

## Michigan Virtual Charter Academy Attendance Policy

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of MCL 380.1561. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by October 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in kindergarten [MCL 380.1147].

Students are required to follow the school calendar. Instructional time can be entered on any day (e.g., weekends, holidays, etc.). Students are expected to log into the OLS/NOHS each scheduled school calendar day.

### Attendance Responsibilities

- Attendance is logged daily in the Online School by parent/Learning Coach.
- Students must log into every course, every school day.
- Schedules may be blocked or flexible; however, attendance in each course needs to be logged daily.
- All families must attend a Parent Orientation and the new students will attend “Introduction to Online Learning” course via the online school.
- The family must maintain regular communication with Michigan Virtual Charter Academy.
- Students and parents/learning coaches must check their kmail, email, and phone messages daily. Return response should be within 24 hours or on the next business day.
- Students must attend all required Blackboard Collaborate Live sessions for direct instruction as directed by their teachers

Reporting Absences: Please kmail your teacher if your student will be absent and unable to attend ClassConnect sessions or log in to the OLS/NOHS. Please state the reason for the absence in the kmail as well as the expected duration of the absence.

No Internet Access or Power Outage: It is an expectation for attendance that all students have reliable internet access in the home. Students who are unable to log into school or have a power outage must have an alternative plan to go to a public library/public location with computer access to do their school work. If the student does not have a back-up plan and cannot go to the library, the student/parent/guardian/learning coach must notify his or her teacher in order to legitimize the reason for the absence.

Excused Absences: The school recognizes student illness, death in the family, prior permission to leave school by parents and administrator, approved family vacations, approved college visitations, required court appearance, religious observations, family emergencies, counseling or administrative appointments to be excused. Remember that regardless of the absence reason students are expected to make up work in the OLS/NOHS.

Doctor/Medical Excuses: students must present doctors' notes when they are absent from school for three or more days consecutively due to illness. Parent should send doctors' notes to the assigned teacher through k-mail.

Excuse Notes for Absence: in order for an absence to be registered as excused, a parent or guardian must submit a written explanation to the teacher. Excuse notes or kmails must state the student's name, the date of the absence, and the reason for the absence. The parent or guardian has three calendar days from the date of absence to submit the excuse through k- mail.

Educational Leave: Pupils may be excused for educational trips not sponsored by the school according to the Michigan School Code. Please understand that it shall be the family's responsibility to contact the teacher(s) to determine what obligations must be met as a result of this proposed absence. Further understand that:

- no more than ten (10) days of absence will result.
- no absence will occur in the last ten (10) days of the school year.
- experiences such as "Long Weekends" and "Vacations" will not justify any request
- request must be submitted and approved 24 hours prior to the trip
- requests will not be approved for time off during the state testing window.

Unexcused Absences: An unexcused absence is an absence not recognized by state law or Michigan Virtual Charter Academy. Unexcused absences may result in loss of credit for assignments missed.

Excessive Absences: When students have accrued 5 absences (unexcused or excused) a student and parent will be sent a letter apprising them of the status of their absences. When a student has accrued 8 absences (excused or unexcused), the parent and student will be required to meet with the Head of School or designee to engage in an attendance contract and help the student improve his/her attendance. The attendance contract may require the parent and student to provide the school with a doctor's note for each additional absence. In such a case, if a doctor's note is not provided to the school the absence will be marked unexcused. If the attendance contract is implemented and consequently broken, the parent and student(s) will be required to meet with the Head of School and may be withdrawn from Michigan Virtual Charter Academy. Michigan Virtual Charter Academy will also refer students to the Kent ISD Truancy Officer. Anytime a student has missed three (3)

consecutive days due to an illness, a doctor's note will be required.

- 5 absences = letter
- 8 absences = contract
- 10 absences = Referral to the Kent ISD Truancy Officer

Habitual Truancy: A truant student is defined as a student who is willfully absent from school without the knowledge and consent of the parent or school, or absent from school when there is an attempt to evade the Michigan Compulsory Attendance Law.