

FCAO Attendance Expectations for Full-Cyber and Flex Students

Attendance Expectations for full time FCAO students

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.

High School:

5 day/week, full credit course: 80 minutes per day, 6-7 hours per week

2 day/week, half credit course: 160 minutes per week, 2-3 hours per week

3 day/week, half credit course: 240 minutes per week, 4 hours per week

Middle School:

For a full schedule, students are expected to work between 20-25 hours per week

If a flex schedule is selected, time expectations are based on the course's scheduled days per week.

Students are expected to stay on target with the course expectations. For any online course, whether a Fox Chapel designed course or externally designed, it is the expectation that student spend time equivalent to what would be spent in a course in the physical school. These times are guidelines and will vary depending on student pace:

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 falls to more than 5% behind in class completion - a letter or email 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 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.

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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 Expectations – Flex Students:

- *Adequate progress* is defined as meeting the course's weekly assignments 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.

Students are expected to stay on target with the course expectations. For any online course, whether a Fox Chapel designed course or externally designed, it is the expectation that student spend time equivalent to what would be spent in a course in the physical school. These times are guidelines and will vary depending on student pace:

All students are expected to remain current in each of their courses. *If a student is not progressing adequately or performing well in an FCAO class, any or all of the following steps may be taken as is deemed appropriate:*

- Teacher conferences with the student.
- Teacher communicates with parent/guardian via telephone, email, or letter.
- At teacher discretion, a class cut may be referred to Dean of Students if performance is due to lack of login time/assignment completion for course.
- A counselor meeting, parent/counselor meeting, or staffing with administration present is held to design an action plan that will ensure student success.