



Franchise Attendance (Student Progress Monitoring) Procedure

Virtual learning is based on student mastery and not time in seat. Virtual School attendance is defined by the student's active progress in his/her course. At the beginning of each year/semester, CVS full-time students and their families are notified of a weekly pacing expectation per course (see sample). Students and their families are required to sign the conditional enrollment agreement for CVS (see attached). There are four specific types of attendance monitoring that occur at CVS:

1. **Weekly Progress Report** - Every Monday, the Program Manager pulls the VS Student Details report from VSA and sends it to the TST members. Data is analyzed to monitor student pace, grades, and progress in each virtual class. Parent contact is made on a regular basis to communicate concerns. If students are on pace and successful in the classes, teachers contact the students and parents monthly. Teachers reach out to students and parents to discuss pace and grades if a student is behind pace or not passing classes and enters the student and concerns on the TST agenda.
2. **Teacher Support Team (TST)** – Every Tuesday, the teachers and program manager meet to create student-centered interventions as well as follow up on past interventions (agenda, interventions, and updates are maintained in a shared google document). The VS Student Details report drives the discussion with regards to grades and pacing. Students are discussed individually and a list of interventions is created and implemented. Families are contacted immediately via telephone/email and are informed of the proposed interventions. The feedback from the families is discussed amongst the TST members. Any modifications to the proposed interventions are distributed by the Program Manager to the parent/student/teacher.
3. **Open Lab** –Every three weeks, from 1:30 to 4:00 pm, students are invited to attend open lab for face-to-face interaction with their teachers, program manager, and the school counselor. Open Lab Tutoring is optional for students who are ahead of pace or making academic gains.
4. **PACE Lab** – Every three weeks, from 10:00 am to 12:00 pm, any student who is behind pace or has a "D/F" in ANY virtual course beyond the 21 day grace period, is required to attend the remaining PACE labs for the semester. Attendance is taken and no shows are contacted. Teachers, school counselor, and program manager provide students with support on managing time and assignments to complete. At the conclusion of face to face instruction, students have to turn in an exit ticket which details what they accomplished during tutoring to ensure they are productive while they attend PACE Lab. If a student is consistently behind pace and face to face instruction does not help, a parent conference is scheduled to discuss an attendance contract and other options.