

**Attendance Policy**

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the school calendar. **Full time cyber students are expected to complete no less than 10 lessons a day, five days a week for a total of 50 instructional activities for an academic week. Attendance is calculated by one or more of the following:**

- **Logging in daily to Odyssey for a minimal duration of 5 hours**
- **Completion of minimal required completed activities each day**
- **Completion of minimal required completed activities weekly**
- **Initial 45 day requirement by physical presence on-site**
- **Combination of criterion above**

Failure to login and/or communicate absence will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

***Excused Absences***

Harrisburg School District recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absence and should fall into one of the categories below. Students are expected to work with their advisor and online teachers to make up any missed work.

- **Absence due to illness, health condition, family emergency.** The parent or legal guardian is expected to notify the assigned advisor via email prior to the absence unless the situation does not provide such opportunity. A note must be provided for any absence prior to the absence if possible, or after the absence in the case of an emergency. A doctor's note must be provided if the student misses three consecutive days due to illness. If a student is absent for 10 cumulative days during the school year, a doctor's note must be provided for every additional absence. All notes must be presented to the advisor within three days of the student's return.
- **Participation in school approved activity.** In order to be granted an excused absence the activity must be authorized by the advisor and parent. The affected online teachers must be notified prior to the event.
- **Parental request for temporary absence.** Upon parental request the advisor and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing 10 days in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress. If the request for temporary absence is denied, any absences during that period will be unexcused.
- **Disciplinary actions.** Absences due to temporary suspensions are deemed excused for attendance record keeping.

***Unexcused Absences***

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absence. If three unexcused absences occur in a month a conference between the parent, advisor and student will occur. Four or more unexcused absences occurring in a month will require a conference with the parent, student, advisor and principal or principal designee. At that time an action plan will be determined to ensure student success. All attendance monitoring practices in effect for students attending the traditional school building will also be in effect for students attending the cyber academy. If a student has ten or more consecutive unexcused absences, he/she may be withdrawn from Harrisburg School District.

**We have read and understand the above policy and agree to abide by the rules of this policy.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**