

OHVA Truancy Policy

Ohio law requires school attendance for all students between the ages of 6 and 18. OHVA defines student attendance as the time a student has spent logging into classes **and** completing coursework or working within supplemental resources. Attendance hours must meet the state requirements or a student will be considered truant. Parents or learning coaches are to log attendance hours on the OHVA OLS server daily.

Ohio Virtual Academy is responsible to enforce Ohio's Compulsory Educational Laws. The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. If attendance is logged for a student but there is no evidence of course work or supplemental resources being completed OHVA considers that the student has not "entered into the building" and will assume that the attendance hours that were recorded are not accurate and the hours will be removed.

A student can prove that they have "entered into the building" by working within the curriculum or supplemental resources. In order for OHVA to demonstrate that a student is attending school, a student's progress must match the attendance recorded. Each lesson requires approximately 60 minutes of attendance. Since OHVA does not see students interacting with the curriculum face to face, we monitor attendance based on progress made in the curriculum, online Class Connect sessions attended, Study Island pathways completed, assessments completed, and other supplemental resources. There must be evidence of learning in order for OHVA to consider the attendance hours valid. If an OHVA teacher (K-8) or academic advisor (HS) cannot see evidence of learning they will require the learning coach and student to provide detailed information of what was completed during the recorded attendance hours through K-mail.

The Ohio Department of Education requires that OHVA offers at least 920 hours of learning opportunities to its students. Not only is there a direct correlation between attendance and student achievement, OHVA's operational funding is based on each student's achievement of the required 920 hours of attendance. OHVA's kindergarten program is half-day and requires 460 attendance hours by the end of the year. *Required hours of attendance will be prorated for late enrollees.* Students should complete at least 920 attendance hours by the last day of the school year in order for us to receive full state funding. Students must also show completion of at least 90% of the curriculum by the end of the year in order for achievement to match the attendance requirement.

We understand that every student is unique and may learn at a different pace however it is expected that all students complete lessons daily, work in Study Island attend online Class Connect sessions when appropriate, and fully participate in all program requirements.

If the student is going to be out (not logging in) for more than one day, the academic advisor and/or (K-8) classroom teachers must be contacted in advance. One week prior to the absence is the general expectation (see examples below). If the reason for the absence falls outside of the “reasonable” situations set forth below, the academic advisor (HS) or teacher (K-8) will consult with the principal to determine whether or not the absence will be excused. It is the student’s responsibility to make arrangements with each teacher regarding missed assignments. It is the preference of the school that students, whenever possible, “work ahead” prior to an absence rather than falling behind and having to “catch up”.

The following factors are considered to be “reasonable” excuses for not logging into the online school:

- Personal illness – written physician’s statements may be required to verify extended or repeated illness
- Serious illness in the immediate family that would prohibit school attendance
- Death in the immediate family
- Observation or celebration of a religious holiday
- Other such good cause as determined by the principal

High School Students:

The principal reserves the right to verify such statements and to investigate the cause of each individual absence or prolonged absence.

- Students whose absences are excused for one of the above reasons will be permitted to make up all school work missed with no loss of credit. However it is the responsibility of the student to arrange make up assignments/times with his/her teachers.
- Unexcused absences are those which are not based on any of the conditions listed in the previous paragraph. **Students who are absent from school on an unexcused basis will not be permitted to make up work missed on the date(s) of the unexcused absence.**
- **Reporting of Absences** – A parent should immediately notify the teachers and the student's academic advisor of an unplanned absence through K-mail. If a parent does not communicate the absence immediately, the student may not be allowed to make up missing work. Students may not be able to make up missed quizzes and tests unless the absence has been verified by a parent by phone or k-mail.

In the case of a planned absence, a parent must notify the teachers and the academic advisor at least one week in advance and the student will be expected to work ahead on all assignments and turn in the assignments before leaving for the planned absence.

It is important to note that Ohio Virtual Academy courses are available 24 hours per day and 7 days per week. A missed day of school during the week can be made up on the weekend or completed over the course of several days. In order to avoid truancy and issues with assignment due dates (High School), communicate with teachers (K-8) and academic advisors (HS) regarding any planned vacations or illnesses that may be misinterpreted as truancy. Contact with the academic advisor (HS) or teachers (K-8) concerning absences must be made by the learning coach by phone or k-mail, although students are encouraged to contact the teacher to learn the details of missed assignments. Students may not facilitate the absence notification on their parent’s behalf.

In any instance where technical difficulties are a problem with your school-supplied computer or other hardware or software, it is required that the learning coach contact K12 technical support immediately at **1.866.626.6413** so qualified technicians can assist in resolving your problem. A student or parent must request the name of the technician and the ticket number and report them to the academic advisor (HS) or teacher (K-8) within 24 hours.

Computer problems are not valid reasons for seeking extended time on assignments or test due dates (HS) or as a reason why a student has not been working in his/her assigned courses (K-8), unless the student and learning coach can provide evidence of having sought assistance from K12 Tech Support by providing the Technician's name and ticket number through k-mail to their academic advisor (HS) or teacher (K-8).

If you are having connectivity issues with your Internet provider, contact the provider immediately. Again, seek the name of the customer service representative and make note of the intended action to be taken on the part of the provider. Make a note of the expected time line for a resolution. Is there a ticket number? If so, record this number and provide it to your academic advisor (HS) or teacher (K-8) within 24 hours through kmail or by phone. In order to stay on target with assignment due dates, all students are expected to seek alternative ways to access the Internet, such as a library or family member's computer. The computer is your classroom and it needs to be available every school day.

1-8 Students: An OHVA student will be considered truant (absent without cause) if the parent or learning coach fails to log/record any attendance hours, provide documentation excusing student for missed hours, **or** show any learning is taking place during recorded attendance, at 50 missing hours. Kindergarten students are considered truant at 25 missing hours. If a student has attendance recorded but no physical proof of learning can be shown upon teacher or other OHVA staff request the attendance hours will be removed by OHVA. Attendance hours may only be counted for actual learning time. Continued truancy accumulating to **105 missing hours**, as well as habitual truancy over the course of the year, **results in an automatic withdrawal from OHVA**. A written notification of truancy will be issued at the 50 hour unexcused absence mark for 1-8 grade students, 25 hour unexcused absence mark for Kindergarten students. The student will not be considered for reenrollment into OHVA until they have withdrawn for one complete school year. (Example: If a student is withdrawn in December of 2014 the student would not be considered for reenrollment until the 2016-2017 school year.)

High School Students: An OHVA student will be considered truant (absent without cause) if the parent or learning coach fails to log/record any attendance hours, provide documentation excusing student for missed hours, **or** show any learning is taking place during recorded attendance, **AND** the student does not log into the OLS to complete assignments and attend class at 25 missing hours. Attendance hours may only be counted for actual learning time.

Continued truancy accumulating to **105 missing hours**, as well as habitual truancy over the course of the year, **results in an automatic withdrawal from OHVA**. A written notification of truancy will be issued at the 25 hour unexcused absence mark. The student will not be considered for reenrollment into OHVA until they have withdrawn for one complete school year. (EX. If a student is withdrawn in December of 2013 the student would not be considered for reenrollment until the 2015-2016 school year.)

OHVA does not permit sudden and excessive submission of attendance hours. Attendance cannot be recorded if the student did not complete any K¹² lessons, Study Island lessons, USA test prep work, or other approved educational programs, or attend online Class Connect sessions. Students must be able to show proof of academic progress in order to verify attendance hours.

K-8

- 1 K¹² lesson= approximately 1hr of attendance
- 1 Class Connect Session= approximately 30 minutes to 1 hour of attendance
- 1 topic Study Island= approximately 30 minutes
- 1 Reading Eggs lesson= approximately 30 minutes

(K-2)

(Additional time will be allowed per lesson if the student is struggling academically. Those students in Tier 2 and Tier 3 as well as Special Education students that **are** attending small group, one on one Class Connect sessions, or scheduled sessions with their Intervention Specialists will be granted additional time to work within a lesson.)

9-12

- 1 K¹² lesson= approximately 1-2 hours of attendance based on assignments
- 1 Class Connect Session=approximately 1 hour of attendance

1 USA test prep assignment – approximately 30 minutes (Additional time will be allowed per lesson if the student is struggling academically. Those students in Tier 2 and Tier 3 as well as Special Education students that **are** attending small group, one on one Class Connect sessions, or scheduled sessions with their Intervention Specialists will be granted additional time to work within a lesson.)

Academic Probation Policy:

High School students may be placed on Academic Probation based on academic performance. Students failing three or more classes will be identified and reviewed for possible Academic Probation. If a student is placed on Academic Probation, an individualized plan will be implemented and students will be monitored closely to ensure academic success. The goal of Academic Probation is to assist students in becoming successful at OHVA and to make progress toward graduation.

The state of Ohio has a zero tolerance policy when it comes to violent, disruptive, or inappropriate behavior which includes excessive truancy.

A habitually truant student has:

- A) 5 consecutive unexcused absences
- B) 7 unexcused absences in one month
- C) 12 unexcused absences in one school year

A chronically truant student has:

- A) 7 consecutive unexcused absences
- B) 10 unexcused absences in one month
- C) 15 unexcused absences in one school year

OHVA has the right to file a complaint with the juvenile court alleging that student is habitually truant or take action according to its habitual truant intervention plan. If a complaint is filed, the court process will determine what action, if any, is taken against the student and/or parent.

OHVA Special Education Truancy Policy

While truancy applies to all students, whether a student receives special education services or not, OHVA will take every step to ensure that a student with special needs receives some or all of the following steps;

1. The IEP team may meet to review the IEP to make sure that the specific needs of the student are being addressed.

2. The IEP team may meet to discuss the truant behaviors and possibly amend the IEP to accommodate for any concerns
3. The IEP team may hold a manifestation determination meeting to decide whether the student's disability is contributing to the truant behaviors and will decide on appropriate action based on that decision.