

## **Attendance**

Ohio law requires attendance for all children between the ages of six to eighteen, except under the limited circumstances specified in ORC 3321.01 et seq., Scholars are required to follow the school calendar. Instructional time can be entered on any day (e.g., weekends, holidays, etc.), but school make up time on weekends and holidays will not be counted toward school day attendance.

### **Definition of Attendance:**

Attendance is defined as time during which scholars are engaged in regularly scheduled instruction, learning activities, or learning assessments within the curriculum for study of the core subjects and elective subjects. Attendance also includes directed study, independent study, technology-assisted learning, presentations by persons other than teachers, school-to-work programs, and statewide performance assessments.

Scholars are expected to log into and participate in the online platform each scheduled school day. The system will measure live virtual class (whole group, small group or one on one) logins, lesson activity, documentation of activity and assigned offline work.

### **Instructional Time**

Scholars must attend all required virtual class sessions for instruction as directed and/or scheduled by their teachers. Ohio requires all community schools to offer a minimum of 920 hours of learning opportunities per year. Ohio Administrative Code 3301-102-02(M) defines a learning opportunity as the following:

- Classroom-based or non-classroom-based supervised instructional and educational activities that are defined in the community school's contract and are
  - (1) Provided by or supervised by a licensed teacher;
  - (2) Goal oriented; and
  - (3) Certified by a licensed teacher as meeting the criteria established for completing the learning opportunity.

There should be a strong correlation between attendance logged by the Parent/Learning Coach and lessons completed by the scholar.

### **Absences**

A+ Arts Academy understands that there may be circumstances which warrant a scholar's absence from school. Absences must be reported by the parent or the LC. The Parent or LC will be expected to submit an excuse via email to the scholar's Homeroom teacher explaining the absence.

#### **1. Excused Absences**

Excused absences are defined as absences that A+ Arts Academy regards as a legitimate reason for being out of school. These include:

- Scholar illness or injury (If an absence due to illness or injury extends past three days doctor's note is required in order for the absence to be excused);

- Medical appointments are excused with confirmation of the appointment date and time from the provider; when possible medical appointments should be scheduled before or after school hours;
- Pre-approved college visitations;
- Pre-approved counseling sessions or administrative appointments;
- Death in the immediate family – up to three (3) days may be excused (obituary may be required);
- Court appearances required by legal authorities, unless absence is exempt as specified below (verification may be required);
- Maternity – Child birth (amount of time dictated by a doctor's note);
- Military Connected Families (e.g. absences related to deployment and return, which should be arranged in advance with the School Leader);
- Absences not to exceed two (2) consecutive days for religious observances (including but not limited to Ash Wednesday, All Soul's Day, Good Friday, Hanukkah) may be excused with appropriate documentation.
- Unreported/Unresolved Technical difficulties with on-line platform;
- No Internet Access or Power Outage (It is an expectation for attendance that all scholars must have reliable internet access in the home. Scholars who are unable to log into the on-line platform or have a power outage must have an alternative plan to go to a public library/public location with internet access to access the on-line platform and complete their school work. If the scholar does not have a back-up plan and cannot go to the library/public location, the Parent/Guardian/Learning Coach must notify the scholar's teacher to validate the reason for the absence. Extended periods without internet access will count as an unexcused absence.)
- Pre-approved Educational Leave (Scholars may be excused for educational trips not sponsored by the school. It is the Parent's/Guardians/Learning Coach's responsibility to obtain approval for the leave and to contact the teacher(s) to determine what lessons or academic obligations must be met as a result of this proposed absence.

## 2. Unexcused Absences

When scholars are absent for reasons other than those stated above, those absences are recorded as unexcused absences. For an unexpected absence to be registered as excused, a legal guardian or the learning coach must furnish, within three (3) days of the scholar's return to school, an e-mail explaining the absence. The email must include the scholar's name, the date of the absence, the reason for the absence and the necessary documentation, as requested by the school. If an email is not received within three (3) days of the absence, such an absence becomes unexcused.

Unexcused absences may result in loss of credit for assignments missed.

### **Absence Approval Process**

In order for an absence to be excused, a Parent/Guardian/Learning Coach must submit a written explanation to the teacher. It should include the scholar's name, the date of the absence, and the reason for the absence. The Parent/Guardian/Learning Coach has three (3) calendar days from the date of the absence to submit the explanation for the absence through email to the homeroom teacher.

**Regardless of the absence reason, scholars are expected to make up work due to an absence.**

### **Truancy**

All scholars must meet state attendance requirements, or the scholar will be considered truant. Because attendance is measured by the time a student has spent attending classes, completing coursework, assignments, and taking part in educational opportunities that provide new learning experiences, parents or the LC should be very diligent in logging attendance hours. Scholars who do not attend school for 72 consecutive hours, without a valid excuse, will be withdrawn for truancy from A+ Arts Academy. Additionally, if attendance is logged for a scholar but there is no evidence of course work or supplemental resources being completed, the School will assume that the attendance hours that were recorded are not accurate and the hours will be adjusted accordingly.

### **Testing Attendance Policy**

As an Ohio public school, A+ Arts Academy must follow OH laws and the rules and regulations established by the Ohio Department of Education (ODE). According to ODE, all public-school students are required to participate in state testing. Scholars must travel to pre-determined testing sites on predetermined dates is required for testing. Efforts will be made to locate a testing site within one hour of the scholar's home. In certain cases, it may be necessary to travel longer than one hour. These tests are given over a multi-day period depending on a scholar's grade level. Travel includes going to and from testing locations. If assistance is needed with transportation, please contact your teacher or administration prior to the testing window. Specific testing dates and locations will be sent via email prior to the testing window. The school cannot guarantee that the scholar's assigned teacher will be the test proctor.

### **Tracking Attendance**

Teachers should ***track*** attendance for all students, regardless of the mode of learning. The tracking of attendance does not have to be so precise as to know what every student is doing at every moment with regards to the student's educational experience. Regardless of the way attendance is tracked, teachers must ***report*** attendance in hour increments.

*It is not necessary to take attendance hourly, but the attendance information collected must be reported in hourly increments for each student. While attendance must be reported in hourly increments, Teachers have flexibility in the way that attendance is monitored.*

Although there is flexibility in monitoring attendance, *community schools* must ensure a remote learning attendance policy and procedures are in place that reflect the "72 hour rule" set forth in Ohio Revised Code §3314.03(A)(6)(b) *"for automatically withdrawing a student from the school if the student without a legitimate excuse fails to participate in seventy-two consecutive hours of the learning opportunities offered to the student."*

Attendance related to in-school activities should be taken in the same manner as it normally is when students are in school. For students engaged in remote learning opportunities, districts and community schools must develop processes to track attendance. Monitoring attendance

requires tracking and reporting each student's time both in the building and during engagement in remote opportunities.

### **Remote Learning Delivery Method**

Attendance tracking may require multiple approaches to account for the differences between *in-school activities*, *teacher-led remote learning* and *self-directed remote learning*.

- **Teacher-led remote learning (synchronous):** Teachers will track attendance at the student level in hour increments (for example, two-hour synchronous web-based instruction with students in attendance may equal two hours of attendance for each student).
- **Self-directed remote learning (asynchronous):** Teachers will track attendance by monitoring student participation. The evidence of participation (or lack thereof) with consistent and clear expectations for students. Evidence of participation may include, but is not be limited to:
  - Daily logins to learning management systems.
  - Daily interactions with the teacher to acknowledge attendance.
    - Examples of daily interactions between teachers and students could include, but are not limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students.
  - Assignment completion.
    - If using assignment completion to track attendance, teachers should determine the number of hours they expect an assignment to take for a typical student and use that to gauge each student's attendance.

### **Recording Attendance**

It is expected that teachers will record attendance by the end of each day for all classes held. Teachers will also sign biweekly attendance logs printed from the student information system to ensure attendance was properly taken and recorded.

### **Alternative Learning Opportunity Documentation Logs (ALOD Log)**

Whenever educational time is asynchronous, it is expected that an ALOD log will be completed and attendance will be logged into the gradebook for each completion of log or assignment.