

Online instruction, or e-learning, utilizes electronic technologies to provide students with access to educational curriculum. School system employees shall facilitate access to online courses approved for credit by the North Carolina Virtual Public School (NCVPS). With oversight by the school principal, the school's e-learning advisor shall coordinate student participation in online courses

I. E-LEARNING ADVISORS

A. Designation of E-learning Advisors

In each school in which students may enroll in online courses, an administrator will serve as the e-learning advisor. An e-learning advisor or their designee is the school staff person who serves as the liaison between the school and the NCVPS.

B. Duties of E-learning Advisors

The school e-learning advisor shall:

1. disseminate information regarding online course opportunities through the school system web page, counseling office brochures, newsletters, the student handbook, and any other appropriate school system communication resources;
2. provide parents/guardians and students with descriptions of online courses, enrollment information and processes, a description of credit awarded for courses, student eligibility requirements, and methods the school system will use to support student success;
3. coordinate the enrollment of students in online courses, including advising students in their selection of courses, registering students for courses, and withdrawing or dropping students from courses;
4. inform students of their usernames and passwords to access their NCVPS courses;
5. provide students with the materials and textbooks for their NCVPS courses;
6. ensure that students have access to computing hardware and connectivity required for participation in their online courses;

7. communicate frequently with the students enrolled in online courses and their parents/guardians, including meeting regularly with the students to ensure they are connecting to the online coursework and teacher and are making satisfactory progress;
8. inform students of the dates for EOC and VOCATS testing and assist in coordinating the testing of students enrolled in online courses; and
9. implement a plan for supporting credit recovery students throughout the semester.

C. Resources for E-learning Advisors

The e-learning advisor should be familiar with all of the resources available at the NCVPS website located at <http://www.ncvps.org/> and shall follow the NCVPS guidelines for e-learning advisors as described in the pertinent documents on that site.

II. STUDENTS

A. Student Eligibility

To participate in an online course, the student must:

1. be in grade 10 or above
2. have completed any course prerequisites; and
3. have a minimum GPA of 3.0
4. Students may take online courses under other circumstances only at the discretion of the principal.

B. Student Enrollment

Students request enrollment in NCVPS courses during regular school registration periods in the school counseling department. Students will be given the appropriate form to complete to indicate the course(s) they wish to take. Students will not be allowed to drop online courses after the courses begin.

Issued by the Superintendent:

Reviewed:

Revised: