courses must be under the supervision of a Distance Learning Advisor.

6. High school students may enroll in approved online courses as part of their academic course load or as an additional fifth period course during the Fall and Spring semesters.

7. High school students may enroll in up to two courses during the summer session when it is offered, including a combination of NCVPS and/or dual enrollment courses. All policies for courses during the academic year apply to summer courses.

8. In certain rare circumstances, students in middle school may enroll in NCVPS Math 1 and/or Math 2 courses in order to fulfill a need determined by their differentiated education plan and agreed upon by the school-based student support team.

GRADING AND EXAMS FOR ONLINE COURSES

1. Grades for online courses taken from approved providers and that have been approved in advance by the principal will be recorded on the student's transcript, and the course will be included in the student's grade point average (GPA).

   Online courses that have not been approved in advance will receive a Pass/Fail grade and will not be included in the GPA.

2. Exams for online courses requiring a State End-of-course (EOC) exam will be administered in-person during the testing window in a facilitated environment at the end of the course. Students are also required to complete any other teacher-made exams for online courses, which may be administered in person or online as determined by the school or instructor. Exemptions for final exams do not apply to online courses.