

# **NEUSE CHARTER SCHOOL NC VIRTUAL PUBLIC SCHOOL POLICY**

## **Guidelines**

- Seniors who are in need of a course(s) to graduate will have first priority to take an NCVPS class.
- Students may take an NCVPS course only if the course is not offered at NCS that semester.
- Only Students in grades 9 – 12 with scheduling conflicts may take an NCVPS course that is offered at NCS.
- Students will not be approved to take an NCVPS course if that same course is taught at NCS. Students in middle school who are in the Accelerated Plus group, and along with their teacher's and parent's recommendations, may also be considered to take an NCVPS course.
- The grade received for the online course will be included on the student's transcript and as such calculated in the student's GPA and class rank.
- NCS will only offer students a NCVPS course(s) for credit recovery in extenuating circumstances due to known documented hardship such as a hospitalization, etc.

## **Registration Procedure**

- Student will discuss possible NCVPS registration with the school Guidance Counselor. The student must have a signed Acceptable Use Policy on file at the home school.
- The student and parent/guardian complete the required online information (links in the next step), signs the [NCVPS Course Agreement](#) and gives it to the Guidance Counselor.
- The Guidance Counselor fills out the required information on the eLearning Permission form, prints their name and takes the completed form to the principal. The Principal signs the form or denies it.
- The Guidance Counselor fills out a requisition form with the total cost of the class.
- The Executive Director receives the application and the requisition form and approves or denies the registration.
- If approved the Guidance Counselor enrolls the student in the course.
- The Online Course will be reflected on the student's schedule and the final mark on their transcript. Course grades will be posted in to PowerSchool every quarter.

## NEUSE CHARTER SCHOOL STUDENT/PARENT NCVPS COURSE AGREEMENT

Neuse Charter School is utilizing the North Carolina Virtual Public School (NCVPS) program in order to fulfill my student course request. Every effort was made to assign the course in the traditional class setting. However, due to class size limitations and teacher availability, my school was unable to schedule this course in a face to face setting.

I understand that I must have access to a computer with reliable Internet access outside of school to complete the class work.

In order to maximize the success of every student taking an on-line course, it is important that students and parents understand and be able to seriously commit to the requirements of online learning. Please carefully read and check the statements below, sign and date the bottom of the page.

- I understand if I am approved to take this course, I am responsible for completing all work independently. A summer course requires me to work 3 to 5 hours a day Monday through Friday. A fall or spring semester course requires me to work 90 minutes a day Monday through Friday. A year long course requires me to work 1 hour a day Monday through Friday.
- I understand that this course will be reflected on my transcript, and the grade I earn will be included in my GPA. If I choose to drop the course, it can only be done before the 10th day of the course and my Guidance Counselor must complete this action. I must give my Guidance Counselor a written reason stating why I want to drop the course.
- If I am having difficulty logging into the course, I need to create a NCVPS Help Desk ticket immediately at <http://help.ncvps.org/> and follow their instructions.
- If I am having difficulty with the course, it is my responsibility to contact my NCVPS teacher and my Distance Learning Advisor or Guidance Counselor at my school immediately for help.
- I have a completed Internet Student Network/Internet User Agreement and Parent Permission Form on file.
- I understand that I cannot use my phone or a tablet to complete the assignments in this course.
- I agree to return any textbook (if borrowed) to the Distance Learning Advisor of the school immediately after the final exam.
- I will communicate with the NCVPS teacher via email on a constant basis or when needed to keep them

informed of my progress, difficulties or any other issues that arise during the course.

- I have read the NCVPS Student Getting Started Steps so that I understand how to be successful in my online course.

Parents, please check:

- I have a computer with reliable internet access at home.
- I understand that the computer I use must have the NCVPS minimum Technology requirements which can be found at <https://ncvps.org/technology-requirements>

**All students are required to complete the online Student Orientation at: <https://ncvps.org/getting-started-as-an-ncvps-student-newformat>**

**After completing the Orientation, all NCVPS students must print “Completion of Orientation” page and bring it to their counselor.**

*If the course you are requesting does not meet the guidelines listed in the Neuse Charter School NCVPS Policy, then a written letter of explanation for approval is to be submitted to the principal.*

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent Signed Name and Date

\_\_\_\_\_  
Student Signed Name and Date

\_\_\_\_\_  
Course Requesting through NCVPS

Office Only

\_\_\_\_\_  
Course Name & Number

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Principal Signature & Date

\_\_\_\_\_  
Approved or Denied