

AKRON DIGITAL ACADEMY

Administrative Guidelines

5200.01 –Attendance Policy

The Akron Digital Academy has an established procedure to support student learning and achievement. Blended Schools Courseware engages the learning environment, though the usage of Blackboard Learning Management System. To maximize student learning and maintain progress towards graduation, the school measures a learner's progress by completion of five lessons earned on a weekly basis. Learners best progress academically by working a minimum of five hours daily on curriculum. Akron Digital Academy also requires students to attend enrichment labs a minimum of two times per week (anything less must be approved by the site supervisor.) Evidence supports that academic success and regular attendance go hand in hand. Students that have been approved to waive attendance in enrichment labs must make arrangements with the assistant principal, guidance counselor, or program director to ensure the student will receive proper academic support.

State law requires that every child up to the age of 18 must attend school. **At Akron Digital Academy, adequate progress is completion of one lesson in Blended Schools Courseware daily. Each lesson completed equates to one day of positive attendance.** This is especially important for those families receiving benefits based on their student's educational status. Please note that a student can complete more than the minimum daily lesson requirement yet lessons do not carry over from the previous week. Example: A student can complete 10 lessons in a week. This does not count as two weeks of work. **Each student must maintain a minimum of one lesson each week to ensure adequate progress.**

*Lessons may include but are not limited to:

- Blogs
- Journal Entries
- Note Taking
- Textbook Readings
- Visual Aids/Graphic Organizer
- Interactive and Internet Activities
- Reading Activities
- Essays
- Thesis Statement
- Quizzes/Test/Unit exams
- Softchalk teaching lessons
- Vocabulary Activities: flashcards fill in the blank, matching, pick a letter, glossary terms and crossword puzzles.

In order for a learner to be considered present, they must meet one of the following two criteria:

1. Attend a drop-in center/lab for direct instruction, value added support, tutoring, and guided practice.
Or

2. Complete a least one lesson In Blended School Courseware. Each lesson completed equates to one day positive attendance. The courseware is more rigorous and increased the amount of work learners do offline.

EXCUSED ABSENCES

The law is also very clear concerning what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse their child or anyone else's child from school for any other reason than those listed below. Reasons for excused absence from school (based on Ohio attendance laws):

1. Illness (doctor's excuse may be required in some special cases)
2. Illness in the immediate family (with limitations)
3. Death in the immediate family
4. Death outside of immediate family
5. Observation of religious holidays
6. Medical Appointment
7. Driver's License exam
8. Court Appearance
9. College Visitation

Students returning to school without a note will be considered unexcused. This unexcused absence can be changed to excuse (see criteria for excused absences) with a note from parent/guardian or acceptable third party documentation to the secretary at the student's school site within 5 days from the date of absence. Failure to provide documentation can result in a truancy report being filed with juvenile court pursuant to:

Ohio Revised Code, Section 2152.02(D) "Chronic Truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

When a parent/guardian phone call is not received, a call to the home of the absentee will be made. The schools will spot check students' absences even after a phone call to the school is received. Students 18-years or older not wanting their school records or educational information released, must notify the school site supervisor in writing. The administration reserves the right to request doctor's notes of 18-year-old plus students who are excusing themselves from school. Due to the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the teacher or Site Supervisor in each individual case

EXAMPLES OF UNEXCUSED ABSENCES AND/OR TARDIES:

To alleviate conflict between the students and the office, students should note that unlawful excuses are unexcused (based on Ohio attendance laws). This includes but is not limited to:

1. Car trouble of any kind (The Akron Digital Academy provides bus tickets for transportation which delivers students to school on time)

2. Oversleeping
3. Missing the bus
4. Traffic Jam
5. Registering to vote and for the draft (students can do this at school)
6. Registering to vote and for the draft (students can do this at school)
7. Babysitting in non-emergency situations
8. Running non-emergency errands for parents or anyone else
9. Making repairs on one's own or anyone else's car

(Note: The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the administration according to Ohio attendance laws.)

TARDINESS/EARLY DISMISSAL

A student who is tardy to school must report directly to the site office. Excessive tardiness to school will be referred to the site supervisor. **Reasons for excused tardiness/early dismissal from school (which must be verified by a note or call from a parent if student is a minor):**

1. Illness
2. Appointment:

LEAVING THE SCHOOL BUILDING

Akron Digital Academy has a closed campus. Students may **not** leave the building at any time, for any reason without permission, before the end of the session. Minor students **must** have permission (written or phone call) from a parent or guardian to leave school prior to dismissal. A student leaving school without permission could be suspended. If a student that is a minor walks off the alb without permission, **their parent/guardian must be notified**. A Teacher or Assistant Principal could request that a meeting occur before the student returns to their lab.

ILLNESS AT SCHOOL

Students becoming ill at school will have their parent/guardian contacted. The student will then be released to that parent/guardian or allowed to leave after the parent/guardian has been notified and permission has been granted. Students that are 18 and over will be allowed to leave if it is necessary. In the event of an emergency, medical attention will be sought by the school staff and the parent/guardian will be notified.

CONTINUED OR PROLONGED ABSENCE

Students with a chronic physical condition which may cause an unusual number of days of absence must file a doctor's excuse with their site office. This includes students that may be on maternity leave. Site supervisors may also grant permission for students to work from home exclusively for various reasons.

OHIO REVISED CODE 3314.03 6(B)

This Code requires automatically withdrawing a student from the school if the student, without a legitimate excuse, fails to participate in one hundred five consecutive hours of the learning opportunities offered to the student. Students will be withdrawn if they do not login to their coursework, sign in at a lab help center, and have a guardian call the school with an excused absence, or provide a written excuse for absence upon their return. (See Excused Absences section above).

ATTENDANCE

There are two ways students can earn attendance at Akron Digital:

1. Attend a drop-in center/lab for direct instruction, value added support, tutoring, and guided practice.
Or
2. Complete a least one lesson In Blended School Courseware. Each lesson completed equates to one day positive attendance. The courseware is more rigorous and has increased the amount of work learners do offline.