

### Learning Online Active Engagement Practice

Learning Online courses are asynchronous and do provide the student with some flexibility with where and when they access the course content. However, it is an expectation that students regularly log into their online course and work to follow the timelines set out by the course instructor. It is the responsibility of the Learning Online student to be actively engaged in their online course.

#### Active Engagement:

- **Students log into the course on a regular basis.** Learning Online has an attendance practice in which students will adhere.
- **Students complete and submit course content on a regular basis.** The course instructor sets timelines and students are to work to stay on the pace of the course. Students who fall significantly behind the pace of the course are disengaged in course content.

Actively Engaged Student	<ul style="list-style-type: none"> <li>- logs into a course on a regular basis (average 5 hours per week)</li> <li>- accesses course content or instructional material</li> <li>- contacts course instructor when they have questions or need clarification</li> <li>- completes and submits assessment according to the set timeline in the course</li> </ul>
Moderately Engaged Student	<ul style="list-style-type: none"> <li>- logs into course irregularly (less than an average of 5 hours per week)</li> <li>- accesses some course material, but skips or misses parts of the course content</li> <li>- does not reach out to the instructor when in need of clarification and only communicates when contacted by instructor</li> <li>- completes and submits assessment, but is behind the pace of the course or does not submit all required tasks</li> </ul>
Disengaged Student	<ul style="list-style-type: none"> <li>- goes for periods of 5 or more days without logging into a course or logs in without engaging with content</li> <li>- accesses minimal course content</li> <li>- does not reach out to instructor and does not respond to emails from instructor or Learning Online</li> <li>- completes minimal assessments and is significantly behind the pace of the course with many incomplete assignments</li> </ul>

Students in violation of this policy will be placed on academic probation. Students will have their accounts suspended and will be contacted by the Assistant Principal of Learning Online requesting a meeting to discuss the inactivity and to create an academic plan to support the student in successfully completing the course. The Assistant Principal will work the student, teacher, home contact, and school contact to create a plan that will best support each individual circumstance.

Students must respond to the request to create an academic plan within 72 hours of contact by the Assistant Principal of Learning Online. Failure to respond will result in discontinuation from the course.

The Assistant Principal of Learning Online will monitor engagement, with disengaged students identified using daily attendance reports, weekly grade reports, and teacher feedback. This process will take place throughout the semester.