

Virtual LR Meetings

The school believes that it's in the best interest of the students to meet in person with their credentialed teachers for learning record meetings, rather than via a virtual meeting. We will use in person meetings as our primary format for conducting learning record meetings. However, the school acknowledges that there are times when a virtual meeting might be necessary. The following steps and guidelines should be used to determine when a virtual meeting would be acceptable.

Guidelines and Procedure for Virtual Meetings

- The ES should work with the family to see if schedules can be rearranged so that the meeting can be held in person. Ideally, all learning record meetings will be held in person, and this should be the goal.
- If unable to reschedule the meeting, the ES will use these criteria to determine if the a virtual meeting is necessary:
 - Student is hospitalized
 - Student is ill and has a doctor's note; doctor's note requirement can be waived by the advisor on a case-by-case basis
 - Death in the student's immediate family
 - immediate family: parents, children, step children, fostered or adopted children, brothers, sisters, aunts, uncles, cousins, nephews, nieces, grandchildren, or grandparents
 - Natural disaster (fire, earthquake, etc) or police activity/public emergency
 - Other extenuating circumstances, such as extended time out of the local area, will be taken on a case-by-case basis
- If the situation falls into one of the above listed categories, the ES will present the situation to his/her advisor for advice and approval. The ES must receive email approval from his/her advisor to conduct a virtual meeting.
- If the reason for the virtual meeting is due to extenuating circumstances, the advisor will discuss the situation with the teacher services director for advice and approval. The advisor must receive email approval from his/her TSD.
- The number of virtual learning record meetings should be minimized through careful rescheduling of in person meetings. For example, if a family is going to be out of the country for one learning record period, the family and ES should schedule an in person meeting just prior to leaving the local area and immediately upon arrival back to the local area.
- Virtual meetings should be rare exceptions.

Family's Responsibilities in Virtual Meetings

- The family must ensure that they have a reliable computer and internet connection so that the virtual meeting can be productive.

- The student and guardian listed on the Student Agreement must be present during the entire virtual meeting.
- The family needs to submit the student work electronically to the ES during or prior to the virtual meeting so that the ES can effectively evaluate the student learning.
- The parent must print, sign, and mail the rollsheets to their ES the same day as the learning record meeting. The postmark date will be used to verify this.

Learning Records and Virtual Meetings

The ES must document in the learning record that the meeting was held virtually. This statement should be written at the top of the language arts section of the learning record.

Attendance/Rollsheets and Virtual Meetings

- The ES will send a hard copy of the rollsheets to the parent to keep track of attendance during the learning record period.
- The parent and the ES will review the rollsheets and the student work at the virtual learning record meeting.
- The parent must scan or fax the rollsheets to their ES the same day as the learning record meeting.
- Once the ES receives the rollsheets, he/she will sign and mail it with an attached email approval from his/her advisor.

Virtual Meetings Held Due to Emergency After the 20th Day

If an emergency arises and there is a need to do a virtual meeting after the 20th day, the advisor will work with the ES on a plan of action that includes the procedure used for going over the 20th day, as well as the procedures outlined here