

## **Hawthorn Attendance Procedure for On-line learning**

Hawthorn Academy attendance laws require students to attend school regularly. The virtual nature of the school does not alter this requirement. Attendance is a joint responsibility of parents and their children. School authorities have a responsibility to track attendance and enforce attendance laws.

Hawthorn Academy requires students that are on-line full time and on-line in an A/B rotation to log-in on school days.

- Students who are online will have an assignment to complete and submit such as: an exit question, contribution to a discussion question, a quiz or test, response to a teacher's email, a project.
- Students are encouraged to submit the work on-line each day. Students should submit the work for the week by Friday at noon, but at the latest by Sunday at noon.
- Teachers in elementary will record attendance in Aspire on Friday and Middle School in Canvas (6 - 9). At the middle school, Canvas report will be pulled and attendance entered into Aspire on Mondays.
- On Monday teachers will check for any tardy work and will go back and log a tardy for student assignments which come in late.
- If a student is out, but turns in work online, they will be counted present.
- Students who have six or more consecutive absences will also be checked on Canvas for record of students logging into Canvas and watching instructional videos. Students logging on will be marked present but tardy.
- Students will be marked present on Fridays by default, if the student has attended Monday-Thursday. If a student has not attended or logged into Canvas Monday-Thursday, they will be marked absent on Friday.

Personnel review attendance weekly to determine that full-time students are on track to complete the 990 hours of instruction each year or are making progress to complete their courses. Student services personnel, counselors, teachers, and administrators will consistently contact the parent and/or student.

Students in this on-line public school program have no physical classrooms but still must meet all regulatory requirements for attending public schools in the state. These regulatory

requirements include attending school for a required number of days and completing a required number of hours of instruction.

Students not attending school as mandated by law (not logging in and completing work for ten or more consecutive days) will be considered truant and this may result in suspension or expulsion.