

## Lake Virtual Academy School Attendance Procedures Grades 7-12

In an effort to clarify school attendance for Lake Virtual Academy students the following rubric will be implemented in order to track school attendance. This will improve our attendance procedures and provide a clear expectation for students and parents regarding school attendance.

For grades 7-12, Lake Local School District is using Apex Learning (specializing in online learning) as our online curriculum service provider with Lake Local Teachers assigned to monitor instruction and progress of all courses as well as assign grades to all written assignments, projects, papers and tests. This information will be used to determine school attendance.

Attendance will be taken on a designated day of each week for the *previous* week.

**Grades 7-8 attendance will be taken on Fridays**

**Grades 9-12 attendance will be taken on Mondays** (Tuesday if there is not school on a Monday)

Attendance will be based on the following rubric using the “Overdue Activities” data in addition to any assigned Canvas Conference times with designated teachers.

Total Overdue Activities for the Week	Total Absent Days for the Week
0-3 overdue activities	0 days
4-6 overdue activities	1 day
7-9 overdue activities	2 days
10-14 overdue activities	3 days
15-18 overdue activities	4 days
19 or more overdue activities	5 days

Students will also be considered absent if they miss a scheduled Canvas Conference with a content area teacher or an intervention specialist.

Example using **Overdue Activities**:

- If a student has a total of 2 overdue activities for the week, the student would be marked absent for 0 days.
- If a student has a total of 2 overdue activities for the week and misses a scheduled Canvas Conference, the student would be marked absent for 1 day (due to missing the assigned Canvas Conference).

This is an example of what the data used in the example above looks like:

Classroom	Course	Status	Started	Total Session Time	Last Access	Overdue Activities	On-Scher Indicat	On Schedule	Quality of Work	Grade to Date	Overall %
Algebra 2 OL-Grubb	<a href="#">Algebra II</a>	Active	19 Aug 2020	<a href="#">2h:38m</a>	16 Sep 2020	<a href="#">1</a>	<span style="background-color: green; color: white;">green</span>	83.3%	80%	66.7%	3%
English 3 OL-Wise	<a href="#">English 11</a>	Active	11 Aug 2020	<a href="#">38m</a>	07 Sep 2020	<a href="#">0</a>	<span style="background-color: green; color: white;">green</span>	100%	92%	92%	1.9%
English 4 OL-Tippel	<a href="#">English 12</a>	Active	11 Aug 2020	<a href="#">2h:6m</a>	16 Sep 2020	<a href="#">0</a>	<span style="background-color: green; color: white;">green</span>	100%	92.3%	92.3%	6.1%
Environmental Science OL-...	<a href="#">Environmental Science</a>	Active	18 Aug 2020	<a href="#">1h:10m</a>	16 Sep 2020	<a href="#">0</a>	<span style="background-color: green; color: white;">green</span>	100%	91.4%	91.4%	2%
CP Math OL-Hudson	<a href="#">Liberal Arts Mathematics 2</a>	Active	11 Aug 2020	<a href="#">1h:7m</a>	15 Sep 2020	<a href="#">1</a>	<span style="background-color: yellow; color: black;">yellow</span>	75%	80%	60%	2.8%
Government (Sem 1) OL-Bu...	<a href="#">U.S. Government and Politics</a>	Active	11 Aug 2020	<a href="#">4h:13m</a>	16 Sep 2020	<a href="#">0</a>	<span style="background-color: green; color: white;">green</span>	100%	94.7%	94.7%	9.9%

Attendance will be recorded in eSchool under the LVA HR course.

Parents should call the attendance office (330.877.4762) to report students absent as necessary.