

BETHEL VIRTUAL SCHOOL POLICIES AND PROCEDURES

Admissions Policies

1. Student must reside in Bethel school district.
2. Student must be in grades 6-12.
3. Student must be under the age of 21.
4. Student must enroll "full time" 6 courses minimum per year, 7 courses recommended.
5. Enrollment must occur during the first 10 days of each calendar semester.
6. Student and parent must complete an "enrollment application" and the Bethel Virtual School "student contract" to start the enrollment process.

Grades 9-12 Academic Policies

1. Regular Bethel graduation requirements will be followed (53 credits). See Bethel handbook for specific courses.
2. In order to continue enrollment each semester, students must complete and pass at the minimum 4 credits during the previous semester.
3. Students will be required to take all End of Instruction tests at Bethel High School. State graduation requirements require students to pass EOI tests in English 2, Algebra 1 and to pass 2 of the following: English 3, Algebra 2, Biology, Geometry or U.S. History in order to receive a high school diploma.

Grades 6-8 Academic Policies

1. Students will be required to successfully complete 5 of 8 core semesters to pass to the next grade level. These courses include classes in the areas of mathematics, English, science and social studies.
2. Students will be required to take all end-of-the-year state tests at Bethel Middle School for their specified grade levels.

Academic Policies for all Virtual School Students

1. In order to maintain the integrity of the credit, students will be required to take all required tests for all virtual courses at Bethel schools in a monitored, secure test environment. These tests must be scheduled through the virtual school coordinator.
2. A letter grade will be transcribed when course work is complete.
3. Credit recovery will be available to regular Bethel students at a cost of \$150 per credit. Full time students may only take 2 credit recovery courses at a time. The only credit recovery courses allowed are courses that a student has previously taken and failed.
4. If at least one course is not accessed for 10 consecutive days a student will receive an incomplete for that course and withdrawn from that course and dropped from Bethel Virtual School enrollment. Access of a course constitutes at the minimum 3 hours per day. Students that are dropped must transfer to another school in a timely manner or they will be considered truant.
5. Students must do their own work and understand that a student can be permanently dismissed from the Bethel Virtual School for violations of plagiarism, cheating and fraud.
6. Students must respect the rights and privacy of others. Students will only use their assigned password/ID and will not trespass into the files, folders or work of other users.
7. Students must follow all Bethel School District Rules and Policies while logged in and participating in an online course.

BETHEL VIRTUAL SCHOOL POLICIES AND PROCEDURES (Cont.)

8. Special education students may apply. A committee consisting of an administrator, school counselor and special education teacher will meet to determine eligibility on a case-by-case basis.

Technology requirements

1. Students are required to provide their own computer with internet access or be able to use the public library computers.
2. PC with a Pentium Processor and Windows XP or Vista, or Macintosh with Macintosh OSX or higher
3. 256 MB RAM
4. 800 x 600 Resolution Monitor
5. DSL or T-1 or 56 K modem internet access
6. Hard Drive with at least 1G free space available
7. A current browser (Internet Explorer, Firefox, Safari with popup blocking disabled, JavaScript enabled).

BETHEL VIRTUAL SCHOOL STUDENT CONTRACT

This contract is between _____ and the Bethel Virtual School. By signing this contract, I agree to abide by all of the rules and policies of the Bethel Virtual School and the Bethel School District. I understand that failure to do so may result in the loss of MY PRIVILEGE to attend the online program. I also understand that I am responsible for knowing the contents of the student handbook and that my involvement in the program will be reassessed on a continuous basis. I understand that an internet-based approach to learning uses interactive online technology and requires active participation and in each course.

I understand that this modality requires a high degree of **self-discipline and motivation** and the ability to keep up with ongoing, sometimes very demanding expectations without the constraints of a fixed time and place setting. I understand that the content of online courses is as rigorous as that found in the "regular" school classroom and that I can expect to spend as many hours on the online course as I would if I were attending class in a traditional setting. **I understand and agree to abide by the following requirements for participation in Bethel Virtual School online program:**

- Maintain a regular schedule of logging on and accessing courses:
- If course is not accessed for 10 consecutive days you will receive an incomplete and be dropped from Virtual School.
- Keep up with readings, course assignments, homework, quizzes, and tests (contact the director to schedule tests in a timely manner).
- Submit assignments, quizzes and tests in timely manner according to course calendar.
- Do my own work and understand that I can be permanently dismissed from the Bethel Virtual School for violations of plagiarism, cheating and fraud.
- Communicate with the director and tutoring teachers in a professional manner in accordance with the "internet acceptable use" policy. The sending of offensive messages or pictures will not be sent, displayed, or downloaded. District harassment policies apply.
- Respect the rights and privacy of others. I will only use my assigned password/ID and will not trespass into the files, folders, or work of either users.
- Follow all Bethel School District Rules and Policies while I am logged on and participating in an online course.
- All tests/exams must be proctored and scheduled with the director.

Student Signature

Parent Signature

Date

BETHEL VIRTUAL SCHOOL PARENT/GUARDIAN QUESTIONNAIRE

Please respond as completely as possible to the following questions concerning your son or daughter.

1. What do you feel are the main reasons for his/her lack of success within the traditional school environment?

2. Why do you feel that he/she will be more successful at BVHS?

3. What are his/her greatest strengths?

4. What are his/her greatest weaknesses?

5. How would you describe his/her interaction with peers?

6. How would you describe his/her interaction with authority figures?

7. What else should we know about him/her?

Please check the forms of assistance that you are willing and able to provide:

- Notify the BVHS director when your student is struggling to complete online assignments/objectives.
- Maintain consistent contact with director and attend teacher tutoring sessions.
- Monitor grades by keeping track of progress online.
- Provide appropriate environment for student to access BVHS online.
- Strongly encourage consistent academic progress and encourage student to work every day.
- Support all BVHS policies and procedures.

Parent/Guardian Signature

Date