

Guidelines for Virtual Virginia Full-Time Pilot

In order to ensure Chesapeake Public Schools (CPS) Procedures and Policies are followed, we are asking schools to use the following guidelines when enrolling students in the full-time Virtual Virginia Full-time Pilot program. Your cooperation will ensure no conflicts between CPS and the Virginia Department of Education (VDOE) policies exist.

To enroll:

- Full-time Virtual Virginia students must be enrolled in CPS.
- Students and parents will complete the application for full-time Virtual Virginia and return the completed application to the guidance director at the school.
- Students/Parents will meet with the zoned school counselor to determine a four-year plan. The counselor will inform the E-Learning Coordinator of the courses in which students should be enrolled.
- In order to qualify for the full-time Virtual Virginia Pilot, **students must take a minimum of 5 courses online**. However, CPS students are required to take 8 credits per year.
- Guidance Directors will fax the applications, including the four-year plan and course requests to the E-Learning Coordinator, Catherine Weers, for immediate processing. The fax number is 482-5718.
- Core classes will be full year; other courses can be taken on either a 4X4 block or full year.
- Students will be assigned to the E-Learning Coordinator as a mentor to be a liaison between the students, students' zoned schools, and Virtual Virginia.
- Students must complete CPS course prerequisites prior to taking courses through Virtual Virginia.
- Course enrollment is contingent upon completion of all CPS course requirements and in adherence to CPS School Board Policies.
- All requests to enroll in Virtual Virginia courses must be submitted to and approved by the E-Learning Coordinator.

Other Important Information about the Virtual Virginia Full-Time pilot:

- Most of the full-time pilot courses do not require a physical textbook. In the event a textbook is needed, it will be provided to students by the E-Learning Coordinator via the school counselor.
- Students who drop after 21 days (calendar days) will be responsible for paying a late withdrawal fee of \$75.00 per course.
- Drop requests for students must be made by the parent in writing.
- Chesapeake Public Schools does not offer technical support for the Virtual Virginia website.
- Technical Support for Virtual Virginia is below:
 - Support desk at 866-650-0027 or support@virtualhelpdesk.org
- The E-Learning Coordinator will enroll students into all courses and provide students with the appropriate materials.

- There is no way to determine if space is available in a course until attempting to enroll students.
- Students placed on a wait-list will be notified if space becomes available; there is no way to identify where a student is on the waiting list.
- Students who withdraw from online courses will be required to enroll in traditional courses at their CPS zoned school.
- Chesapeake Public Schools and Virtual Virginia cannot guarantee enrollment. Enrollment is on a first-come, first-served basis.