

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. To ensure that our students are aware of this commitment, the four-part process below will be followed:

1. 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.
2. If the student does not respond to the letter by submitting assignments within seven (7) days, the instructor(s) will make a telephone call to the student/parent(s).
3. If the student does not respond by submitting assignments within fourteen (14) days of the initial letter, VLACS will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.
4. Upon completion of the course and return of course materials, an official final grade report will be sent electronically to the student's school of record for inclusion on the student's official transcript.

Student Agreement: Students are expected to agree to the following as part of the registration process.

- I acknowledge that during the first 28 calendar days of being activated into my VLACS 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 completing 50% of the class requirements and fail to take the final exam, Virtual Learning Academy Charter School will issue an "F" for my final grade.

Law Reference:

Appendix Reference:

Date Adopted:

Revision Dates:

Last Review Date: