

## Michigan Online School

### Student Attendance, Engagement and Graduation Policy

#### Purpose:

- To provide an online educational path for students to obtain a MICHIGAN MERIT CURRICULUM high school diploma while maintaining high expectations for student success.
- To provide a flexible, online educational program while fostering a culture of high expectations and self-discipline for students.

#### Rationale:

It is imperative that students who are enrolled in an online program be committed to remaining continuously engaged in the educational process. Continuous engagement includes, but is not limited to, the following:

- Consistent completion of class assignments and assessments to ensure students graduate with their cohort as determined by the Michigan Department of Education;
- Students being responsible for their performance in fulfilling the requirements of each course;
- Submission of work that reflects a student's best effort;
- Participation in state and federally-mandated testing.

#### Student Expectations:

- Completion of school work to the best of their ability;
- Logging into classes each school day. The expectation is that students will submit/complete assignments each school day. A student who has not logged in and accessed their classes is considered **not engaged**.
- Students need to stay on the recommended pace of the course i.e.: if the course is a semester course, the student needs to complete the course in a semester
- Students at minimum need to complete an assignment in each course every school week.
- Students need to complete an assignment in each course on student count day which will be communicated by Michigan Online School
- To attempt all the assignments associated with the course content. Students who do not complete any assignments for three school days may be considered **"Inadequately Engaged."**
- Regular communication with teachers;
- Participation in state-wide testing (applicable grade levels)

### **Parent/Guardian/Caregiver Expectations:**

- Provide oversight of students logging in for completing studies: Students are expected to access all the course material presented each school day. Students must actively participate daily during school days to be considered as engaged/in attendance in their online course. A student who has zero log-ins for one school day is considered **Not Engaged** for that school day.
- Supporting the work of the school and reinforcing school learning at home i.e.: the parent is a learning coach
- Assuring the child's daily online attendance in school five days per week;
- Maintaining high expectations for each child regarding quality of work;
- Modeling learning for the child by maintaining regular communication with teachers

### **School Expectations:**

- Communicate high expectations for every student;
- Provide high-quality curriculum and instruction that supports students in meeting state academic achievement standards;
- Provide parents/guardians with consistent reports on their child's progress: Progress reports will be sent every four and one-half weeks; report cards will be sent every nine weeks. Parents/guardians may also view their child's progress by logging into their Observer Account;
- Methods of communication to be used by the school/teachers will include, but not be limited to, email communications, traditional mail, telephone calls, text messaging, mid-term progress reports and report cards.

### **Teacher Expectations:**

- Endeavor to motivate students to learn;
- Participate in professional development opportunities that improve teaching and learning in an online environment;
- Remain timely in assessing/grading work and entering grades into the grade book;
- Provide feedback to students and/or parents/guardians on a consistent basis;
- Communicate regularly with parents/guardians about their child's progress in school;
- Respect the school, staff, students, and families.

**Interaction with the course content:** Students are expected to attempt all the activities associated with the course content and interact with their teacher on a weekly basis. Weekly activities may include completing a quiz, test or submitting an assignment. Students who do not complete all activities may be classified as

**“Insufficiently Engaged.”** If a student does not submit assignments (unexcused) for five school days, they will be classified as Not Engaged. Students should log in each school day.

**Submissions:** Students are expected to complete and submit all formative and/or summative assessments by the specified deadline. If assignments are not submitted, a student will be registered as Insufficiently Engaged.

**Reporting Engagement:** Michigan Online School will alert students and parents/guardians directly when a student has been identified as “Not Engaged.” Any student reported as Not Engaged for ten consecutive school days will be notified to contact the school. If the student or parent/guardian does not contact the school within seven days after such notification, ***the student may be withdrawn from the school. Any student on academic probation during the final nine weeks may not be promoted to the next grade level.***

**Orientation:**

- Required for the student to review prior to beginning classes;
- Provides overview of the school, policy, procedures, expectations and communication methods.

**Activity/Daily Attendance:**

Condition	Response
1-5 school days w/o activity/attendance	Email & text to student and parent/guardian
6-10 school days w/o activity/attendance	Email & text to student, parent/guardian and personal call from student mentor

*\*Participating in state-mandated testing is a requirement of Michigan Online School and an essential component of student engagement. A student’s refusal to attend/participate in state-mandated testing may result in the student being withdrawn from the school.*

*\*\*Once a student reaches the level of academic probation, the school reserves the right to deny or revoke a job permit.*

*\*\*\*Social Security forms: A student's activity/attendance will be reported on the "Certification of School Official" (pg.4) section of the SSA-1372 Social Security form as is required.*

### **Work Permit Policy for Grades and Attendance:**

Under Michigan law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines there has been a significant decrease in the student's academic status or attendance after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is the school's responsibility to advise the parents/guardians and employer with the goal of collectively ensuring the student's education remains the primary focus.

Therefore, it is important for students, parents/guardians, and employers to know the guidelines that accompany the responsibility of the working teen.

### **Grades:**

1. A student must be actively engaged on school days, received passing grades in all classes and be passing in current classes before a work permit is issued.
2. If a student does not pass all classes after a work permit has been issued, the student's parent/guardian and employer may be sent a warning letter, and the student may be placed on probation for the next grading period.
3. If the student does not pass all classes during the probation period, the school may revoke the work permit for the next grading period and the parent/guardian and employer will be notified.
4. The work permit will be reissued to the student when all classes are passed.

### **Active Engagement:**

1. During a semester, if a student with a work permit receives notification of being placed on "Academic Probation":
  - The student's employer and parent/guardian may be sent a warning letter, and the student will be placed on probation for the next period.
  - The school may revoke the student's work permit for the next grading period and the employer and parent/guardian will be notified.
2. The work permit will be reissued if the student becomes "actively engaged" at an acceptable level during the next grading period.

\*In the event a student's work permit is revoked at the end of a school year, special provisions may be granted allowing the student to continue working, and he/she will be allowed to work during the summer while school is not in session. However, such

students will lose their work permit at the start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit.

\*\*The student has the right to appeal the decision, but the school may override its decision only upon a student's demonstration of just cause. Appeals must be made to the school principal in writing.

### **The Pacing of Classes**

- To stay on track to graduate, five percent of each class must be completed each week with a passing grade.
- Students who are not on pace will receive communication from teachers, student service representatives, and mentors advising them of the requirement to comply with the pacing.

### **Graduation Policy**

- Students must earn the requisite number of credits per Michigan Merit Curriculum High School Graduation Requirements (18 credits).

### **Research & References:**

<http://www.tehamaschools.org>

<http://www.montclair.k12.nj.us/district>

[http://www.gacyber.org/uploads/1/0/2/0/10208267/20162017\\_parent\\_and\\_family\\_engagement\\_policy](http://www.gacyber.org/uploads/1/0/2/0/10208267/20162017_parent_and_family_engagement_policy)

<https://www.bristol.k12.ct.us>

<http://www.mcduffie.k12.ga.us>