

[School Letterhead/Logo]

To:
From: Response to Intervention Team
Date:
Subject: Academic Standing

This letter is to inform you of your child's status in the Virtual Learning Program at [SCHOOL NAME]. Your child is currently on **ACADEMIC MONITORING** due to one or more of the following concerns:

Lack of Attendance Failure to Complete Assignments Disruptive Online Behavior

In order to be in Good Standing in the Virtual Learning Program at [SCHOOL NAME], a student must:

- Attend and participate in MS Teams Virtual Class Meetings Monday through Thursday.
 - All students have two Virtual Class Meetings each day. [Customize for your grade level requirement]
 - Each class meets twice a week for one hour.
 - 1st and 2nd Period: Monday / Wednesday
 - 3rd and 4th Periods: Tuesday / Thursday
- Log in and work in Canvas for at least 2 hours each day after Virtual Class Meetings.
- Complete and submit course assignments as indicated by the Canvas To-Do List for each course in accordance with due dates to make adequate progress toward course completion.
- Log in and work in i-Ready for at least 2 hours each week
 - One hour for math and one hour for ELA
 - Students should complete approximately three lessons weekly
- Communicate with your child's teacher as needed via telephone conversations, email correspondence, and/or MS Teams Chat.
- Check email at least once daily and respond to any teacher or staff inquiries within 24 hours.

The steps [SCHOOL NAME] may take to remedy attendance or participation concerns are as follows:

1. After 2 days of student inactivity, the teacher will notify the parent to communicate the concern and expectation that the student participate in the courses on a daily basis and make academic progress in alignment with the course pace chart. The teacher will report the student as absent. If direct contact is not made, a return email or phone call from the parent is requested.
2. After 4 days, if there is not a response from the parent and/or the student does not actively participate in the course, the teacher will again report the student as absent. The student's absence will be escalated to the Response to Intervention (RtI) Team and Social Worker.
3. The RtI Team will conduct a meeting with the parent to discuss Virtual Learning Program expectations and the possibility of your child returning to face-to-face instruction at the semester break.

Please check Infinite Campus Parent Portal for your child's latest grades and attendance. To become an Observer of your child's Canvas activity, follow the instructions on any Virtual Teacher's Webpage.

If you have additional questions, please call the school at [SCHOOL PHONE NUMBER] and ask to speak to your child's counselor.