

February 24, 2016

Maine Virtual Academy Attendance Policy

As a Maine public school, Maine Virtual Academy (MEVA) must adhere to the same attendance requirements as other public schools. Accordingly, the following are MEVA's policies for tracking student attendance and, when necessary, reporting truancy.

At MEVA, we expect every student to attend every class every school day in accordance with the school calendar. Attendance is defined as consistently logging into courses in the Learning Management System (OLS (7-8)/LMS (9-12)). Participating in live sessions is mandatory. These lessons are recorded for student viewing at other times. If a student cannot attend a live session, they must watch the recording and perform the activity the instructor provided to receive credit for the live session.

Instructional Time can be entered on any day (e.g., weekends, holidays, etc.) by students and their learning coaches.

- 1. Instructional Time**—The following criteria are counted toward Instructional Time:
 - a. Student attended a Class Connect Live Session (whole group, small group or 1 on 1)
 - b. Student logged into a lesson or lesson activity and the login can be documented
 - c. Student and teacher engaged in a subject-oriented telephone conversation
 - d. There is documentation of an email/kmail dialogue between the student and the teacher
 - e. There is documentation of activity/work between the Learning Coach and student

- 2. Reporting Planned and Unplanned Absences**
 - a. If a student is going to be absent for a foreseeable reason for a period of 3 days or more, the homeroom teacher must be contacted in advance through kmail. The homeroom teacher will send the documentation to the Head of School or designee to determine if the absence meets the criteria to be excused.

 - b. If a student is going to be absent for an unforeseeable reason for an expected period of 3 days or more, the homeroom teacher should be contacted as soon as possible, but within 72 hours of the initial absence. The homeroom teacher will send the documentation to the Head of School or designee to determine if the absence meets the criteria to be excused.

Students whose absences are excused will be permitted to make up school work missed with no loss of credit up to the end of the reporting period. However, it is the responsibility of the student to arrange make up assignments/times with his/her teachers. The teacher will verify the attendance.

- c. The following factors are considered to be “reasonable” excuses for not logging into the online school:
 - Student Illness – written physician statement 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 Head of School or designee
- d. The Head of School or designee reserves the right to verify such statements and to investigate the cause of each individual absence or prolonged absence.
- e. Unexcused absences are absences which do not meet the criteria of section a or b or were not reported in a proper and/or timely manner.

3. Attendance Tracking Procedures

- a. Students who are absent for 3 or more days without a reasonable excuse will be considered excessively absent. In that case, the following protocols will be followed:

I. Level 1

- a. Defined as:
 - i. 3 unexcused absences (includes *required* Blackboard Connect Sessions)
- b. Action Taken:
 - i. Attendance warning letter, and
 - ii. Call from the Guidance Counselor

II. Level 2

- a. Defined as:
 - i. 5 unexcused absences (includes *required* Blackboard Connect Sessions)
- b. Action Taken:
 - i. 2nd Attendance Warning Letter
 - ii. Call from the Guidance Counselor
 - iii. Referred to FAST by the Homeroom Teacher

III. Level 3

- a. Defined as:
 - i. 7 unexcused absences (includes *required* Blackboard Connect Sessions)
- b. Action Taken:
 - i. Certified letter
 - ii. Call from Head of School

IV. Level 4

- a. Defined as:

- i. 10 unexcused absences (includes *required* Blackboard Connect Sessions)
- b. Action Taken:
 - i. Certified letter
 - ii. Truancy reported and appropriate steps taken per Maine law

4. Student Engagement

- a. Any student with 20% excused absences will be required to attend a meeting with the homeroom teacher, Guidance Counselor, and Head of School.
- b. Any student who fails to have 70% + (HS) or more than 10% behind expected progress (MS) will be considered insufficiently engaged and demonstrating insufficient participation. The homeroom teacher will refer the student to FAST.