

Attendance

Arkansas Virtual Academy is an open-enrollment public charter school. Arkansas education standards require that all public-school students attend a minimum of one hundred seventy-eight (178) days of instruction each year. Please keep in mind that the school calendar may contain more than the minimum 178 days.

A day of attendance at ARVA is equal to 6 hours. For attendance to be counted as a full academic day, students must attend an average of six (6) hours per day (a minimum of 30 hours per week is required). Time towards daily attendance must come from the curriculum and instruction within the online school and live instruction. Attendance will be pulled daily from the online platform and captures a student's log in, class attendance and course work activity. This does not mean that a student is required to be logged on for 6 hours.

By establishing a daily routine for signing on and completing course assignments in a timely manner, students will be able to successfully complete course requirements and graduate on time. Remember, communicating with teachers is the best way to stay on pace and ensure a successful on-line educational experience at ARVA.

Students must sign on and complete work each school day to be considered present. One of the most important responsibilities of students and parents is to ensure that this attendance requirement is met. Attendance is taken daily via the ARVA portal. Therefore, students must sign in daily and complete lessons each day in each course to be counted present and to avoid being dropped from the school's membership and/or losing credit in the course.

This is the minimum requirement. If students are unable to sign in every day during the regular school week (Monday through Friday), then Saturdays, Sundays, and holidays may be used as make-up days.

Absences

As a public charter school, ARVA is required to monitor student attendance in accordance with all applicable statutes and State Board of Education Rules. ARVA teachers and administrators monitor student attendance regularly. All ARVA students must be legal residents of the state of Arkansas and provide proof of residence at the time of enrollment and if an address change is requested. Legal residency is defined in Arkansas Annotated Code 6-18-202. Upon written request from a parent or guardian, the teacher may excuse a student's absence from school for the following reasons (with appropriate documentation, as determined by the school):

- Student illness
- Quarantine
- A serious illness or death in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Religious holidays (24 hr. advance request only)
- Educational tour/trip (24 hr. advance request only)
- 4-H events

Responsibility for compliance with state attendance statutes and regulations belongs to the school and a student's activity will be monitored within the system to record daily attendance and activity. An ARVA student is considered truant if he or she fails, without a legitimate excuse, to remain active for five non-consecutive or consecutive school calendar days. After 10 days of unexcused absences, the student and parent will receive notification of potential reporting, and after 10 consecutive days of unexcused absences, the student and parent may be reported to the appropriate state agency. The school staff will follow the procedures outlined in the truancy section below to notify parents of truancy status. See the school specific sections of the handbook for school specific attendance requirements concerning credit and promotion.

Compulsory Attendance Age

Per Ark. Code Ann. Section 6-18-207, every parent, guardian or other person having custody or charge of any child age five through seventeen (17) years old on or before August 1 who meets residency requirements of the school district shall enroll and send the child to public, private, or parochial school or provide a home school for the child or children. Exceptions to compulsory attendance can be found in Arkansas Code Annotated Section 6-18-201, such as a kindergarten waiver.

Arkansas Virtual Academy is a state-funded, public charter school. Arkansas Virtual Academy does not grant permission for students to leave our school and enroll in General Education Diploma (GED) programs. Students who withdraw under these circumstances may be considered truant until enrolled in another Arkansas school or homeschool program.

Process for Attendance Monitoring

- Students are required to follow the school calendar, which includes a minimum of 178 school days.
- Students are expected to log into the OLS (Online School), OMS (Online Middle School) or OHS (Online High School) each scheduled school calendar day. If the student is not active in system on a school day as listed on the school calendar, the student is marked as having missing attendance. Therefore, if the school calendar indicates Monday through Friday in each week as “School Days,” activity must be completed on each day to prevent an absence from being recorded.
- Key daily attendance points include:
 1. Sign on daily (Monday through Friday)
 2. Use Saturdays, Sundays, and holidays as make-up days
 3. Notify Advisor immediately when it is not possible to sign on
 4. Return telephone calls and/or respond to e-mails from all school staff.
- Students who are unable to log onto the Online School must notify the content and homeroom teacher or advisor as to the reason for the student’s absence.
- Your ARVA Advisor will provide guidance in collecting notes for absences.

Students are not prohibited from missing school due to medical or dental treatment. If a student’s treatment will require excessive absences, the student’s parent or guardian may petition the school for additional absences or may request a 504 Plan. The petition must be made before the student accumulates the maximum number of absences allowed under the policy.

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student’s IEP or 504 Plan take precedence. No public-school student shall be eligible for enrollment in a homeschool if the student is currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences. Public school students who are under disciplinary action by the local school district shall be eligible for enrollment in a homeschool if the superintendent or local school board of directors chooses to allow the child in a homeschool. *Arkansas Law 6-15-503*

Class Connect Attendance

Teachers hold regularly scheduled Class Connect (CC) instructional sessions (Please see the Class Connect Guide, Appendix B). This is a time of direct instruction. Any Class Connect session marked as “required” for a student should be considered mandatory. Class connect sessions and their required status will vary based upon instructional levels and student needs.

Teachers will utilize a video platform during class connect sessions called Newrow. Students are required to follow the expectations when utilizing Newrow.

- Cameras on and face in screen.

- Ensure an appropriate background.
- Please see ARVA dress codes and codes of conduct for expectations.
- Microphones muted.

Students will be required to have cameras on unless approval has been granted from the school administrator and /or medical documentation has been provided.

Tuancy

Responsibility for compliance with State of Arkansas attendance statutes and regulations requires ARVA to keep an accurate record of daily attendance and progress. Attendance applies to ARVA students in the form of regular logged participation in the educational activities of ARVA's Online School.

Items to note regarding Tuancy:

- A student will be considered truant after five consecutive days of missing attendance without an approved excuse given to the teacher.
- Once a student reaches 10 consecutive unexcused absences, the appropriate state agencies may be notified.
- Students who withdraw for GED purposes may be considered truant until enrolled in another Arkansas school or homeschool program.

After 10 consecutive days of unexcused absence, it will be assumed that the student no longer wishes to attend Arkansas Virtual Academy, and the student will be withdrawn from enrollment in ARVA per Arkansas law. (*Arkansas Annotated Code 6-18-213*)

Any student who fails to attend school by the tenth regular school day of the semester shall be retroactively dropped from the attendance records from the first day of the school semester. *Arkansas Annotated Code 6-18-213*

Process for Withdrawal of Non-Attending Students

1. ARVA staff monitor student attendance and will notify families via email of the 3rd absence earned.
2. ARVA's truancy officer sends an email letter informing parents that their child has been absent (unexcused) for five consecutive school days. Parent/legal guardian should respond within 24 hours. Immediate action should be taken to correct the truancy problem.
3. If there is no response within 24 hours, the truancy officer will send a letter to the family via U.S. mail that notifies the family that the child is truant.
4. The ARVA truancy officer will likewise reach out to parent/legal guardian upon the 10th absence. If the truancy is not resolved within 24 hours after the 10th day of **consecutive** absence the student will be withdrawn from ARVA. The parent/guardian will be notified via email and certified mail. The local school district will be notified of the withdrawal and the student will be reported to the proper authorities for local monitoring of the student's attendance in the local district or homeschooling status.
5. After the 10th non-consecutive day of absence, the student will be reported to family court. While the student will not be removed for non-consecutive truancy alone, these absences may be considered along with other policy infractions in determining a student's compliancy status.

No public-school student shall be eligible for enrollment in a homeschool if the student is currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences. Public school students who are under disciplinary action by the local school district shall be eligible for enrollment in a homeschool if the superintendent or local school board of directors chooses to allow the child in a homeschool.

Excused Absences

School staff registers absences as excused only for those reasons cited in the ARVA handbook section entitled Attendance, Instructional Time, and Absences. The reasons cited are personal illness or quarantine, health care, death in the immediate family, approved educational travel, religious holidays or religious instruction, and 4-H events.

Excused Notes for Absence

For an absence to be noted as excused, a parent or guardian must furnish, within three (3) days of the student's return to school, an email explaining the absence. The email must include student's name, the date of the absence, the reason for the absence, and necessary documentation as requested by the school. When the teacher does not receive an email within three (3) days of an absence, such an absence becomes an unexcused absence. It is important to note that the Arkansas Department of Education does not differentiate between excused and non-excused absences. However, for the purpose of make-up work and truancy tracking, ARVA does reserve the option to record absences for the above reasons as excused.

To avoid potential truancy situations, communicate with your child's advisor or teacher regarding any planned vacations or illness issues that could be misinterpreted as truancy. The responsibility of student compliance with the law belongs with the parents.

Unexcused Absences

When students are absent for reasons other than those permitted under the ARVA Attendance, Instructional Time and Absences section, those absences will be recorded as unexcused absences.

Withdrawal from ARVA

Parents who decide to withdraw their student from ARVA are required by the State of Arkansas to communicate their intentions to their assigned advisor or teacher prior to withdrawal from the school. When a family withdraws from an open-enrollment public charter school, it is the parent's responsibility to enroll their student with the local school district or to file intent to homeschool paperwork. However, if homeschooling, a copy of the intent to homeschool form will be requested by ARVA. Once the withdrawal is reported, a link for final paperwork will be sent to the family for completion to finalize the withdrawal.

All supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments to K¹² or their vendors. Any equipment or materials sent by ARVA must be returned to the administration office. Labels will be sent specifically for these items.

Academics

Instruction and Support

Students will attend class connect sessions with live instruction from teachers. These sessions will vary in requirement and regularity based on a student's instructional level and specific needs. Additionally, a student will attend video conferencing sessions for instruction, guidance counseling, and family support as needed. These sessions should be prioritized and attended with fidelity.

Academic Integrity

All work submitted is assumed to have been completed by the student. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by