



Attendance and Student Responsibility Policy

1. Attendance:

Attendance will be tracked through the online student management system by the instructor and Online Program Administrator. Attendance will incorporate completion of course requirements, participation in online chats, discussions, and interactions with instructor. If it determined that the student is not meeting attendance policy requirements set forth by the INFINITY Committee and the instructor of the course, the following steps will instituted.

1. The student will be required to meet with the instructor to review course requirements and develop an educational plan for completion that will be agreed upon by both the student and instructor.
2. Meeting with student, parent, instructor, principal, and INFINITY Administrator.
3. Determine results of student's progress and issue completion credit or dismissal from course.

The Online Program Administrator will work with the enrolling district and the providing district to meet all state guidelines for reporting attendance on the MARSS report.

2. Teacher Contact, Interactivity, Communication, and Assessment

Only through continuous communication can students be successful in an online course. Within each course, the instructor outlines the weekly minimum work requirements. **It is essential that the student and instructor maintain regular contact and that the student stay on pace.**

To ensure a high level of communication is maintained between instructor and student, all instructors will have virtual office hours as well as posted communication and grading response times (see Addendum A - Communication Policy and Addendum B - Grading Policy).

Teacher Contact Time and Communication

All instructors are required to set up virtual office hours to ensure that students are guaranteed a timely response should questions or problems arise. Students and instructors are provided with contact information in various formats, such as email, phone, and web tools, to facilitate this communication.

Instructors communicate with the students through a variety of means on a weekly basis, whether synchronous chat sessions, asynchronous discussion forums, news and calendar postings, email, online pager, or interactive television (ITV). Face to face contact opportunities may be offered, if necessary.

Students also have access to a help desk forum as well as technical support contact numbers should the student experience any technical difficulties.

All students have access to a community forum called the Student Sandbox. This forum provides an opportunity for students across courses to participate in wide ranging discussions on topics of their choice. As the INFINITY program serves multiple school districts as well as individual students across the state, this forum offers the prospect of communicating across a rich, diverse student population. This forum is moderated by INFINITY staff.

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Within the student learning platform, there are various tools that teachers may use to determine whether students are meeting the criteria set forth in the instructor's online syllabus. Instructors monitor student login history, such as last date/time logged in, location(s) logged in from (by IP address), number of logins in last seven days, and total number of logins. Another tool used is discussion board statistics. In this tool, instructors monitor number of discussion posts read and

authored in comparison to total messages posted. Instructors also monitor time spent in the content areas through use of a “progress map”. This “map” identifies which topics the student has visited and which ones have not yet been viewed. Additional monitoring tools include quizzes, drop box, and grade statistics. These tools monitor number of quiz attempts, quizzes graded, number of drop box submissions, and grade summaries.

While instructors do monitor and require a minimum level of attendance, INFINITY instructors also encourage students to focus on engagement and/or quality of their work rather than solely grading based upon attendance.

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- Meeting with student, parent, instructor, principal, and INFINITY Administrator.
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3. Enrollment Policies and Procedures

INFINITY has developed the Online Learning Policies and Guidelines that have been approved by the IASC Governing Board and the INFINITY Committee.

Along with these guidelines, students are required to sign an Acceptable Use of Technology Policy and an Academic Honesty Policy prior to starting any online course. All students are required to fill out an enrollment form that will be signed by the student, parent, counselor, principal and program administrator. A student age 17 or younger must have the written consent of a parent

or guardian to register with the INFINITY program. This form has also been approved by the IASC Governing Board and the INFINITY Committee.

Enrollment Policy:

- Students, and their parents, must submit an application for enrollment. The application must indicate the reason for enrolling in online learning. The online provider will, within ten days, notify the student and the enrolling district in writing of acceptance.
- INFINITY will complete the OLL Supplemental Notification Form and forward to the enrolling district to verify the course meets the student's graduation plan.
- The enrolling district verifies all information on the notification form, completes the MARSS number and transcript request, signs the form and returns it to the online learning program.
- Students, and their parents, must notify the INFINITY program of intent to enroll within ten days and sign a statement of assurances verifying that they have examined the online course or program and understand the expectations of online learning enrollment. (Subdivision 3 a and b).
- In a supplemental program such as INFINITY, students may enroll in a maximum of 50% of the student's full schedule of courses per term, during a single school year. Students may enroll in additional courses with the online learning provider under separate agreement that includes terms for payment of any tuition or course fees.
- Students may complete course work at a grade level that is different from the student's current grade level (Subd. 4 b). Priority will be given to students at course grade level and students within INFINITY districts.
- Special education students will have equal access to enroll in an online learning course or program.

Enrollment Criteria:

- Student and parent must complete enrollment form and submit it to their counselor or the INFINITY Program Administrator indicating the reason for enrolling in online learning.
- Student must review required program policies such as Acceptable Use, Academic Integrity, and the Attendance and Student Responsibility Statement.
- Students will be required to return a signed Statement of Assurances indicating they have read and understand all program policies.
- Student must participate in an online orientation course prior to the start of the semester.
- Student and instructor will participate in an introductory phone call prior to the start of the semester.
- Students must agree to meet other course requirements as determined by the course instructor.

Dismissal Criteria:

It is essential that students meet course requirements in a timely manner. To ensure students fulfill course requirements, the four-part process below will be followed:

If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive a letter notifying them of the student's unacceptable pace for submitting assignments.

If the student does not respond to the letter by submitting assignments within four (4) days of the date of the initial letter, the instructor(s) will make a telephone call to the student/parent(s).

If the student does not respond by submitting assignments within seven (7) days of the date of the initial letter, INFINITY will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course and given a W-Withdrawal grade and

no credit for the course if the drop occurs within the first 14 days of the course. If the drop occurs after the first 14 days of the course, the student will receive an "F" on their transcript.

An official final grade report will be mailed to the student and his/her school within 14 days of completion of the course.

Drop/Fail Process:

A student may choose to drop a course within fourteen (14) consecutive days after the official start date of the course with parent and counselor approval. The student must submit a Drop Course Request to the INFINITY Program Administrator to drop a course. If the course is dropped within the 14 day grace period, the student will receive a W – Withdrawal on their transcript. If a student chooses to drop a course after the 14 day deadline, the student will receive an "F" on their transcript.

5. Student Responsibility Statement:

I acknowledge that during the first 14 days of being activated into my INFINITY course I may drop the course without penalty.

I understand that for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis will result in my removal from the course and may result in a failing grade being assigned to my academic transcript.

If I drop the course after the 14 consecutive day policy, INFINITY will issue an "F" for my final grade.