



<b>Spectrum Academy Board of Directors</b>		
<b>Policy: Online Attendance</b>		
<b>Approved:</b> April 22, 2020	<b>Revised:</b>	<b>Monitoring:</b> As Needed

Active Online Attendance participation shall be defined as:

- a. Student attendance in an online course is defined as active participation in the course. Students should log in or participate a minimum of three times each week. Attendance will be documented daily in the LMS and updated weekly in the school SIS. Teachers and the Registrar will coordinate to verify the weekly syncing of the LMS to the SIS. Participation for attendance purposes can include any of the following activities in a week:
  - i. Submitting assignments,
  - ii. Participating in an online or face-to-face discussion,
  - iii. Joining a live interactive meeting,
  - iv. Attending a course session on-site,
  - v. Participating in small group instruction live or online, or
  - vi. Communicating with and responding to the instructor by email, feedback, live online, face-to-face, or phone.
- b. Parents (or students 18 and older) aware of necessary absences must inform the teacher with as much advance notice as possible in order to make appropriate arrangements. These absences should be reported through the online Absence Form;
- c. Any student absent 25 percent or more of an online course (i.e., unexcused, unresolved, or unaddressed absences during two (2) or more weeks of a 9-week term or twenty (20) unexcused absences throughout a semester) may not receive completion credit for that course. If students are struggling to complete assignments or participate in a course, they should contact their teacher immediately so intervention plans can be formulated; and
- d. Any student who has not actively participated in an online class for longer than 10 days will be administratively withdrawn from the class and will receive a "W" on their transcript.