**Key Procedural Items:**

1. Students must be aware that online courses require the majority of the work to be completed independently. Therefore, a student’s ability to complete the course successfully is dependent upon his/her ability to be personally responsible and to remain on-task with little teacher direction. Learning independently requires being self-disciplined and organized to complete assignments according to the timeline prescribed by the online instructor.
2. Once the District has enrolled a student in an online course, the student must complete the course requirements to earn full credit. Students have a ten day window to drop an online course without incurring a penalty. The ten day window begins on the assigned course start date listed in Genius and includes weekends. **The West Perry School District will charge a fee ($130 - $340) for dropping a course after the ten day window has expired.**  Students who choose to drop a course after the ten day window will incur the penalty even if they have never accessed the course.
3. Students who do not complete at least 25% of a course within the assigned date range will be charged for the cost of the course ($130.00 - $340.00).
4. All courses taken and credits earned from online courses will be credited toward West Perry High School’s graduation requirements and appear on the student’s transcript.
5. The final course grade received from an online course will be calculated into the student’s grade point average (GPA). Only Advanced Placement courses and World Language courses above Level 3 will be weighted.
6. Students must follow the West Perry School District Acceptable Use Policy.
7. Students who have failed an online course will not be allowed to register for any other online courses.

**As a student taking an online course, I am aware that:**

1. Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind and inappropriate language or messages will not be tolerated.
2. Because of the technology, anything I do in the course could be retrieved and printed by the teacher, administrator, or technology staff at any time.

**As a student taking an online course, I agree to:**

1. Notify my advisor of desire to drop a course within ten days of the course Start Date listed in Genius.
2. Log in every school day, check Genius messages and comply with requests and updates therein, and complete the required minimum course assignment total each week.
3. Contact my teacher and/or advisor with any questions or problems while taking the course using acceptable language, proper grammar and spelling.
4. Follow the West Perry School District’s Acceptable Use Policy and all other rules as specified by the teacher and advisor.
5. Not use any other student’s login or password or allow anyone else to access my coursework.
6. Not inappropriately use information within the course.
7. Maintain academic honesty.
8. Maintain adequate attendance and progress (complete the required minimum course assignment total each week).
9. Complete course(s) by the given deadline.
10. Follow the rules of whomever is in charge of the room where I am assigned to work on my online course.

**WPVA Part-Time Student Information Form**

**Student Information:**

Last Name:

First Name:

Mailing Address:

City/Town: Zip:

Student E-mail:

Student Phone:

Date of Birth:

WP Student ID:

Grade Level for 2022-2023: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Information:**

Last Name:

First Name:

Relationship to Student:

Mailing Address:

City/Town: Zip:

Parent/Guardian E-mail:

Parent/Guardian Phone:

**Course(s) Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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