

## **GREAT WESTERN 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**

Excused absences may require verification, if any, in the manner and timeframe as deemed appropriate by the Principal. An absence may be excused if the reason for the absence is communicated in advance or within three (3) days, or such other time period as determined by the Principal, of the student's return to school signed by the parent/guardian stating the reason. After thirty-two (32) hours of absence, the School will require written documentation, such as a doctor's note, verifying the reason for such an extended absence. An excused absence or tardy may be granted if the student is not in school for the following reasons:

- (a) Personal illness of the student;
- (b) Illness in the family necessitating the student to remain at home;
- (c) Quarantine of the home. The absence of a student from school under this condition is limited to the length of quarantine as determined by the proper health officials;
- (d) Medical or dental appointment of the student;
- (e) Death of an immediate family member;
- (f) 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;
- (g) Observance of a religious holiday consistent with the student's truly held religious beliefs;
- (h) Absences due to a student being homeless; or
- (i) Emergency or other set of circumstances that, in the sole discretion of the Principal, constitutes a good and sufficient cause of 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 excuse shall be submitted to the Principal or their designee and filed as part of the student's school record.

### **Unexcused Absences**

Any absence not listed above, or failing to meet any requirement deemed appropriate by the Principal for an absence to be excused, will be marked as unexcused. This includes, but is not limited to:

- Truancy
- Oversleeping
- Personal appointments of the student (hairdresser, etc.)
- Unapproved vacations
- Other absences determined to be unexcused in the sole discretion of the Principal.

### **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.