

Discovery Academy Attendance Policy 2020-2021

While we all are going through these difficult times together, there is no doubt that barriers will require clear communication from both Discovery Academy and families. It will be extremely important for the contact information for all families to remain updated in the office and the lines of communication be open and consistent. We strive to give each student the best opportunities to learn and grow. For that to happen, the school/home relationship needs to be as strong as it has ever been.

Policy for the Hybrid Model

Attendance – Traditional Learning in Person

Attendance will look differently for students who are participating in the hybrid model, where they are learning in person for two days per week and learning remotely for three days per week.

For the days the students are in the building, attendance will be recorded the same way it has always been done. Teachers will take attendance first thing each morning. If a student is not present, they will be marked absent. If a student arrives after attendance is taken in the morning, the front office will adjust their attendance information in PowerSchool so it reflects the student being tardy (excused or unexcused) and the instructional time the student was absent for the day is recorded. Days where students are scheduled to be in the building cannot be made up. Students are either present in the building or they are absent.

If a student scheduled to be in the building and is absent, the expectation is that the parent would report the absence to Discovery Academy through Class Dojo or by phone. The absence is considered “unexcused” until proper documentation is given to the office.

Attendance – Remote Learning

When students are learning remotely three days per week, the attendance policy is more flexible. The Ohio Department of Education encourages any attendance policy to be “sensitive to families who can only complete a majority of their remote work during the evening or over the weekend.” For students who are not in the building, attendance will be tracked by the tasks they are assigned for each subject/class. If a student completes the tasks assigned to them for each subject each day, they are considered “in attendance.” If a student does not complete their assigned tasks, they are considered absent. The amount of time a student is considered absent is attached to each class/subject area reflected in the tables below:

Grades K-3	Time Value	Total Hours Per Day
English/Language Arts	2.5 Instructional Hours	6.25 Instructional Hours
Mathematics	2.5 Instructional Hours	
Science/Social Studies	1 Instructional Hour	
Music/Art	.25 Instructional Hour	

Grades 4-6	Time Value	Total Hours Per Day
English/Language Arts	2 Instructional Hours	6.25 Instructional Hours
Mathematics	2 Instructional Hours	
Science	1 Instructional Hour	
Social Studies	1 Instructional Hour	
Music/Art	.25 Instructional Hour	

Each reporting period begins Monday morning and closes the following Sunday evening at 11:59pm. In an effort to accommodate families with difficult work schedules, all virtual assignments/tasks/etc. for the week must be completed by 11:59pm the Sunday after the instructional week. If a student does not participate or complete work in a particular subject, the instructional time value would be the number of hours that student is considered absent.

Scenario: A 2nd grade student, Robert, is in the “A” group that meets in person Mondays and Tuesdays. School is going well and Robert attends school both days, but when Robert learns remotely from home Wednesday-Friday, he is at a daycare because his caregivers work during the day. So, he does his work at night with Mom. This week Robert spends the weekend with his grandparents and does not complete any of his math work from Thursday. He simply forgot to do it. When he arrives to school the following Monday, his teacher speaks to him about his missing work.

In this case, Robert missed one day of tasks/assignments for one subject (math). Although Robert had until 11:59pm that Sunday night to get all of his remote work completed for the week, he never did his math from Thursday. So, Robert is considered absent 2.5 instructional hours for that week.

If circumstances arise where a student cannot complete their work remotely (illness, technical issues), it is important that families communicate with the front office and the student’s teacher(s). Excused and unexcused absences will apply for a student’s attendance for remote learning just as it does for in-person learning.

Policy for the Full Virtual Model

The attendance policy for students who chose to learn remotely all five days will follow the same guidelines as those students in the hybrid model on days they are learning remotely. When students are learning remotely five days per week, the attendance policy is more flexible. The Ohio Department of Education encourages any attendance policy to be “sensitive to families who can only complete a majority of their remote work during the evening or over the weekend.” For students who are not in the building, attendance will be tracked by the tasks they are assigned for each subject/class. If a student completes the tasks assigned to them for each subject each day, they are considered “in attendance.” If a student does not complete their assigned tasks, they are considered absent. The amount of time a student is considered absent is attached to each class/subject area reflected in the tables below:

Grades K-3	Time Value	Total Hours Per Day
English/Language Arts	2.5 Instructional Hours	6.25 Instructional Hours
Mathematics	2.5 Instructional Hours	
Science/Social Studies	1 Instructional Hour	
Music/Art	.25 Instructional Hour	
Grades 4-6	Time Value	Total Hours Per Day
English/Language Arts	2 Instructional Hours	6.25 Instructional Hours
Mathematics	2 Instructional Hours	
Science	1 Instructional Hour	
Social Studies	1 Instructional Hour	
Music/Art	.25 Instructional Hour	

Each reporting period begins Monday morning and closes the following Sunday evening at 11:59pm. In an effort to accommodate families with difficult work schedules, all virtual assignments/tasks/etc. for the week must be completed by 11:59pm the Sunday after the instructional week. If a student does not participate or complete work in a particular subject, the instructional time value would be the number of hours that student is considered absent.

It is important to be clear. Students are expected to “attend” class each day with the schedules that are provided by teachers. However, if circumstances make this impossible for that to happen, it is the parent’s responsibility to inform their child’s teacher. Learning should still be taking place and the work still needs to be completed, but teachers must be aware of these circumstances so attendance can be accurately tracked each week. Like most things, good communication will help us all avoid negative experiences with this.

Excused Absences

In addition to our normal attendance policy, the following will be considered excused:

In person learning days:

- A student or someone in the student’s family is in quarantine due to COVID-19
- Absence due to student having or showing symptoms of COVID-19

Remote learning days:

- Temporary internet outage or unexpected technical difficulties.

Ohio Department of Education (ODE) Policies

The following policies have been written and enacted by ODE and part of Discovery Academy's attendance policies in the past, but we wanted to remind families that they are still active policies that still apply to students and families this year.

ORC 3314.03(A)(6)(b) - "72 Hour Rule"

A student will be automatically withdrawn from school if the student without a legitimate excuse fails to participate in seventy-two consecutive hours of the learning opportunities offered to the student.

Habitual Truancy

A student is considered habitually truant if they meet one of the following conditions: absent 30 or more consecutive hours without a legitimate excuse, absent 42 or more hours in one school month without a legitimate excuse, or absent 72 or more hours in one school year without a legitimate excuse. Discovery Academy will continue to abide by HB410 requirements specific to attendance and truancy.