
Issued: 12/09

Procedure and Guidelines for Distance Learning

1. The student discusses possible registration with counselor and Distance Learning Advisor (DLA).
2. The student completes the NCVPS Online Course Survey and discusses any concerns with a parent/guardian and/or guidance counselor.
3. The student and parent/guardian complete the Student Registration Procedures form and submit the completed form to the principal (or designee).
4. The student must have a signed Acceptable Use Policy on file at his/her assigned school.
5. If the student's application is approved, the school DLA will register the student for the selected online course(s).
6. The school DLA should acknowledge student enrollment, labeling student registration as EC, 504, or AIG as appropriate.
7. The DLA or the selected school (NCVPS, UNCG, Durham Tech, Alamance Community College, or other district approved institutions) will enroll the student in the selected course. Distance learning courses may not be taken in place of face-to-face courses offered at the student's school unless the student's schedule does not make it possible. School officials shall have the final approval. **Student schedules MUST be approved by the principal before beginning an online course.**
8. The teacher of the online course will:
 - confirm enrollment
 - explain the basics of the course
 - address getting started and how to access the course
 - discuss materials needed
 - discuss correct configuration of software and hardware
 - explain assessments
 - discuss how to submit work
 - share teacher contact information
 - answer student questions/concerns
9. The student should be considered present during the portion of the day he/she is taking the Online Course if it is not a facilitated course. Attendance is not required online but the assigned school will record attendance in NCWISE. The student may be directed to report to a specific location such as the media center or a lab for the Online Course.

10. The Online Course will be reflected on the student's schedule and the final grade on the NCWISE transcript. Final grades will be received into NCWISE twice yearly (at the end of each semester). The school awards credit for the courses. Some courses may award high school and college credit upon successful completion of the course.
11. The assigned school will administer the End-of-Course (EOC) or Advanced Placement (AP) test where applicable. The school may choose to test the Online Course students in conjunction with on-site course EOC or AP test administration. It is the responsibility of the school DLA to keep the school testing coordinator apprised of potential EOC testing needs.

What are the student's responsibilities?

1. Students are responsible for keeping up with the course assignments, deadlines and completion of the course.
2. Students will provide the school DLA with his/her active email account. If they do not have one, the students may need to work with the school Technology Facilitator to obtain one.
3. Students are not to share their username or passwords with others.

What are the school's responsibilities?

1. Where applicable, the school will provide a lab facilitator.
2. All students taking online courses at school must have equal access to computers, internet connections, and other resources necessary for taking an online course.
3. Each school offering online courses shall provide a trained Distance Learning Advisor for the duration of the course(s).

Additional Information:

1. Two courses per semester are generally permitted.
2. Advanced Placement (AP) courses may be taken – only if principal approved as outlined in policy.
3. Students may not leave school early to take a course at home.
4. Special circumstances must be approved by the principal after discussion with the Chief Academic Officer.

Additional fees for AP exams and costs for some textbooks will be paid by the parent/students.

DLA Student Support

- Provide orientation for all first-time virtual learning students outlining the expectations of the program and the school.
- Meet with students periodically to make sure students are progressing.
- Monitor all virtual learning students' grades and progress.

- Contact parents or legal guardian of students who are failing a virtual learning course.
- Communicate with online instructors about grades, class attendance and participation.
- Gather course requirements to prepare students to succeed in courses.

DLA School Support

- Coordinate with the Guidance Counselors to ensure that all students have appropriate counseling on the online environment and that students have demonstrated consistent proficiency in face-to-face courses.
- Be responsible for administering the learning management system at the school level.
- Coordinate the ordering, issuing, tracking and collecting of textbooks and instructional materials.
- Keep records of registration, attendance, scheduling, progress reports and grades.
- Stay current with virtual learning trends.
- Participate in “Parent Nights” to present virtual learning opportunities to parents and students.
- DLA is the main point of contact for guidance counselors, administration, parents and students.
- Work with the technology facilitator to monitor equipment operation, install software updates and plug-ins, and have a link on the school’s website to direct parents and students to the district’s Distance Learning website for information.

DLA Registration Support

- Disseminate information about each program (NCVPS, UNCG iSchool and other district approved online programs) to students, parents and the community.
- Provide Student Registration Procedures form and the Student Online Course Survey to all interested students and refer students to the guidance counselor.
- Assist with registration of all virtual learning students.