

Sample Attendance and Truancy Guidelines for Virtual Schools and Programs



Each of the sample attendance and truancy guidelines below meet the statutory definitions of compulsory attendance (KSA 72-1111) and truancy (KSA 72-1113). You are welcome to incorporate any of these guidelines into your virtual school or program.

SAMPLE 1: USD 218 Kansas Connections Academy

We expect students to attend at least 360 minutes/day or 6 hours. Attendance is a combination of measures that indicate if a student is demonstrating adequate participation (and therefore attendance). This not only includes the actual attendance hours recorded by the Learning Coach (caretaker), but also lesson and assignment completion rates, and amount of communication with the teacher/administration. Therefore, even though a Learning Coach may record a high number of instructional hours in the attendance records, if a student's work completion rates are not on track or he or she fails to communicate on a regular basis with the teacher, he or she will fall in an Alarm status which means we must have a meeting with the family right away to get the student back on track.

We draw up a behavior support plan that includes a contract entered into with the student, caretaker, and school. This plan allows for support from the school in regards to assistance with time management, organization, and communication. It requires students to actively engage and partake in the offered interventions. The timeframe is worked into the plan, and an agreement is reached as to the minimal requirements in order to stay at KCA. The family is asked at this time what their next school of choice is, and if they don't meet the minimal requirements we meet again to discuss transition to the next school. If engagement is completely lacking we follow protocol for truancy.

SAMPLE 2: USD 248 Girard Virtual Program

Students who are under the age of 18 and whose class has not graduated are expected to be actively working for a minimum of 25 hours per week (attendance) and complete 50 assignments per week (progress). At that pace they can expect to finish a class in 3-4 weeks with a course completion rate of approximately 30% a week. Adult students who often have jobs and children to care for are expected to be actively working for a minimum of 10 hours a week (attendance) and complete 30 assignments per week (progress). At that pace they can conceivably finish a class within 6-7 weeks with a course completion rate of approximately 15-20% a week.

If the student goes two consecutive weeks without meeting the attendance or progress expectations they will be considered truant. At that time the student and/or parent will be required to attend a counseling session with HS administration. If attendance and progress

does not improve after that, a truancy warning letter will be mailed to the family. If attendance and progress continues not to improve, truancy will be filed with the county and the student will be dismissed from the program.

SAMPLE 3: USD 383 Manhattan Virtual Academy

In order to be in full attendance with Manhattan Virtual Academy, a student must:

- Participate in every course each week for an average of one hour per day per course (300 minutes weekly in each course as a minimum).
- Log in and work in courses for at least 360 minutes (6 hours) each day which is an average of one hour per course per school day.
- Complete and submit course assignments as indicated on each Pace Chart in accordance with due dates to make adequate progress toward course completion.
- Communicate with MVA Staff as needed via vClasses; telephone conversations, email correspondence, and/or IM.
- Check email at least once daily and respond to any teacher or staff inquiries within 24 hours.
- Adhere to the MVA school calendar for attendance days; however, students may choose to work on non-instructional days or swap vacation days during a semester (i.e. Spring Break week) as long as they are on pace and passing all courses. Students who swap vacation days must consult with their teachers to ensure that no deadlines are missed.

The steps MVA takes for filing truancy are as follow:

1. After 3 days of student inactivity, the teacher will notify the parent to communicate the concern and expectation that the student participate in the course on a daily basis and make academic progress in alignment with the course pace chart. The teacher will report the student as absent. If direct contact is not made, a return email or phone call from the parent is required within 24 hours.
2. After 4 days, if there is not a response from the parent and/or the student does not actively participate in the course, the teacher will again report the student as absent. The student's absence will be escalated to the student's Advisor, who will call the parent.
3. After 5 days, if there is not a response from the parent, and/or the student does not actively participate in the course, the student will be placed on academic probation and/or filed truant.

SAMPLE 4: USD 400 Smoky Valley Virtual Charter School

Our expectations of attendance are defined by our student standing policy: (1) complete the minimum amount of "learning steps" per week; (2) attend their weekly seminar meeting time; and, (3) respond to all school correspondence/communications within 24 hours. A student who completes these three tasks on a weekly basis is considered in good standing and fully attendant to the virtual school. A learning step is defined as a lesson, project, quiz or test.

Maintaining a pace of 30 units per week allows a student to complete six half-credit classes per semester.

Our steps are designed to work on a graduated scale of low-to-high levels of intervention and remediation. Our parameters are defined by our at-risk and student standing policies. A student in *good standing* is one who completes the minimum of 30-lessons of work per week and communicates actively with their teaching monitor. A student is identified as on *academic notice* if they do not meet either of those requirements for one week. The teacher is then required to collaborate with the student to outline a plan by which the student can return to good standing. Failing that, the student is placed on *academic warning* and a stricter plan is outlined by the teacher, the student, parent, and building administrator. If the student is unsuccessful still, then the student is placed on *academic probation* and a meeting is called with parent, student, administrator and teacher to outline lengthier terms to remain enrolled in the school. If the student remains uncommitted to the work and unable to achieve success in the virtual environment, then truancy and/or expulsion are then utilized to terminate the student's enrollment and a recommendation that the student return to the brick-and-mortar setting is made.

SAMPLE 5: USD 457 Virtual Academy

A full-time virtual student is expected to spend approximately 30 hours or more per week completing coursework. While study time is flexible, students should demonstrate consistent progress toward completion of coursework. In order for students to remain in "good standing", the student must maintain at least 80% of the minimum hours required. Students must log at least 24 hours online per week, with six hours permitted for offline study. Attendance is monitored daily through the Edgenuity attendance log and through progress report monitoring. If the student does not meet the required 24 hours, without notifying the instructor as to why, and having it approved, the virtual staff will attempt to notify the parent by phone, email, or standard mail.

A second period of non-compliance will prompt a meeting with the virtual director, parent, and student to develop a plan for student compliance. The meeting will be conducted within 24 hours of contact being made. Failure to attend the meeting will result in a Virtual Academy truancy letter being sent advising the parents that they have three week days to make contact with Virtual staff to develop a plan for compliance. Failure to meet with staff to develop this plan will result in immediate truancy filing with the county attorney. Failure to maintain the weekly hours, without prior notice to the instructor, will result in immediate truancy filing with the county attorney. Students who have been deemed truant will be withdrawn from the program and transferred back to their originating school at the beginning of the next grading period. Both the student and the parent will sign an Agreement Policy stating that they understand the policy and the consequences if they do not comply with the policy.

Sample 6: SCKESC, Project Encore (applicable to adults only)

Students are required to earn six credits per year. Project Encore has established credit due dates that are approximately every eight weeks and are reflected on our 2015-2016 Adult Calendar. Instructors monitor student progress daily. If a student does not meet their academic requirements by the established credit due date, a meeting will be held with the student and instructor to identify progress barriers. Once these barriers are identified, the instructor can discuss different learning strategies with the student to help them get back on track with their learning plan. The instructor will continue to monitor progress closely to help ensure the student is on track to meet their academic requirements for the next credit due date. If a student does not meet the second credit due date, he/she will be deactivated and must re-enroll.