

IBERIA VIRTUAL PROGRAM (IVP)
ADMISSION AND ENROLLMENT PROCEDURES
FOR REGULAR EDUCATION STUDENTS

Person(s) Responsible	Instructions
Parent and Student (18 years or older)	Parent/Student completes the <i>Admission Application Form</i> for the Iberia Virtual Program at the home-based school.
Guidance counselor	The guidance counselor reviews the student's record to verify if the student is a regular education, special education, or 504 student.
REGULAR EDUCATION	
Principal or Guidance counselor	The principal or guidance counselor approves the <i>Admission Application Form</i> to the IVP.
ADMISSION APPROVED	
Parent and Student (18 years or older)	Upon the approval of the <i>Admission Application Form</i> to the IVP, the parent and student completes/signs the <i>Iberia Parish Virtual Program Student Contract</i> .
Guidance counselor	The guidance counselor changes the student's schedule in JCampus to reflect the admission to the IVP.
Guidance counselor	The guidance counselor submits a copy of the <i>Iberia Parish Virtual Program Student Contract</i> to the IVP coordinator.
Student	The student becomes an active participant in the IVP.
ADMISSION DENIED	
Guidance counselor	A copy of the <i>Admission Application Form</i> is submitted to the IVP Coordinator.
Student	The student will continue his/her programming at the home-base school.

**IBERIA VIRTUAL PROGRAM (IVP)
 ADMISSION AND ENROLLMENT PROCEDURES
 FOR 504 STUDENTS**

Person(s) Responsible	Instructions
Parent and Student (18 years or older)	Parent/Student completes the <i>Admission Application Form</i> for the Iberia Virtual Program at the home-based school.
Guidance counselor	The guidance counselor reviews the student's record to verify if the student is a regular education, special education, or 504 student.
504	
Guidance counselor	The guidance counselor submits the <i>Admission Application Form</i> to the 504 Chairperson.
504 Chairperson	The 504 Chairperson immediately sends a <i>Letter of Prior Notice</i> to the parent/student to reconvene a 504 meeting.
504 Committee	A 504 meeting is conducted to determine the student's admission to the IVP program.
ADMISSION APPROVED	
504 Committee	<ol style="list-style-type: none"> 1. The 504 Committee amends the IAP to reflect the Iberia Virtual Program. 2. The 504 Committee discusses/documents the 504 accommodations that will be provided. 3. The parent/student completes/signs an <i>Iberia Parish Virtual Program Student Contract</i>.
504 Chairperson	The 504 Chairperson submits a copy of the amended IAP and a signed copy of the <i>Iberia Parish Virtual Program Student Contract</i> to the following: <ol style="list-style-type: none"> 1. 504 District Coordinator 2. IVP Coordinator 3. Guidance Counselor
Guidance counselor	The guidance counselor changes the student's schedule in JCampus to reflect the admission to the IVP.
Student	The student becomes an active participant in the IVP.
ADMISSION DENIED	
504 Chairperson	<p>The 504 Chairperson documents the denial of admission on the IAP to the Iberia Virtual Program.</p> <ol style="list-style-type: none"> 1. The 504 Chairperson amends the IAP, if applicable. 2. Following the 504 meeting, the 504 Chairperson submits the IAP to the 504 Coordinator. 3. A copy of the <i>Admission Application Form</i> is filed in the student's IAP folder and submitted to the guidance counselor, and the IVP Coordinator.
Student	The student will continue his/her programming at the home-base school.

IBERIA VIRTUAL PROGRAM (IVP) ADMISSION AND ENROLLMENT PROCEDURES FOR SPECIAL EDUCATION STUDENTS

Person(s) Responsible	Instructions
Parent and Student (18 years or older)	Parent/Student completes the <i>Admission Application Form</i> for the Iberia Virtual Program at the home-base school.
Guidance counselor	The guidance counselor reviews the student's record to verify if the student is a regular education, special education, or 504 student.
SPECIAL EDUCATION	
Guidance counselor	The guidance counselor submits the <i>Admission Application Form</i> to the student's SPED teacher with IEP authority.
SPED Teacher with IEP authority	The SPED teacher with IEP authority contacts Sherial Scott at the SPED Office (365-2343, ext. 3125) immediately to schedule an IEP meeting.
SPED Teacher with IEP authority	The SPED teacher with IEP authority sends a <i>Letter of Prior Notice</i> to the parent/student and notifies IEP participants (including school guidance counselor)
IEP Committee	The IEP meeting is conducted to determine the student's admission to the IVP.
ADMISSION APPROVED	
IEP Committee	<ol style="list-style-type: none"> 1. The IEP Committee amends the IEP to reflect the Iberia Virtual Program. 2. The IEP Committee discusses/documents the SPED services that will be provided. 3. The parent/student completes/signs an <i>Iberia Parish Virtual Program Student Contract</i>.
SPED Teacher with IEP authority	The SPED teacher with IEP authority submits a copy of the amended IEP to the following: <ol style="list-style-type: none"> 1. SER contact person 2. IVP Coordinator
Guidance counselor	The guidance counselor changes the student's schedule in JCampus to reflect admission to the IVP.
Guidance counselor	The guidance counselor submits a copy of the <i>Iberia Parish Virtual Program Student Contract</i> to the IVP Coordinator.
Student	The student becomes an active participant in the IVP.
ADMISSION DENIED	
SPED Teacher with IEP authority	<ol style="list-style-type: none"> 1. The IEP Committee reviews the student's current IEP program and services. 2. The IEP Committee amends the IEP, if applicable. 3. Following the IEP meeting, the SPED teacher with IEP authority submits the IEP to the SER contact person. 4. A copy of the <i>Admission Application Form</i> is filed in the student's SPED folder and submitted to the SPED file clerk, guidance counselor and the IVP Coordinator.
Student	The student will continue his/her programming at the home-base school.

IBERIA VIRTUAL PROGRAM APPLICATION FOR ADMISSION

Section 1

Student	School	Date
Parent/Legal Guardian	Physical Address <small>Street/City/Zip Code</small>	Grade
Parent/Legal Guardian email address	Phone Numbers	Classification
	1. Home: _____	___ Regular Ed.
Year Entered Grade 9	2. Cell: _____	___ 504
	3. Work: _____	___ SPED

Section 2 - completed by Parent and/or Legal Guardian

State why the Iberia Virtual Program is your desired learning environment for your child.	
Parent/Legal Guardian Signature: _____	Date: _____

Section 3 - completed by Guidance counselor and/or Principal

Regular Education	504	Special Education (including gifted)				
<p>___ Admission to IVP is granted.</p> <p>___ Admission to IVP is denied.</p>	<p>Application for Admission sent to the 504 Chairperson – 504 meeting will be scheduled – parent/legal guardian will be notified. (Decision for admission will be made at the 504 meeting)</p> <p>___ Admission to IVP is granted.</p> <p>___ Admission to IVP is denied.</p>	<p>Application for Admission sent to the SPED teacher with IEP authority – IEP meeting will be scheduled – parent/legal guardian will be notified. (Decision for admission will be made at the IEP meeting)</p> <p>___ Admission to IVP is granted.</p> <p>___ Admission to IVP is denied.</p>				
<p>_____ Signature: Guidance Counselor and/or Principal</p> <p>Date: _____</p>	<p>_____ Signature: Guidance Counselor and/or Principal</p> <p>Date: _____</p>	<p>_____ Signature: Guidance Counselor and/or Principal</p> <p>Date: _____</p>				
Reason for denial of admission into the Iberia Parish Virtual Program:						
<p>The following documents must be attached to the Application for Admission:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Standardized Test Scores</td> <td style="width: 50%;">2. Report Card (previous year/current year)</td> </tr> <tr> <td>3. Attendance Record (previous year/current year)</td> <td>4. Discipline Record (previous year/current year)</td> </tr> </table>			1. Standardized Test Scores	2. Report Card (previous year/current year)	3. Attendance Record (previous year/current year)	4. Discipline Record (previous year/current year)
1. Standardized Test Scores	2. Report Card (previous year/current year)					
3. Attendance Record (previous year/current year)	4. Discipline Record (previous year/current year)					

IBERIA VIRTUAL PROGRAM (IVP) STUDENT CONTRACT

Student Name: _____ Date: _____

Home-base School: _____ Grade / SID #: _____ / _____

Regular Education Section 504 Special Education (including gifted)

Complete Virtual (student is not enrolled in any face to face courses) Blended Model

I, _____, accept and agree to abide by all rules and expectations set forth by the Iberia Virtual Program including those listed below. I understand that failure to comply with the rules and expectations could result in disciplinary action in accordance with parish policy including removal from the program.

- I (student) agree to protect my username and password. I will not share my login information with others.
- I (student) agree to work diligently on my online course(s) in order to complete all course requirements as prescribed by the Virtual Program Coordinator in accordance with the Iberia Parish School Year Calendar. I am expected to be an active participant by logging in daily, satisfying the minimum requirement of twenty (20) hours “on-task” per week, and adhering to due dates set by the software to complete all courses on time. If I do not meet these requirements, I am subject to removal from the program and will be returned to my home-based school and forfeit my progress towards credit for any courses enrolled and/or have my records submitted to the District Attorney’s office for truancy.
- I (student) agree to attend tutoring (M-Th 3-5 p.m.) as required by the IVP Coordinator due to lack of adequate progress.
- While on a school campus, I (student) agree to follow all rules as outlined by the Iberia Parish Discipline Policy and individual school regulations.
- I (student) understand that if I bring any electronic devices into the lab while taking a cumulative test, then I will be assigned a zero on the test which will result in an F in the course.
- I (student) understand that when I leave the IVP lab, I must leave the NISH campus immediately.
- We (student and parent) understand that students may not leave the IVP lab between 2-2:35 p.m.
- I (student) understand that I must report to my home-based school for all State testing.
- I (student) certify **all** coursework will be completed solely by the assigned student.
- I (student) agree to take all cumulative exams at the virtual school site.
- I (student) agree to participate in a face-to-face orientation along with my parent or guardian.
- If Section 504/Special Education eligible, I agree to attend IAP/IEP meetings at the home-base school.
- I (parent) am responsible to notify the guidance counselor registering my child and the Iberia Virtual Program (IVP) Coordinator of any medical conditions/medications that may impact my child’s participation in the Iberia Virtual Program.
- I (parent) understand that it is my responsibility to contact home-based school personnel regarding LHSAA and NCAA Clearinghouse eligibility.
- I understand that the Iberia Parish School System is not responsible for maintaining and supporting personal computers.
- I understand that the Iberia Parish School Board does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.
- I understand that participation in the Iberia Virtual Program one year does not guarantee participation the next year. Students must complete a new *Application for Admission Form* and a new *Student Contract* with their guidance counselor each school year.
- I understand that graduating students who plan to walk in commencement exercises **MUST** be finished with all online courses 7 days before their school’s graduation day or they will not be eligible to participate in graduation.

Student’s Signature _____ Date: _____

Parent/Guardian’s Signature _____ Date: _____

Principal’s Signature _____ Date: _____

Turn in completed IVP packet to the school guidance counselor.

Student Schedule Form

**If an EOC course is checked, put the EOC letter grade in the blank if credit recovery.

Math Courses

- Math 7
- Math 8
- Algebra 1 EOC** _____
- Algebra 2
- Geometry EOC** _____
- Financial Mathematics
- Financial Literacy
- Math Essentials
- Advanced Math
- Probability and Statistics

English Language Arts Courses

- English 7
- English 8
- English 9
- English 10 EOC** _____
- English 11 EOC** _____
- English 12
- Business English 12
- Senior Applications English 12

Social Studies Courses

- Middle School American History (7th)
- Middle School Louisiana History (8th)
- American History EOC** _____
- Civics
- World Geography
- World History

Science Courses

- Life Science (7th)
- Earth & Space Science (8th)
- Physical Science
- Biology EOC** _____
- Chemistry
- Physics
- Environmental Science

Heath and Physical Education

- Physical Education I (1 credit)
- Physical Education II (1/2 credit)
- Health (1/2 credit)

High School Elective Courses

- ACT Prep (circle two areas for 1 credit – English, Mathematics, Reading, Science, Writing)
- Art I
- BCA (Business Computer Applications)
- Computer Science I
- Digital Media (1 credit)
- Engineering Design (1 credit)
- Entrepreneurship (1 credit)
- IBCA (Introduction to Business Computer Applications)
- Journey to Careers
- Medical Terminology
- Personal Finance (1/2 credit)
- Pharmacy Technician
- Principles of Business
- Psychology
- Sociology
- Speech I

Global Languages

- Spanish I
- Spanish II
- French I
- French II

EOC review courses (not for credit)

- EOC Algebra I
- EOC Geometry
- EOC English II
- EOC English III
- EOC Biology
- EOC US History

Middle School Elective Courses

- Study Skills 7th
- Computer Technology 7th/8th
- Health 8th
- Journey to Careers 8th

**This schedule must be filled out by your home-based school counselor.

Advancement Placement Courses (Advanced Placement courses are only available through special permission of the principal at the school the student is enrolled and a certified-AP instructor for the course must approve and monitor progress.)

- AP Environmental Science
- AP World History
- AP US History
- AP Psychology
- AP Human Geography
- AP English **Language** & Composition
- AP English **Literature** & Composition
- AP Calculus AB

Counselor's Signature _____

Progress Reports will be sent weekly to guidance counselor.

Counselor's NOTES:

** Include all testing information here. EOY, EOC, ACT, PLAN, EXPLORE, etc.

Student Email	Student Cell Phone Number