*Per page 12 of the High School Student Handbook*

**Virtual Instruction**

(a.) The district may offer virtual courses to enrolled students through district staff or by contracting through a vendor. In addition, the district may pay for a student to be enrolled in virtual courses, including courses offered through MOCAP, as required by law. A student wishing to enroll in a virtual instruction course must do so per the Drop/Add specified time frame of the High School Student Handbook.

(b.) In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student’s progress toward timely graduation. All grades and credits earned through district-sponsored virtual instruction will be accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.

***\*\*\*See adopted Board Policies IGCE and IGDB***

*Per pages 18 and 19 of the High School Student Handbook*

**Drop/Add**

A. A student has five school days following the first day of school to drop a class.

B. After five school days have elapsed, the student must remain in the class until the end

C. Classes may be added during the first five days of school with the approval of the

classroom teacher for the course being added.

D. After five school days have elapsed, a class may not be added until the next semester, with the approval of the course instructor.

E. 2nd semester classes must be dropped/added prior to the first day of the semester.

F. Any exceptions to the policy would require a recommendation by the teacher for the student to drop the course, and approval by the Principal or Counselor.