Guidelines and Procedures for Online Learning 21F

White Cloud Public School District

1. Parents must review the ***Parent Guide to Online Learning*** and complete (with their student) the ***Online Learning Readiness Rubric*** to determine their student’s readiness to participate in an online learning situation.
2. Parent and student must submit (via email) the ***Online Learning Agreement*** and the ***Online Course Enrollment Request Form*** to: Mrs. Kris Ruthven, Guidance Counselor 6-12 @ [ruthvenk@whitecloud.net](mailto:ruthvenk@whitecloud.net) by the deadline of :

**August 10th** for a 1st semester course

**December 10th** for a 2nd semester course

***(****WCPS will only consider Semester courses at this time)*

1. Mrs. Ruthven will send a confirmation email upon receipt of the forms requested and will begin the request review. Some items that will be taken into consideration are the student’s academic success (transcript), attendance, discipline, access to technology, parental support, potential for success, etc.
2. Students may choose a course that fits within the Michigan State Graduation Requirements. \*Students may only choose courses that are not currently offered at WCPS.
3. Students may only select up to Two (2) online courses.
4. Students/parents may be asked to meet specific technology requirements (based upon the courses being selected) prior to being approved to participate.
5. The student/parent understands that no Teacher support will be provided by a WCPS Teacher for these online courses.
6. If a student is approved for participation, but requests the school to provide access to a computer or a place in school to access the online learning, the student/parent understands that computer access will be on a “space available” policy.
7. After the initial review is completed, Mrs. Ruthven will present the information to the Principal, Mr. Ed Canning for approval/denial. If approved, Mrs. Ruthven will assist the student/parent in completing the process to enroll in the course(s) and if denied, a letter of explanation will be sent.

We are excited about this opportunity, but equally cautious given the amount of media hype and misperceptions associated with online learning, especially from students. Please direct your questions related to online learning to Mrs. Ruthven. She can be reached at [ruthvenk@whitecloud.net](mailto:ruthvenk@whitecloud.net) or by phone @ 231.689.3356.