

Progress Monitoring & Academic Concern Policy

Having a consistent process, and supporting documentation, to inform all stakeholders of a struggling student's progress will allow for effective intervention, followup, and student success.

In accordance with the Late Work Policy, students may turn in work on a time frame outside of the suggested pacing of the course, however, student progress is tracked based upon the due dates identified in the course. In order to assess current progress status, incomplete work past the due date will result in a zero in the gradebook. Students earning below 60% will be referred to the inadequate progress process.

Progress Monitoring Process

Students referred to the progress monitoring process will be evaluated weekly for step placement.

Step 1: Student earning below 60%.

- Notification sent to student, parent, and local school counselor; noting that the student has been placed on STEP 1 of the Progress Monitoring Process and that subsequent steps may result in the student being placed in an alternative learning environment.
 - Student is encouraged to spend additional time in their online course, focusing on completion of overdue and current activities and assessments.
 - Student is encouraged to reach out to their instructor if they have any questions.

Step 2: Student earning below 60% for two consecutive weeks.

- A second notification is sent to student, parent, and counselor; noting that the student has been placed on STEP 2 of the Progress Monitoring Process, that the next step will require a progress conference, and that subsequent steps may result in the student being placed in an alternative learning environment.
 - Student is encouraged to spend additional time in their online course, focusing on completion of overdue and current activities and assessments.
 - Student is encouraged to reach out to their instructor if they have any questions.

Step 3: Student earning below 60% for three consecutive weeks.

- Student is placed on STEP 3 and a conference is scheduled to discuss the student's academic standing in their online course, expectations of an online student, and study plan going forward.
- Student and instructor will develop a one week plan identifying what the student needs to do to be removed from the progress notification process.
- Instructor will fill out Progress Conference Recap form, outlining the academic plan, which will automatically be sent to the student, parent, counselor, and director.
- After one week, instructor will notify director whether student has met the one week improvement plan criteria.
 - If yes, student will be "reset" on the progress monitoring process.
 - If no, student will meet with director and counselor for more in depth discussion.

Ongoing: Once a student has participated in a progress conference, their grade is monitored on a weekly basis. Additional follow up conferences may be conducted, if needed.

The student may be placed in an alternative learning environment if deemed appropriate.