

Student Engagement Policy

All students are expected to continuously engage in instructional programming to be successful in Virtual Prep Academy of Indiana at Madison Grant. Daily course completion and live instructional session participation allow instructional staff insight into student development and academic support needs. Live sessions also afford students an opportunity to participate in cooperative learning, ask questions and demonstrate academic growth. Regular completion of diagnostic, summative, and formative assessments are essential for the promotion of student development and instrumental for implementing targeted instructional techniques.

Indiana state law requires that schools offer at least 180 days of instruction per school year, and defines an instructional day as including 5 hours of instructional time for students in grades 1-6, and 6 hours of instructional time for students in grades 7-12, as such, attendance is measured in this manner.

Virtual Prep Academy of Indiana at Madison Grant assesses student engagement levels via a combination of the following:

- Completion of course assignments
- Completion of local assessments
- Attendance in live instructional sessions
- Contact with School Staff
- Participation in state mandated testing

Course Assignments and Assessments

It is critical for student success to complete course assignments and assessments regularly so teachers can monitor progress and ensure growth and mastery of state standards. Within each course students should complete all items on the plan for the day and should stay on track with assignment due dates as set by the teacher. Students who do not follow minimum expectations of course completion will be referred to the engagement intervention protocol.

Local Assessments

Periodically throughout the school year, the school implements diagnostic/interim assessments, short-cycle assessments, and common mock assessments to determine student current levels of mastery and development and to target instruction. Students shall be given the opportunity to complete such assessments within a reasonable amount of time which is consistent with the purpose for administering the assessment. These timelines for completion will be communicated as each assessment is announced. Students are expected to complete all assessments given. Students who do not follow minimum expectations will be referred to the engagement intervention protocol.

Live Instructional Sessions

The curriculum at Virtual Prep Academy of Indiana at Madison Grant is designed to provide flexibility to its students and allow the opportunity to earn credit and complete assignments on their own time. However, students that attend and participate in live class sessions on a regular basis are typically more

successful than students who do not. Students are provided a clear schedule for live opportunities in the core subjects of Math, English, Science and Social Studies. Although live instructional sessions are recorded and made available to students for review on their own time, students are encouraged to attend live sessions as they are provided in real time so that they can benefit from live discourse and collaborative work with students and teachers.

Contact with School Staff

There is a minimum expectation of weekly contact between the student and certified teacher for the purpose of instruction, review of assignments, testing, evaluation of student progress, or other learning activities. This can happen through live instruction. When student are not attending live instructional sessions teachers may mandate additional forms of contact such as one on one web conferences, weekly phone calls, or email communication. Students who do not meet minimum live instructional attendance expectations will be referred to our engagement intervention protocol.

State Mandated Testing

Indiana students are tested regularly by the state to assess their progress as they move through school. Students are required to attend all state testing.

Indiana Learning Evaluation Assessment Readiness Network (ILEARN) measures student achievement and growth according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students and assesses:

- English/Language Arts (ELA) (Grades 3-8)
- Mathematics (Grades 3-8)
- Science (Grades 4 and 6)
- Social Studies (Grade 5)
- Biology* (at end of course)

Additional Required Assessments:

- SAT (Grade 11 beginning Spring 2022)
- IREAD – 3 (Grade 3)
- National Assessment of Education Progress (NAEP) (NAEP is given every year in Indiana, however the subjects and grades can vary)

Some students may additionally be required to participate in the following assessments:

- WIDA – English Language Proficiency Assessment
- I AM – Alternative Assessment for Students with significant cognitive disabilities

Engagement Intervention Program

The Student Services team provides timely coordination of support services to address the specific needs of each student and foster positive academic outcomes. The assigned student services team member will continuously monitor student progress to evaluate and adapt a support plan as needed. Participation is required in order to ensure student success.

Support Levels

Student Services staff, teachers, and administration will monitor attendance, course completion, assignment submission, and compliance with school and state assessment requirements to determine a student's engagement level.

Level 1: General school-wide prevention and programming.

- Onboarding, homeroom support, live instructional sessions, and student group activities
- Compliance with school policy regarding attendance, engagement, assignment completion and communication is expected

Level 2: Engagement or course progress concerns requires student to receive additional support and progress monitoring through an intervention plan.

During this period, the focus will remain on enhancing academic growth through increased contact with teacher and support staff, modification of learning goals, and/or modification of the student learning plan. Student Services staff will work with teacher to identify any barriers interfering with student's education, setting specific goals, and creating an action plan to provide additional support or accountability as needed. Individual check ins and/or additional small group sessions may be required.

- Teachers and Student Services team members identify intervention methods in conjunction with the student and learning coach. The homeroom teacher will facilitate the process, monitor progress, and provide regular, formal follow-up.
- In review of the plan, the following actions may occur:
 - Excellent progress – student is re-assigned to Level 1 supports
 - Moderate progress – student continues receiving Level 2 supports and review
 - No progress – student is escalated to administration

Level 3: All available resources and interventions have been exhausted for a student. Students are escalated to administration for next steps, including possible transfer to another school program to address their individual needs more appropriately.

ATTENDANCE AND ABSENCE POLICY

All students are expected to attend school and engage in instructional programming regularly to receive maximum benefit from the instructional program. The instructional experience takes place outside a regular school building; therefore, accountability of student activities and participation is measured by the reporting of the educational learning hours engaged in by the student. Indiana state law requires that schools offer at least 180 days of instruction per school year. The daily amount of expected instructional time is 5 hours of instructional time for students in grades Kindergarten-6, and 6 hours of instructional time for students in grades 7-12. Daily attendance is tracked via a combination of the following: offline time submissions submitted by Parents/Guardians, online activity reports automatically generated by the school Learning Management System when students work in courses or attend live sessions, participation in state and local assessments, contact with school staff, and other methods as dictated by the School. Any student who has not logged into the system and completed coursework or assessments on a given day will be marked absent. Per Indiana state law, any student who is enrolled at a public or nonpublic school and accumulates at least ten (10) unexcused absences during a school year is considered habitually truant and must be withdrawn from the virtual program (see additional information on this in the Habitual Truancy section of this policy).

- It is expected that students are engaged and actively participating in schoolwork each day. Students should be online, completing asynchronous lessons through the course dashboard, and attending live sessions as instructed by teachers. If students are not maintaining the expected level of engagement or not maintaining expected course progress students will be referred to the engagement intervention program.
- Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings daily in order to interact with teachers and receive instruction and practice especially when students are not receiving passing grades. These live sessions are recorded and available for students to view at any time.
- Students must show up for in-person state testing at designated locations on assigned days.
- Failure to log into the system and complete course work each day and/or to show up for assigned testing constitutes an unexcused absence for the Student.
- Students must attend school on all official school days, complete all assignments in a timely manner in accordance with stated class schedules, and attend live class sessions or view archived materials as directed.
- Students must make contact with her/his teacher(s) every week.
- Parents/Guardians may be directed to log offline hours and/or properly document the Student's offline work.

- Parents/Guardians must provide the School with written notes documenting why absences should be excused, within 3 days of the absence date. All communications regarding student attendance should be directed to phone***** or email *****.
- Students who miss school are encouraged to review recordings of any live instructional sessions missed, and to make-up any daily asynchronous course assignments that were not completed during the absence.
- Students that fail to meet engagement requirements related to completion of diagnostic assessments, state testing, live session participation, and completion of course assignments and assessments may be subject to discipline and/or interventions as outlined in the School's Student Engagement Policy.

Absence Classifications and Actions

All student absence from school will be classified as follows:

Excused Absences

- Illness
- Death in the Immediate Family
- Religious Holiday
- Special Permission - All special permission absences must be approved by the school principal

Unexcused Absences

- Any absence for reasons other than those listed under excused absence
 - Note: lack of internet access will be considered unexcused absence, as guardians must ensure consistent internet access to students enrolled in the virtual program

Students shall NOT be recorded as absent, nor shall they be penalized in any manner in the following instances:

- When serving as a page or as an honoree of the Indiana General Assembly.
- When serving on the precinct election board or as a helper to a political candidate or to a political party on the date of an election.
- When a student is appearing as a witness in court as the result of a subpoena to appear.
- When a student is ordered to active duty with the Indiana National Guard for not

more than ten days in a school year.

- Absences excused with a doctor's slip giving the EXACT days a student is unable to attend class/school, because of mental, physical or emotional reasons.

Habitual Truancy

Per Indiana state law, any student who is enrolled at a public or nonpublic school and accumulates at least **ten (10) unexcused absences during a school year** is considered habitually truant.

Per Indiana Code 20-19-9-5 if a student who attends a virtual education program accumulates the number of unexcused absences sufficient to result in the student's classification as habitually truant the student must be withdrawn from enrollment in the virtual education program. That student may not re-enroll in the virtual education program for the remainder of the school year per Indiana Code 20-24-7-13

After a student accumulates **three (3) unexcused absences** in a semester, a notification will be sent to the parent(s). When a student accumulates **five (5) unexcused absences** a notification will be sent to the parent and a parent conference with the school team will be scheduled. Notification of the conference date, time and location will be sent to the student's family through email and U.S. certified mail. The notice will clearly state that the student has failed to adhere to the attendance policy and required immediate intervention. The purpose of the conference is to identify barriers to school attendance and collaborate to determine solutions. Additionally, the team will review information provided by the student's family and will determine if absences can be excused in accordance with school policy. When a student reaches **seven (7) unexcused absences** in a semester a notification will be sent to the parent informing them of the school's obligation to withdraw the student once ten (10) unexcused absences have been earned. Once **ten (10) unexcused absences** have been reached the parent will have 3 days to provide any additional documentation justifying the final absence. If no documentation is provided to indicate that an absence falls within one of the excuse categories captured above the student will be withdrawn from the virtual education program and the parent will receive a notification of withdraw.

If a student is withdrawn due to Habitual Truancy, Virtual Preparatory Academy of Indiana at Madison Grant will:

- Report the student to Child Protective Services with concerns of Education Neglect
 - Per Indiana Code 35-46-1- a person who knowingly or intentionally deprives a dependent of education commits neglect of a dependent, a Level 6 felony.
- Report to the Indiana State Police Clearinghouse for missing children
- Call the local law enforcement agency to confirm child welfare
- Not allow the student to re-enroll for the remainder of the current school year

Chronic Absenteeism

Any student who accumulates at least ten (10) absences, **excused or unexcused**, during a school year is considered **chronically absent**. After a student accumulates **five (5) absences, excused or unexcused**, in a semester, a letter will be mailed to the parent(s) and a parent conference with the administration will be requested. Students will be referred to the engagement intervention protocol, in line with the Student Engagement Policy.