

## **PAR EXCELLENCE ACADEMY**

### **ATTENDANCE POLICY**

All students enrolled at the School are required to attend school regularly in accordance with the laws of the State. Parents and/or guardians are required to notify the School by the morning of any school day if their child will be absent.

#### **Excused Absences**

An excused absence or tardy may require verification as deemed appropriate by the Principal or their designee. When determined necessary by the Principal or their designee, verification of the excuse shall be submitted in the time frames and manner prescribed by the Principal or their designee. An excused absence or tardy may be granted if the student is not in school for the following reasons:

- (a) Illness of the student;
- (b) Death of a relative;
- (c) Dental, medical, or optometric appointment of the student;
- (d) Court appearance or other legal appointment that cannot be scheduled outside of school hours;
- (e) Family vacations with prior approval from the Principal. A requests for a family vacation shall be submitted, in writing, to the Principal at least two weeks prior to the date of absence(s)
- (f) Illness in the family necessitating the student to remain at home;
- (g) Quarantine of the home;
- (h) Observance of religious holidays consistent with the student's truly held religious beliefs;
- (i) Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
- (j) Absences due to a student being homeless; or
- (k) Other absences deemed appropriate by the Principal that constitute a good and sufficient cause for absence from school.

Any prolonged absence due to illness or other permissible documented reason may also be excused. Excused absences with documentation, such as a doctor's note or verification from the court, can still count against a student's average attendance percentage. The verification of a legitimate excuse shall be submitted to the Principal or their designee and filed as part of the student's school record.

#### ***Unexcused Absences***

Below are examples of when a tardy or absence will be considered unexcused:

- If the Principal or their designee required the parent/guardian to provide verification of a legitimate excuse and the parent/guardian failed to do so in the timeframe and manner deemed appropriate by the Principal or their designee;
- The student overslept;
- A student missed the bus or any other reason for a student running late; and
- All other reasons as deemed unexcused by the Principal or their designee.

### **Make-up Work for Absences**

A student is solely responsible for coordinating with each teacher regarding missed assignments due to an absence. A student with an excused absence will have an equal number of days of their excused absence to turn in make-up work for full credit. A teacher will require a student who had an unexcused absence to complete make-up work and may, in the sole discretion of the teacher, award partial credit for submitted work.

### **Temporary Modification to Instructional Delivery**

Should a student or students be required to quarantine due to exposure to, or illness resulting from, COVID-19, the students will be provided with make-up work to ensure that the student continues to engage in learning opportunity hours. Students may complete the work asynchronously through paper packets or synchronously or through online video instruction. Students who complete the work may be considered in attendance if and only if the teacher is able to document the student's learning hours during the time. Tracking of participation will be maintained pursuant to the procedures set forth below. Participation may include any of the following processes:

- Engagement in online learning as evidenced by logging in to online classes, curriculum, work activities, or similar items/events.
- Attendance in classes or tutoring sessions;
- Attendance in online classes;
- Attendance in online collaborative learning groups
- Participation in projects assigned by the school
- Participation in tutoring and/or academic guidance via phone, or by teacher/student correspondence via email, text, or other communication tools available to both students and teachers.

## **Documenting Attendance for Non-Classroom Based Learning Opportunities**

Any student's instruction time in non-classroom-based learning opportunities shall be certified by an employee of the community school. The School will use ODE's Alternative Learning Opportunity Documentation Log or a similar template for purposes of documenting non-classroom based learning opportunity attendance. The documentation will be separated between Computer Based Learning Opportunities and Non-Computer, Non-Classroom Based Learning Opportunities and shall include the following elements:

- i. Student SSID;
- ii. Brief description of learning opportunities, for example, class or course information;
- iii. Dates and times of actual learning opportunities;
- iv. Total of verified learning opportunities time; and
- v. Signature of teacher verifying the reported learning opportunities.