



Online Learning Attendance Policy

I. PURPOSE

Whereas Providence Hall Charter School (PHCS) has extended its learning from in-person to include an online learning option, where students may complete regular coursework through PHCS' learning management system, and whereas traditional attendance tracking may not be possible as outlined in the PHCS Attendance & Tardy Policy, and whereas the state law requires attendance be tracked and taken for all students, including online students, PHCS has adopted this policy for students opting to take some or all of their regular classes through the online learning option.

II. LAW AND POLICY REQUIREMENTS

State law requires that schools with non-traditional programs establish a written policy that defines a continuing enrollment measure (Section R277-419). As a result, PHCS adopts this policy for Pupil Accounting for Non-Traditional Programs. This policy relates directly to PHCS regular classes/courses being taken through the online learning option and the students enrolled in those online classes/courses.

III. ATTENDANCE AT THE HIGH SCHOOL AND THE JUNIOR HIGH

- A. Any student who is enrolled in an online class/course must
 - 1. Login to that online class/course AT LEAST once every five (5) school days **AND**,
 - 2. Make significant progress during that time in that online class/course.
 - 3. ***If both of these conditions are not met, the student will be counted as absent from that online class/course for that five (5) school day period of time.***
 - a. This applies to each online class/course.
 - i. For example, if a student is enrolled in three online classes/courses then that student must login to each of the three online classes/courses and make satisfactory progress in each of the three online classes/courses in that time period.
- E. A student enrolled in an online class/course who fails to login in at LEAST once every five (5) school days to an online class/course will
 - 1. fail to receive attendance points for that particular online class/course
 - 2. receive an attendance notification for that particular online class/course
- F. Attendance for online classes/courses will be measured using
 - 1. login time-stamps
 - 2. activity logs from within the learning management system.
- G. If a student is consecutively absent, defined as more than ten (10) school days without logging in at least once to an online class/course or two (2) attendance points lost in a row in an online class/course, then access to that online class/course for that student may be inactivated.
- H. If an online class/course is inactivated then student access to that online course's/class' content is not available, however no work will be lost in that inactivated online class/course.
- I. To reactivate an online class/course the student's parent/guardian must contact the school to excuse absences and PHCS will use state approved excuse codes: sick, family emergency, etc.



- J. An inactivated online class/course may be reactivated at any time until the end of the semester without penalty and without loss of course work but the online class/course must still be completed by the stated dates below.
- K. **All online classes/courses must be completed by the end of the semester in which they were started**
 - 1. by Jan 15, 2021 for Semester 1
 - 2. by June 4, 2021 for Semester 2No credit will be earned for online classes/courses completed after those dates.
- L. No extensions will be granted for online classes/courses to continue past
 - 1. Jan 15, 2021 for Semester 1
 - 2. past June 4, 2021 for Semester 2

IV. ATTENDANCE AT THE ELEMENTARY

- A. Daily quizzes will be given each day for students. These daily quizzes will serve as the login and attendance tracking for students.
- B. Failure to complete a daily quiz will result in an absence.
- C. Students who are marked absent may be excused by having a parent/guardian call the elementary school's main office.

V. QUESTIONS

For questions please contact the student's respective campus at 801-727-2860.