

School Attendance Information- To benefit from the primary purpose of the school experience, it is essential that each student maintain regular attendance. Attendance in an online program looks much different than a traditional school. For the purpose of virtual school, an attendance week's definition is Wednesday until the following Tuesday of each week. Rather than counting hours, attendance in KVS is measured by productivity. Over 180 school days, students must complete 100% of each assigned course. Therefore, students are expected to complete and demonstrate proficiency (60% or higher) as well as respond to and/or participate in weekly communication. **Students who do not meet these goals will be marked absent based on course completion data.**

Attendance at KVS for off-site students is measured in two ways:

1. Active logins which results in a completed assignment daily.
2. Two-way communication with the mentor teacher and/or content teacher

A successful online student will need to log in daily to complete assignments in their classes. If your child is not going to be able to log into a class (for whatever reason ex. Doctor's appointments, illness, court, etc.) a parent must call the Attendance line and give the reason for the absence. In the event you forget to call, a secretary may attempt to contact you. If the school does not know the reason for absence, then the attendance is marked as unexcused. At the end of the year a student is considered to have perfect attendance if they have no OU or OE codes attached to their name.

Attendance Codes

The definition of "absent" for a virtual student is a student that does not attend an academic session, lab, complete an assignment, or communicate with their mentor or teacher for the specified class.

Online Unexcused (OU) Absence- When a student is absent without a call or email from parent/guardian.

Online Excused (OE) Absence- When a parent/guardian calls the school to explain why the student is absent within 48 hours of the absence. Important Note: After 5 excused absences, a truancy referral may be made if the student has missed more than 10% of possible school days.

Online Verified (OV) Absence- When some type of document explains the absence. This would include a note from a medical provider like a doctor or dentist. This type of absence will not be counted towards an initial truancy referral to the Kent Intermediate School District.

Truancy Referral Process- Kelloggsville Public School believes that the school and parents should work together to address attendance issues. The parent will be notified by school personnel before a truancy referral is made to the Kent Intermediate School District. Attempts will be made to help parents resolve any issues that may be affecting a student's attendance at school. However, please see the following bullet points that define the truancy process:

- After a student has reached 6 online excused or online unexcused absences and the student has missed more than 10% of the possible school days, a truancy referral will be sent to the Kent Intermediate School District. The parent/guardian will be required to meet with school personnel to develop a plan to improve attendance in the future. Once the plan is created, school personnel will monitor attendance on a weekly basis and will have regular contact with parents to ensure the student's attendance pattern improves.

- If attendance continues to be an issue, a 2nd truancy referral will be made to the Kent ISD. This will result in a certified letter being sent to the home which will contain very specific information concerning attendance as well as a notice of pending legal action.

- If attendance continues to be an issue, a 3rd truancy referral will be made to the Kent ISD. In most cases, this will result in a referral to the prosecutor's office.

Extended absences may require a doctor's note. Absences due to family vacations are discouraged, however, if the student continues to participate virtually for the appropriate amount of scheduled time along with completing any assignments on those days will continue to count as present. Days where work is not completed and/or the student does not attend virtual classes will be considered absent.

School Cancellation - If the traditional school setting is canceled for any reason, announcements will be made on the local television and radio stations as early as possible. Virtual lessons can still be completed regardless of the district buildings being closed. In person academic help would not be available on the days of teacher professional development or school cancellations.