



Roles and Responsibilities

Contact Points (Login/Enrollment)	Staff Responsible
Student is referred to virtual school	Mostly done by counselors
Staff discusses and evaluates virtual school fit with student	Counselor
Login information is being provided to the student	Counselor – 1 st point of contact then Online Course Monitor
Student does not log in, for 3-15 days at any point prior to completion of the course.	<p>3 days – Auto message from MVS</p> <p>5 days – mandatory student conference with OCM</p> <p>10 days – mandatory parent conference - Principal/Assistant Principal</p> <p>15 days – overnight suspension – Principal/Assistant Principal</p>
Student submits a course-related question	VS Teacher
Teacher contacts the student or parent by phone once every two weeks	VS Teacher
Student takes EOC exam- administered by Testing Coordinator Semester exam – administered by Online Course Monitor	VS Teacher to inform student, OCM to check to ensure completion
Contact Points (Student not reachable)	Staff Responsible
Student and Parent are contacted because the student is not reachable by or responding to the Online Course Monitor	Online Course Monitor

Tiered Contact Points (Student identified as a struggling)	Staff Responsible
Student is contacted because she/he was identified as a struggling student	VS Teacher
Parent is contacted because struggling student failed to improve performance	VS Teacher
Student and Parent Meeting held because student failed to improve performance after being contacted by the VS teacher	Online Course Monitor
Student is contacted as last resort because struggling student failed to improve performance after student/parent meeting with course monitor	Principal/Asst Principal/Counselor as needed
Student is contacted because he/she is at risk of being dropped from the course	Principal/Asst Principal/Counselor as needed
Decision to Drop Student (Within the drop period)	Principal/Assistant Principal/Counselor
Actually dropping student	Virtual School Office