Sample Online Attendance policy

taken from Administrator's Guide to Implementing a High Quality Online Educational Program

Courtesy of University View Academy

Dr. Michelle Clayton, Superintendent

Student Engagement & Attendance

Student engagement and attendance are two of the most challenging issues for online schools. A sample attendance policy and student engagement rubric have been posted below.

Sample Online Attendance Policy

Attendance and truancy are tracked, recorded and reported according to the following guidelines:

1. Parents/Learning Coaches notify school personnel of their child's absences and submit appropriate documentation regarding the absence(s). Absences are recorded by school personnel into the Student Information System and reported to the Louisiana Department of Education.

2. Attendance is also determined by verifying student login information into the learning management system. Due to the flexibility afforded by the online school

structure, students have the entire week (Monday through Sunday) to login and work in the learning management system (LMS).

a. Students failing to log into the LMS for an entire week will be marked absent at the end of the week. Parents/guardians will be contacted by phone, email and US mail by engagement personnel to advise them of the excessive absences.

b. Students failing to log into the LMS for two straight weeks who are non-responsive to school contact attempts, will be considered truant and will be marked absent for two weeks in the student information system. The school may contact local authorities, such as FINS, etc. and attempt to contact the parent/guardian via phone, email and US mail to advise them of their truant status.

c. Students failing to log into the LMS system for three straight weeks who are non-responsive to school contact attempts, will be considered habitually truant and will be marked absent for three weeks in the student information system. The school will send out a local sheriff's officer to make a home visit to determine the status of the student and to inform them of their habitually truant status.

d. Students failing to log into the LMS for four straight weeks who are non-responsive to school contact attempts, will be considered a non-attending student and will be marked absent for four weeks in the student information system. The school will send out notification of the parent/guardian's mandatory attendance at a school withdrawal hearing. Failure of the parent/guardian to attend the hearing will result in the withdrawal of the student from the online schooling option.

Sample Online Student Engagement Rubric

Category	4 Excellent	3 Satisfactory	2 Below-Avg	1 Unsatisfactory
Consistent Activity in LMS	Completes a lesson/activity 5 times per week	Completes a lesson/activity 3 - 4 times per week	Completes a lesson/activity 1-2 times per week	Completes zero lessons per week
Time Spent in LMS	Core Courses – 100 minutes or more per course per week	Core Courses – 60-99 minutes per course per week	Core Courses – 30-59 minutes per course per week	Core Courses – less than 30 minutes per course per week
Regular Communication	Answers all phone calls and/or responds to messages on the same day	Answers most phone calls and/or responds to Messages within 1-2 days	Answers some phone calls and/or responds to Messages within 3-5 days	Seldom or never answers phone calls and/or Does not respond to messages
Live Session Participation	Attends or watches recordings of all Live Sessions	Attends or watches recordings of most Live Sessions	Attends or watches recordings of half of the Live Sessions	Attends or watches recordings of less than half of the Live Sessions.

0-4 = UNSATISFACTORY

5-8 = BELOW AVERAGE

9-12 = SATISFACTORY

13-16 = EXCELLENT

Note: Students with an A, B, or C letter grade in a course will be considered "Satisfactory" or "Excellent" even if engagement scores would place them in a lower bracket.