

LVS Attendance Policy

School Year 2021-2022

Purpose

- Ensure LVS adheres to The [School District of Lee County's attendance policy](#) and procedure requirements.
- Accurately track student attendance to ensure student engagement and successful progression.
- Immediate awareness of students not engaged, attending, nor progressing as expected.

Action

- **EVERY Monday, starting August 23, 2021**, LVS teachers indicate student attendance within FOCUS **for every school day the week prior**:
 - Attendance for **Elementary students** will be entered in the **Homeroom period** by teachers using the **District codes**.
 - Attendance for **Secondary students** will be entered in **all periods (except HOMEROOM)** by teachers using the District codes for FOCUS (listed below).
- Within FOCUS, teachers will mark attendance according to the District code (listed below) by clicking on the corresponding dot next to each student's name.
 - P – Present
 - AE - Absent Excused
 - AU – Absent Unexcused
- **PRESENT (P) – mark [P] for every day of the prior week**
 - Student participated as expected
 - student completed most (or even better: **all**) required tasks
 - student interacted with course content and this was seen/reviewed/observed by the teacher
 - teacher is confident student is engaged in the course(s)
- **Absent Excused (AE) – mark [AE] for every day of the prior week**
 - Teacher is to communicate with the parent/guardian.
 - Student was absent due to: (1)Sickness, (2)Injury, or (3)Death in the family.
 - The student's family is asked to provide a physician's note by email to the school social worker, Jenn Kyle (jenniferyb@leeschools.net), and to the information specialist, Yolanda Rodriguez (yolandar@leeschools.net).
 - If the student is going to be absent for an extended period of time, then please email the school social worker, Jenn Kyle at jenniferyb@leeschools.net.
 - Teachers discuss with parents/guardians and/or the student an academic success plan
 - Secondary teachers please share with rest of students teachers
- **Absent Unexcused (AU) – mark [AU] for every day of the prior week**
 - Teacher completed the necessary **3 verbal and 3 written attempts** (documented in VSA) but was unable to directly communicate with student:
 - Left message but never received a return reply
 - Wrong phone number

Attendance Policy for Grades K-5

Success of every student is the foundation of all decisions at the Lee Virtual School. A prerequisite amount of material should be mastered in a given time period for students to be successful. **Attendance for the week is taken every Monday morning for the prior week.** This will be based on the number of lessons that are completed for the assigned dates. For example, if a third grade child did not complete 1 math lesson and 2 language arts lessons for the week (where 15 total lessons were due), she/he/they will be counted absent for one day. In the event of an emergency or illness that prevents your student from working, please contact your teacher as soon as possible and these absences may be marked excused. However, the work still must be made up. The district policy is **2 days to make up each day missed**. Together, we are providing a great place for great kids to learn.

The chart below shows the number of lessons behind that equal the number of days of absence.

Lessons Behind in a Week Monday - Friday	Number of Days Absent
3-5	1 day
6-8	2 days
9-11	3 days
12-14	4 days
15+	5 days

Student Requirements

- Attend the “first days of school”
- Complete lessons according to the pace chart
- Participate in at least 10 hours per quarter of teacher contact time by attending live lessons.
- Complete assignments as instructed by the teacher
- Follow school rules and procedures when attending a school function
- Any other policies as required by LVS and stated in handbook

Parent/Learning Guide Requirements

- Set up and maintain a daily work schedule for the student
- Set up a learning space in the home
- Create a behavior management plan
- Organize lessons and materials in advance
- Return phone calls or respond to emails in the learning management system within 24 hours
- Attend any parent meetings or Learning Guide training
- Ensure students are on pace and completing assignments accurately
- Check over student assignments for accuracy and give the student feedback
- Provide instruction to the student per directions from the teacher
- Maintain academic integrity by not helping with graded tests
- Scan and submit assignments per directions given by the teacher
- Schedule and maintain appointments with the teacher for conferences, meetings, DBA’s etc.
- Communicate issues to the teacher quickly