

ILO Drop Policy (12/27/2011)

Rationale and Conditions

Iowa Learning Online (ILO) is focused on student success. Student success in any ILO course is directly related to **early student engagement**. Therefore, students registering for ILO courses will be expected to demonstrate immediate and consistent evidence of engagement in the course during the first four weeks of a fall or spring semester course, or the first two weeks of a summer semester course, or they will be withdrawn from the course. Exceptions for health or personal reasons may be granted by the ILO instructor after consulting with the ILO Distance Learning Consultant, as well as the student's coach and school administrator.

In addition, individual school district policy may permit students to drop ILO classes for other reasons. In those cases, notification of student withdrawal/drop should be communicated, not by the parent or student, but by the student's school district through an email to the ILO instructor copying the email to the ILO Registrar.

Student withdrawals can be avoided by early and steady contact between the student, coach, parent/guardian, and teacher so that problems can be spotted and dealt with before they become insurmountable. Here is the protocol that teachers should follow to systematically engage with students as well as to systematically invoke the drop process if necessary.

Withdrawal/Drop Protocol

Fall and Spring Semesters:

1. If the student fails to demonstrate immediate and consistent evidence of engagement in the course at any time **within the first 4 weeks of class** the following actions will be taken:

- Step 1:** The ILO instructor emails the student, the student coach, the parent/guardian, and the administrator listed on the registration to check on any problems with access to the course and inform them of ILO withdrawal/drop policy.
- Step 2:** If there is no satisfactory email response from the student, student coach or administrator, the ILO instructor calls the coach to inform them of the unsatisfactory student engagement. The instructor should also contact the Distance Learning Consultant for support in this matter as a means to document communication efforts.
- Step 3:** If there is no satisfactory response from the coach or if student engagement still has not improved the ILO instructor emails the ILO Registrar to invoke the mandatory drop policy. The ILO instructor will include:

- A summary of their attempts to contact the student and the school administration, and
- The students' grade at the time of the drop

The ILO Registrar will email notification of student's withdrawal from the ILO course to the parent/guardian, the student coach, and the administrator listed on the registration. **ILO will record the student as a Withdrawal from the course.**

2. If the student fails to demonstrate consistent evidence of engagement in the course at any time **after the first 4 weeks of class** the following actions will be taken:

Step 1: The ILO instructor emails the student, the student coach, the parent/guardian, and the administrator listed on the registration to check on any problems with access to the course and inform them of ILO withdrawal/drop policy.

Step 2: If there is no satisfactory email response from the student, student coach or administrator, the ILO instructor calls the coach to inform them of the unsatisfactory student engagement. The instructor should also contact the Distance Learning Consultant for support in this matter as a means to document communication efforts.

Step 3: If there is no satisfactory response from the coach or if student engagement still has not improved the ILO instructor emails the ILO Registrar to invoke the mandatory drop policy. The ILO instructor will include:

- A summary of their attempts to contact the student and the school administration, and
- The students' grade at the time of the drop

The ILO Registrar will email notification of student's withdrawal* from the ILO course to the parent/guardian, the student coach, and the administrator listed on the registration. **ILO will record that the student has FAILED the course.**¹

Summer Semester:

1. If the student fails to demonstrate immediate and consistent evidence of engagement in the course at any time **within the first 2 weeks of class** the following actions will be taken:

Step 1: The ILO instructor emails the student, the student coach, the parent/guardian, and the administrator listed on the registration to check on any problems with access to the course and inform them of ILO withdrawal/drop policy.

Step 2: If there is no satisfactory email response from the student, student coach or administrator, the ILO instructor calls the coach to inform them of the unsatisfactory student engagement. The instructor should also contact the Distance Learning Consultant for support in this matter as a means to document communication efforts.

Step 3: If there is no satisfactory response from the coach or if student engagement still has not improved ILO instructor emails the ILO Registrar to invoke the mandatory drop policy. The ILO instructor will include:

- A summary of their attempts to contact the student and the school administration, and
- The students' grade at the time of the drop

The ILO Registrar will email notification of student's withdrawal from the ILO course to the parent/guardian, the student coach, and the administrator listed on the registration. **ILO will record the student as a Withdrawal from the course.**

2. If the student fails to demonstrate consistent evidence of engagement in the course at any time **after the first 2 weeks of class** the following actions will be taken:

Step 1: The ILO instructor emails the student, the student coach, the parent/guardian, and the administrator listed on the registration to check on any problems with access to the course and inform them of ILO withdrawal/drop policy.

Step 2: If there is no satisfactory email response from the student, student coach or administrator, the ILO instructor calls the coach to inform them of the unsatisfactory student engagement..

Step 3: If there is no satisfactory response from the coach or if student engagement still has not improved ILO instructor emails the ILO Registrar to invoke the mandatory drop policy. The ILO instructor will include:

- A summary of their attempts to contact the student and the school administration, and
- The students' grade at the time of the drop

The ILO Registrar will email notification of student's withdrawal from the ILO course to the parent/guardian, the student coach, and the administrator listed on the registration. **ILO will record that the student has FAILED the course.**¹

¹ If a student has a "C" or above grade at midterm, the student may have the opportunity to return to the course in the future, picking up at the point that they left off, rather than beginning the course over. This privilege will be awarded on a case-by-case basis; the student coach would need to work with the instructor, and ILO Administration for these special situations. The instructor will need to inform the ILO Registrar of the point where the student stopped work so that this may be documented in the official student file.