

Leavenworth Virtual School - Attendance Expectations

In order to maintain full attendance with Leavenworth Virtual school, a student must:

- Participate in every course each week for a total of 5 lessons in each subject area.
- All students must have 80% of the program completed by May 10th of the school year to meet standards on their report card.
- Log in and work in courses assigned to them. Attendance will be kept based on the number of lessons per subject.
- Communicate with their assigned facilitator as needed via phone and/or email.
- Check email at least once daily and respond to any facilitator or staff inquiries within 24 hours.
- If you choose to work in "books only" you must take Unit Quizzes and Use for Mastery online and participate "on line" with the **two state mandated days**. This is a non-negotiable. These dates are the beginning of school -September 19 and September 20-October 1. You must also maintain contact with your facilitator by sending in bi-weekly reports stating what chapter and lesson you are on in each subject area.
- Adhere to the USD 453 school calendar for attendance days; however, students may choose to work on non-instructional days or swap vacation days during a semester (i.e. Spring Break week) as long as they are on pace and passing all courses. Students who swap vacation days for a long period of time must notify their facilitator to ensure they are aware.
- Participate in a pre and post diagnostic test called Exact Path.

The steps Leavenworth Virtual School takes for filing truancy, as required by the State of Kansas, are as follows:

1. After 3 days of student inactivity, the facilitator will notify the parent to communicate the concern and expectation that the student participates in their courses one lesson per subject, totaling 5 lessons per subject in one week. The facilitator will report the student as absent. If direct contact is not made, a return email or phone call from the parent is required within 24 hours.
2. After 6 days, if there is not a response from the parent and/or the student does not actively participate in their courses, the facilitator will again report the student as absent. The student's absence will be escalated to the Administration, who will call the parent.
3. After 10 days, if there is not a response from the parent, and/or the student does not actively participate in the course, the student will be placed on academic probation and a letter will be sent. If direct contact is not made, a return email or phone call from the parent is required within 24 hours or truancy will be filed and the parent will be notified by a letter.

These expectations reflect state-mandated requirements, and the shared educational philosophies of the Leavenworth Virtual School staff. I have been notified and agree to the expectations and processes stated above.

Student Name and Grade: _____

Parent/Guardian Name Printed: _____

Signature: _____