

## Communication/Attendance

Students enrolled in the school will be required to communicate with their teachers, learning coach and student services representative throughout the school year. Frequent communication is essential to the success of the partnership between the JEDI Virtual School, the home district, and the family. Communication can occur in a face-to-face meeting, online discussion, Skype, phone call, text message, or whatever manner works best to maintain a meaningful relationship. Full attendance and participation will be determined by the frequency of the communication and the progress of the student in their learning, as measured by multiple means throughout the school year, typically by following the weekly course pacing plan. Although the virtual school allows flexibility, the following chart represents suggested attendance time, both online and offline, to achieve mastery:

Grade Level	Suggested Daily Hours	Suggested Weekly Hours
K-2	4-5	20-25
3-6	5-6	25-30
7-8	6-8	30-40
9-12	8	40-45

Students in grades 9-12 are responsible for accessing daily assignments and their calendar when they begin each of their courses. Daily assignments are provided by teachers through the Learning Management System. Daily assignments specify the expected activities that should be submitted within an appropriate time period to complete the course in the time allotted. Students should log in to each course daily during the academic week and to communicate absences to their Student Services Coordinator.

## Progress Guidelines

JEDI Virtual School recognizes that only through continuous communication can students be successful in an online course. Within each course the instructor can provide weekly pace requirements. It is essential that the student and instructor maintain regular contact.

## Lack of Progress

If the student does not submit the expected number of assignment(s) within a period of five (5) consecutive weekdays as determined through the student's pacing chart, the student, parent/guardian, and district will be notified of the student's lack of progress by the student services representative. An exception may be granted if a request has been submitted to the instructor and student services representative from a parent/guardian or student in the case of **extenuating circumstances** (medical, family emergency, etc.) that prevents regular progress.

If the student does not respond and make progress within five (5) weekdays of the initial notification, the student services representative will initiate truancy or withdrawal procedures.