

Mid-Prairie Virtual Academy Attendance Agreement

Keeping track of students is foundational to helping students learn. Keeping track of the physical whereabouts of students, as well as their participation and progress in learning, is of utmost importance to achieving the high expectations and favorable outcomes for students.

Only through continuous communication and consistent work can students be successful in online courses.

When students are taking online classes, students are responsible for maintaining consistent and reliable computer access.

Students need to develop a contingency plan to deal with potential situations that would prevent them from accessing their courses online. It is an expectation for attendance purposes that all virtual students have reliable internet access in the home or from wherever they choose to do their school work. Students who are unable to log into their classes due to loss of internet access must have an alternative plan to go to a public library/public location with internet access to do their school work. If the student does not have a back-up plan and cannot go to another location where they can get internet access, the student/parent/guardian must notify their assigned Success Coach and/or Principal immediately.

Taking virtual classes allows for students to work at their own pace, but the Mid-Prairie school district does expect that all student's assignments and lessons be completed by the end of the school year. In order for virtual students to finish their assignments and lessons without rushing, it is critical that the students that are enrolled in MPVA work at an appropriate pace. MPVA is in compliance with Iowa law. Students absent from school without acceptable excuses shall be deemed truant and be subject to disciplinary sanctions. Violation of this responsibility may require up to and including a referral to the Washington County Attorney for disciplinary action. It is the philosophy of MPVA administration and staff that daily attendance is essential for maximum benefit of the educational program.

It is essential that virtual students maintain regular contact with their instructors and submit assignments on time. It is also essential that virtual students and/or parents maintain contact with the Mid-Prairie Success Coach that has been assigned to them. If circumstances arise that prevent virtual students from maintaining the appropriate pace in their courses, it is critical that they communicate with their instructors and their assigned Mid-Prairie Success Coach.

Communication between MPVA staff and the student and/or student's parent is essential to the success of a student's education. If MPVA staff is not able to successfully communicate in a timely manner with a student and/or a student's parent about a student's education while the student is enrolled in the virtual academy, then the student maybe asked to return to a traditional school setting. A student and/or student's parent are expected to communicate with MPVA staff within 24 hours of the initial contact, with the exception of when school is not in session, for example if the student and/or student's parent is contacted on a Friday at 9:00 a.m.

by a district staff member the student and/or student's parent would not be expected to reply to the district staff person until 9:00 a.m. on the next business day. Failure to communicate in a timely manner will not be tolerated.

Attendance at MPVA is defined as evidence of "engaging with the assigned material". A minimum of forty-five minutes for grades 9-12 and 30 minutes for grades 6-8 should be spent on each class for five out of seven calendar days. If a student is on pace in all classes with passing grades students will be considered present and time logged will not be factored into that week's attendance. An attendance week for MPVA students will run from Monday to Sunday, unless Mid-Prairies school calendar specifies otherwise. Holidays and weekends are not counted as absences, but work time on a holiday or weekend will excuse an absence within that week. For instance, if a student works Monday – Thursday, takes off Friday and Saturday, and does school work on Sunday; Friday will not be counted as an absence due to the time spent in class on Sunday. As long as the student is working on their classes five out of seven days, the student will not be counted absent. If Mid-Prairie is closed for Christmas break, Thanksgiving break, spring break, etc. MPVA students would not be expected to do school work on Christmas break, Thanksgiving break, spring break, etc... MPVA students will follow the Mid-Prairie school calendar that was adopted by the school board.

The MPVA Principal will send out an email every week to all K-5 students letting each student/parent know what day the student needs to have completed by Sunday of that week.

If any MPVA K-5 student is unable to meet the deadline that was set for the week, or any MPVA 6-12 student is unable to spend the required amount of time (forty-five minute minimum for grades 9-12 and 30 minutes for grades 6-8) on each class the student and/or student's parent must contact their MPVA Success Coach and/or the Principal. The student and/or the student's parent must inform their Success Coach and/or Principal as to why the student was unable to successfully complete their school work by the assigned deadline and the student and/or parent must provide a plan for making up the school work that was missed.

If the student accumulates 10 total unexcused absences, the Principal will contact the student, the student's parent, and the student's Success Coach and arrange a meeting to discuss a plan for moving forward in the virtual school setting. The meeting must occur within one week of the Principal initially contacting the student and/or the parent.

If for any reason the principal is unable to make contact with the student and/or the student's parent the student will automatically be dropped from the virtual program and the student may be asked to return to a traditional school setting.

Once a meeting has taken place and an agreement to move forward has been agreed upon by the Principal, student, and the student's parent the agreement will then be typed and signed by the Principal, student, and the student's parent. The signed agreement will then be treated as a contract between the school district, student, and parent.

If for any reason the agreement/contract that is agreed upon is not followed by either the student and/or the student's parent the student will then be removed from the virtual program and may be asked to return to a traditional school setting.

If the Principal, student, and the student's parent are unable to reach an agreement for moving forward then the Principal will draft an agreement that he/she believes is fair and reasonable and the student and student's parent will be expected to follow the agreement or the student will be automatically withdrawn from the virtual program and maybe be asked to return to a traditional school setting.

Communication between MPVA staff and the student/student's parent is essential to the success of a student's education. If the MPVA staff is not able to successfully communicate with a student and/or a student's parent about a student's education while the student is enrolled in MPVA then the student maybe asked to return to a traditional school setting.

Students may be transitioned back to a traditional school setting or removed from MPVA for any of the following reasons:

- Not maintaining a passing grade in each course
- Progression through coursework falls below the minimum comparable tradition course standard
- Attendance requirements are not met
- Cheating, falsifying information, plagiarizing
- School system policies, procedures, rules or regulations are violated, including rules governing the use of technology
- Failure to communicate with school staff and/or administration in a timely manner

If a student is removed from MPVA for any of the reasons stated in this document the student will not be allowed to return to the MPVA.

I _____ agree to the to follow the guidelines stated throughout this document and I agree to abide by the guidelines that have been presented me.

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)

(Principal Signature)

(Date)