

Virtual School

Enrollment Windows

There will be two open enrollment windows for current students interested in applying for admission to virtual school. These dates are:

- ❖ July 15 – August 31 for 1st semester participation
- ❖ December 1 – December 15 for 2nd semester participation

In addition, students who enroll as a transfer student will have 30 days from their date of enrollment at the school of record to apply for admission to virtual school.

Admission Requirements

- ❖ Students interested in enrolling in virtual school will complete an application for admission. Applications will be available from the registrar at the school of record. School of record staff will assist the student by printing the Student Profile Report for the previous 2 semesters that will include all the necessary data for consideration.
- ❖ The completed application will be submitted to Central Office administration. The application will be reviewed along with the student's grades, attendance, and discipline for the prior 2 semesters. Student's standing with regards to graduation cohort for grades 9 – 12 will also be established.
- ❖ Minimum requirements for enrollment will be based on data from the most recent 2 semesters. These requirements include:
 - 75 average in each core subject
 - 4 or fewer unexcused absences per semester
 - 5 or fewer discipline referrals per semester
 - For students in grades 9 – 12, within 1 credit of membership in the correct cohort for graduation
- ❖ If the student does not meet all the minimum requirements for admission, the student will not be enrolled in virtual school and will remain at the appropriate school based upon residence.
- ❖ If the student meets all the minimum requirements for admission, the student and parent/guardian will meet with virtual school staff to discuss expectations, student responsibilities, and to answer any questions. If the student and parent/guardian remain interested in enrolling in virtual school after detailed requirements and expectations are explained, the student and parent/guardian will sign a student/parent contract that outlines the minimum participation requirements, progress requirements, contact requirements, and the consequences of violating any of these requirements.

Participation and Adequate Weekly Progress

- ❖ Students are required to provide their own transportation to and from virtual school.
- ❖ Students are required to have access to a working computer with Internet access that meets the minimum system requirements of the virtual curriculum.
- ❖ Students are required to participate in state mandated testing onsite at their school of record. No state testing will be administered at the virtual school.
- ❖ Students are required to make progress weekly in all scheduled courses.
- ❖ Students are required to take all tests/exams in person at the virtual school in the presence of virtual school staff. The student will schedule the date/time of the test/exam by contacting virtual school staff.

- ❖ Students will have a maximum of 72 hours to respond to any communication attempt by virtual school staff.
- ❖ Students are required to complete all coursework in each semester to meet 1st semester and 2nd semester grading deadlines of the school of record.
- ❖ Students wishing to participate in the school lunch program will be responsible for submitting their order online no later than 9am the day of.

Any violation of participation and/or adequate progress requirements and/or failure of a semester of a course will result in immediate removal from virtual school and the return of the student to regular attendance at the school of record. Any student removed from virtual school will not be eligible to re-enroll. Parents/Guardians will be notified in writing of the removal of the student from virtual school by the virtual school Administrator.

Application Submission

Completed applications must be submitted to the Administrative Assistant of Operations at the Butler County Board of Education Central Office. The Central Office is located at 211 School Highlands Road, Greenville, AL 36037. The Administrative Assistant of Operations can be reached via phone at (334) 382-2665 or (334) 437-1775.