

## Proposed Engagement Additions to the HANS Handbook for the 2017-2018 School Year

### Overview

This Student Engagement Policy has been implemented in response to legislation passed by the Indiana General Assembly (Spring 2017). House Enrolled Act 1382, which went into effect on July 1, 2017, requires that all virtual charter schools adopt a student engagement policy and that students be held accountable, according to that policy, for non-engagement throughout the school year.

As will be explained further below, Hoosier Academy Network of Schools will identify non-engaged students using one of two different pathways: (1) the staff pathway and (2) the Family Academic Support Team (FAST) pathway. We are utilizing two different pathways based on the types of data school officials have access to and are able to use for monitoring purposes. Staff members have access to and utilize data specific to their role while FAST members primarily have access to cumulative data that allows for a review of aggregate data among all courses.

### Engaged Students

Students enrolled at the Hoosier Academy Network of Schools can maintain good standing in regards to engagement by:

- **Actively** communicating with school staff
- Attending all **required** Class Connect sessions
- Attending **scheduled** conferences
- Attending in-person **State mandated** testing
- **Completing** diagnostic and formative assessments
- **Engaging** during the required Class Connect sessions
- Having their attendance **logged daily** by their learning coach
- **Logging into** the Online School (OLS), grades KG-5, or Learning Management System (LMS), grades 6-12 for at least 2 hours **per school day**
- **Responding** to request for two-way communication in a timely manner (within one school day)
- **Proactively communicating** with the school regarding technical issues
- **Proactively communicating** with the school regarding absences

**Failure to engage, as outlined in this policy, may result in a student receiving Student Engagement Demerits (aka Demerits), which in turn, may result in the student being withdrawn from the school.**

### Staff Pathway

The staff pathway allows for staff members to, based upon their unique vantage point, identify students who are not engaged in their specific course, teacher-assigned interventions, or other

teacher-directed school related activity. Staff members tracking engagement should be in accord with established Individual Learning Plan (ILP), Individual Education Plan (IEP), or other documents or policies that enable students to clearly understand their expected engagement at Hoosier Academy Network of Schools.

Staff members will utilize their unique interactions with students, weekly data trackers, and other role-specific data to determine non-engaged students. Staff members will hold Hoosier Academy Network of School students accountable when a student fails to follow staff-directed activities, such as failing to attend required Class Connect sessions, failing to attend school assessments, failing to attend State mandated testing, or failing to communicate with staff in a timely manner.

Once staff members begin to assign Demerits to a student, the staff member must begin by notifying the student's parents or guardians that the school has started tracking the Demerits for that student and the consequences of accruing Demerits. Staff members will notify the student and his or her parents or guardians within 24 hours of beginning to assign Demerits. Student Engagement Demerits will become part of the student's record when notification occurs. Each time a Demerit is assigned the staff member will contact the parents or guardians. Staff will document the Demerits a student accrues and any attempts to engage the student via a running note in TotalView School.

When a student has accrued 10 Demerits, the staff member will escalate the matter to the student's Academic Administrator. The Academic Administrator will review the engagement demerits to determine the appropriate level of intervention, based on this policy. Special considerations will be made, per State and Federal law, in regards to students in the following categories: Special Education, 504, or Homeless students.

Based on this review, Academic Administrators will develop a course of action, which can include: referrals to school-based interventions, referral for Special Education testing, or referral to FAST for Family Academic Support Liaison for a Back on Track Plan. Students may not accrue more than an additional ten (10) Demerits after the Academic Administrator implements the course of action for the student. If a student accrues ten (10) or more additional Demerits the student will be referred to the Family Compliance Liaison in order to remove the student from the school for lack of engagement.

### **FAST Pathways**

The Family Academic Support Team (FAST) pathway in identifying non-engaged students allows for FAST staff to proactively monitor student engagement in a broader, more aggregate manner while working with students on their referral caseload. FAST staff also has direct access to data found in TotalView Action.

A review by a Family Compliance Liaison (FCL) for lack of engagement will be initiated when one or more of the following criteria are met:

- There is no student login for the week

- Low Student Activity – Less than two hours of time logged into school for each school day
- Low Student Class Connect Sessions – Student not attending required Class Connects
- Low Student Class Connect Attendance – Student not attending the entire Class Connect session

After the review is completed by the FCL he or she may determine students to be either engaged or not engaged. If the lack of engagement is substantiated the FCL will refer the non-engaged student to a Family Academic Support Liaison for further monitoring and a Back on Track Plan.

The Family Academic Support Team actively works with students throughout the year to mitigate engagement related issues and will document Demerits similarly to staff. If a student accrues more than 10 Student Engagement Demerits while working with FAST that student will continue to work with the FAST team until the student is re-engaged or all attempts at reengaging the student have failed, consistent with this policy.

### **Notice**

If, consistent with this policy, a student qualifies for withdrawal, the school will notify the student's parents or guardians through email and U.S. regular mail prior to withdrawing the student. The notice will clearly state that the student has failed to adhere to the school's student engagement policy and that the school has determined, according to its policy, that the student qualifies for withdrawal. The parents or guardian will be provided five (5) school days from the date on the notice to demonstrate that the student's non-engagement was due to an event that would be considered an excused absence consistent with school policy and state law. The school will review any information received from the student's parents or guardians by that deadline and will determine if there is sufficient basis for an excused absence, in accordance with school policy and state law.

- If a student's parents or guardians fail to respond to the notice within five school days, the school will send a second notification through email and U.S. regular mail, indicating that since the school received no response to the prior notice that the student's withdrawal from the school will commence immediately.
- If a student's parents or guardians reply to the first notice and a determination is made that the student had an excused absence or absences, the student's Demerits will be adjusted to reflect the excused absence or absences. If after adjustments are made, where applicable, the student no longer has at least ten Demerits, the parents or guardians will be notified that the adjustment was made, the number of points that have now accrued, and that the student no longer qualifies for withdrawal under the policy. However, if after adjustments are made, where applicable, or if no adjustments are made, the student still qualifies for withdrawal, the parents or guardians will be notified through email and U.S. regular mail that the student still qualifies for withdrawal and that withdrawal will commence immediately.

### **Next Steps**

If a student is withdrawn from HANS due to lack of engagement HANS may:

- Report the student to Child Protective Services with concerns of Education Neglect
- Reported to the Indiana State Police Clearinghouse for missing children
- Call the local law enforcement agency to confirm child welfare
- Not allow the student to re-enroll the student for the remainder of the current school year or 180 calendar days, whichever is greater.

All removed families removed under this policy will receive a letter at the mailing address on file detailing the withdrawal.

### Summary

Utilizing these pathways allows for the school to maintain the flexibility that some students seek out HANS while also ensuring that students are actively participating in school in a manner conducive to receiving a quality education.