Students are expected to communicate with their Online Learning Mentor (Mrs. Smith) by replying to Canvas check-in assignments every week. Responses to the questions must be complete and correct. In addition, every month, the Online Learning Team (Mrs. Grayson and Mrs. Smith) will evaluate the progress of each student. The purpose of the monthly evaluation is to determine if the student is making satisfactory progress in their Online Learning course. To earn ‘Satisfactory’, a student’s ‘grade to date’ must be a 60% or higher. The results of the evaluation will be communicated to the student, parent/guardian, and counselor. Students who fail to complete required weekly check-in assignment will be scheduled ‘on campus’ (virtual classroom). If a student receives an ‘Unsatisfactory’ monthly progress evaluation, they will work on a ‘Plan of Improvement’ with Mrs. Smith. If a student receives an ‘Unsatisfactory’ monthly progress evaluation for a second time, they will be placed ‘on campus’ (virtual classroom) to complete their online course. Below is a timeline of when we will conduct the weekly check in Canvas assignments and monthly progress evaluations.

**Fall 2020 Dates**

**September:**
- Week of September 14-18: Check-in
- Week of September 21-25: Check-In
- Week of September 28-October 2: Check-In

**October:**
- Week of October 5-9: Check-In
  - **October 12: Monthly Evaluation/Check-In**
- Week of October 19-23: Check-In
- Week of October 26-30: Check-In

**November:**
- Week of November 2-6: Check-In
- Week of November 9-13: Check-In
  - **November 16: Monthly Evaluation/Check-In**
- Week of November 23-25: Check-In

**December:**
- Week of November 30- December 4: Check-In
  - **December 7: Monthly Evaluation/Check-In**
- Week of December 14-18: Check-In
- Week of December 21-25: No Check-In
- Week of December 28-January 1: No Check-In

**January:**
- **January 4: Monthly Evaluation/Check-In**
- Week of January 11-15: Check-In

**Student Statement:** I will complete my once a week Canvas ALE check-in assignment. In addition, I will reply once a month to my Canvas ALE monthly evaluation assignment. Students who receive an Unsatisfactory Monthly Progress Evaluation or fail to complete Canvas ALE check-in assignments will be put on a ‘Plan of Improvement’ and/or placed ‘on campus’ (virtual classroom) to receive additional support.

**Student will acknowledge ‘Student Statement’ in Required Scavenger Hunt.**