

# FOX CHAPEL AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: January 6, 2016

REVISED:

## **Fox Chapel Area Online Attendance Procedures (FCAO)**

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates students of compulsory school age to attend school. Compulsory school age means a student must continue schooling through age 17 or graduate from a regularly accredited high school, whichever comes first.

The Fox Chapel Area Board of School Directors also requires regular school attendance as research shows a direct correlation between school attendance and grade point average. Interaction of several factors related to being in school directly enhances the learning process: teacher/pupil interaction, continuity of instruction, classroom participation, positive learning experiences, and outside study to reinforce classroom concepts. All these factors constitute a chain of activity needed for student academic success. Once school absence breaks down this chain, a student is burdened by make-up work, and grades can suffer. All students are responsible for maintaining regular attendance to school or risk a citation and referral to the magistrate.

## **Reporting Absences**

### **Terms used:**

- *Adequate progress* is defined as meeting the course's target completion and maintaining a passing grade.
- *Full attendance* is defined as being present each day that school is in session.
- *Action plan* is a final agreement between family and school administration setting the requirements for a student moving forward, as well as determining the consequences of not meeting his/her goal.

## **Attendance for FCAO full time cyber students**

1. Students will be considered to be in full attendance as long as they are making adequate progress in their courses.
2. If a student drops 5% or more behind in class completion - a letter will be generated and sent to parents notifying them of the concern and giving students 1 week to catch up.
3. If the student does not catch up within one week of receiving the letter, the students and parents will be required to attend a school meeting to discuss the concern. During the meeting an attendance plan will be put into place that includes requiring the student log in for a minimum of 4 hours per day, 5 days a week.
4. During this time the student will be marked with an unexcused absence for each day that they do not meet the 4 hours per day minimum for a set period of time, which will be

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decided in the meeting. Also during this meeting academic supports will be offered should the student need assistance.

5. After this meeting, attendance will be monitored weekly and unexcused absences recorded if the 4 hours per day minimum is not met. Absences will be recorded until student reaches adequate progress.
6. At that time they are removed from strict attendance monitoring and will return to being considered to be in full attendance as long as they are making adequate progress.
7. *If a student does not catch up within the 2 weeks described above*, another meeting will be held to put a student action plan into place. The counselor, attendance officer, parents, student, principal, and online learning facilitator will be represented at the meeting and will agree upon the action plan.

### **Attendance for FCAO Flex Students**

1. Students will be considered to be in full attendance as long as they are making adequate progress in their courses.
2. If a student drops 5% or more behind in class completion - a letter will be generated and sent to parents notifying them of the concern and giving students 1 week to catch up.
3. If the student does not catch up within one week of receiving the letter, the students and parents will be required to attend a school meeting to discuss the concern. During the meeting an attendance plan will be put into place that requires the student log in for a minimum of 80 minutes per course, based upon the number of days the course meets in traditional school. For example, PE is a 2-day per week course, so spending 160 minutes per week would be expected at home. During this time the student will be marked with a .25 (1 class) or .5 (2 classes) unexcused absence for each day that they do not meet the set period of time, which will be decided in the meeting. Also during this meeting academic supports will be offered should the student need assistance.
4. After this meeting, attendance will be monitored weekly and unexcused absences recorded if the 80 minutes per class minimum is not met. Absences will be recorded until student reaches adequate progress.
5. At that time they are removed from strict attendance monitoring and will return to being considered to be in full attendance as long as they are making adequate progress.
6. *If a student does not catch up within the 2 weeks described above*, another meeting will be held to put a student action plan into place. The counselor, attendance officer, parents, students, principal, and online learning facilitator will be present at the meeting and will agree upon the action plan.