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## **Characteristic Requirements for Online Students (K-6):**

To be an online student at Virtual Instruction By Excellence, students must meet the following daily expectations:

- Complete online assignments, quizzes, labs and tests
- Possess a working computer with a reliable internet connection
- Maintain weekly contact with your teachers with student email or office hours
- Note: all other rules and code of conduct as outlined in the ISD 518 Student Handbook apply to this course.

## **Where and when do I work on my Classes?**

The location is your choice: at school, at home etc. You must meet deadlines, which means working on the class at your own pace and at your convenience completing the requirements by the deadline. Most courses take at least one plus hour(s) per day to complete.

Note: K-6 grade students will be required to have a learning coach at home to ensure they are following directions for assignments and staying on schedule each school day. It is very important for the student and learning coach to attend all online meetings/activities to make sure they are making daily progress.

## **How do I stay on pace to successfully complete this my online classes?**

- Communicate with your online teacher. This should be the same teacher for all K-6<sup>th</sup> grade classes.
- Set a daily schedule
- Communicate with your teacher right away so they are aware of any questions or concerns.
- Learning coaches (parent/guardians) and students are encouraged to call, email, or schedule an appointment with Nate or Andrea with any questions or concerns.

- Students will refrain from any inappropriate comments, postings, etc. Any incident will require a meeting with Mr. Hanson, the student's guardian, and the student.

**\*\* ATTENTION: Failure to comply with this policy will result in being dropped from VIBE.**

**\*\* NOTE: All other rules and code of conduct and ISD 518 policies apply to our VIBE online programming.**

**\*\* Any medical absences or other absences must be communicated to Nate Hanson to be excused at: [nate.hanson@isd518.net](mailto:nate.hanson@isd518.net) or (507)372-1605.**

**\*\* YOU WILL BE TURNED INTO TRUANCY IF YOU ARE NOT LOGGING ON EACH DAY or if you're not making progress... (3 day letter will be sent home to parent/guardian) Once a student gets to 7 days of not working they will be turned in to Nobles County for Truancy and a letter will be sent home to parent/guardian.**

## ***How to be a Successful Online Student:***

1. ***Be Organized!***
2. ***Be Responsible!***
3. ***Be an Independent Learner!***
4. ***Be an Effective Communicator!***
5. ***Be Computer Literate!***
  - Take the program and yourself seriously.
  - Set your priorities straight.
  - Manage your time well.
  - Be able to commit certain hours per week, per course and log onto your course every single day.
  - Learning coach must speak up if the student doesn't understand the assignment or activities.
  - Learning coach should help support the student and help communicate with the students teacher on a daily basis.
  - Complete and submit assignments regularly.