

NORTHERN YORK COUNTY SCHOOL DISTRICT

Administrative Guidelines

SECTION: Pupils

TITLE: CYBER STUDENT ATTENDANCE

EFFECTIVE: March 29, 2016

REVISED:

AG 204-2 – Cyber Student Attendance

The following attendance procedures **shall** be followed for students who are enrolled entirely in Northern's Online Academy. These students will be considered Full-Time online students.

A. Absences are placed in the following categories:

1. Excused absence:

- a) Illness.
- b) Family emergency.
- c) Recovery from accident.
- d) Death in family.
- e) Family educational travel, with prior approval.
- f) Educational tours and trips, with prior approval.
- g) Other reasons as approved by the Superintendent and/or School Board.

2. Unexcused absence:

- a) Absence from school with parent's consent, for reasons other than those considered excusable.
- b) Failure to complete assigned lessons.

3. Unlawful absences:

- a) Unexcused absences for students of compulsory age.

B. The administration shall annually notify Full-Time Cyber students and parents/guardians about the district's attendance guidelines for Full-Time Cyber students by publishing such guidelines in the Online Learning Student Handbook. Prior to being enrolled in Northern's online academy, each student and parent will meet with the online coordinator to review policies and receive the online student handbook. Upon receiving the handbook, the student and parent will sign a notification of receipt stating that they understand its contents.

C. At the beginning of each marking period, the student and parent will receive an enrollment form outlining the enrolled courses and number of accumulated lessons to be completed on a weekly basis.

D. Each week the supervisor of online learning will contact the student and parent to

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	<p>inform them of their current status on lesson completion.</p> <p>Each week a student does not complete the total accumulated lesson count will result in 1 unlawful absence for that week. Absences shall be treated as unlawful/unexcused until the district receives a written/email excuse explaining the absence, to be submitted within three days of the absence.</p> <p>E. Consequences for attendance infractions:</p> <ol style="list-style-type: none">1. Doctor's excuse warning letter will be sent home on the 6th parental note advising a doctor's note will be required after the 10th parental note.2. Doctor's excuse required letter will occur on the 10th parental note advising that additional absences will require a doctor note.3. Unlawful absence warning letter will be sent home and a student meeting with the attendance officer and/or principal will take place after the 2nd unlawful absence.4. A truancy elimination plan will be established with the student, parents/guardian, attendance officer, and principal on the 3rd unlawful absence. A certified first notice letter will be mailed to the residence warning that subsequent absences will result in charges being filed with the District Magistrate. <p>F. Habitual truant and tardy students may be investigated and referred to York County Children and Youth on a case-by-case basis. In addition a meeting will take place with the student, parents/guardian, attendance officer, guidance counselor, and the administration to discuss the student's educational plan.</p> <p>G. Students who are repeatedly absent for reasons other than those defined as excused may warrant the student's removal from Northern's Online Learning program.</p>
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