**Cabell Virtual School Administrative Guidelines on Enrollment**

**Elementary and Middle School Guidelines (K-8)**

1. **Enrollment:**
	1. Students will be permitted to enroll in Cabell Virtual Learning for the first time upon application unless denied by Cabell County Probation or Cabell County Schools Student Support Department.
	2. Both the student and their guardian are required to attend an in-person orientation, as scheduled by Cabell Virtual Learning Academy (CVLA) staff.
	3. Students with previous Cabell County Virtual Learning experience must meet the following criteria for readmission:
		1. Students must be on track to pass the current school year.
		2. Students can only enroll once per school year. For example, if a student starts 6th grade in virtual learning and returns to in-person education, they are not eligible to reapply for virtual learning until they reach 7th grade.
2. **Maintaining Enrollment**
	1. If a student is not on track to pass at the end of grading period, they will receive a letter that they are being placed on a probationary status for the next two nine-week grading periods.
	2. Once on probationary status, any student that is not on track to pass at the end of a nine-week grading period must return to in-person education.
3. **Attendance:**
	1. Attendance will be tracked by the virtual school provider. If any issues arise, CVLA will contact the guardian to address concerns. If the concern does not get addressed by the guardian and attendance does not improve, virtual school privileges may be revoked.
4. **Behavior:**
	1. Inappropriate behavior will be addressed by the Principal/Director of Alternative and Virtual Programs. In cases of misconduct, virtual school privileges may be revoked.
5. **Return to In-Person Learning:**
	1. A student may return to in-person education within the first 10 days of enrolling in virtual school or at the end of any 9-week grading period.
	2. If a student returns to in-person education, whether voluntarily or because of failing to meet the aforementioned criteria, they are not eligible to return to virtual school for the remainder of the school year.

**High School Guidelines (9-12)**

1. **Enrollment:**
	1. To enroll or remain in the virtual program, high school students must be on track to graduate.
		1. "On track to graduate" is defined as follows:
			1. Completion of 6 credits after the first year of high school.
			2. Completion of 12 credits after the second year of high school.
			3. Completion of 18 credits after the third year of high school.
			4. Both the student and their guardian are required to attend an in-person orientation, which will be scheduled by CVLA staff.
2. **Return to In-Person Learning:**
	1. A student may return to in-person education within 10 days of enrolling in virtual school or at the end of any semester.
	2. If a student returns to in-person education, whether voluntarily or because of failing to meet the criteria, they are not eligible to return to virtual school for the remainder of the school year.

**Administrative Discretion:**

* The Programmatic Executive Director and School Administration reserve the right to override any of the guidelines outlined in this document.