



Understanding Attendance In the Virtual School Setting



Sample Weekly : Pace Guide Assignments

*Typical 6 course schedule (not including Intensive Reading or Intensive Math)

Week 1 Expected Percentage 5% by DUE DATE: Friday, January 7	
Subject	Assignments
Language Arts	4.01 One View 4.02 Another View
Math	05.01 Area of Triangles 05.02 Area of Quadrilaterals
Science	04.01 Organization of Organisms
World History	5.00 Ancient Rome: Introduction 5.01 Origins of Rome
Elective	Follow Pace Guide for your scheduled elective
Elective	Follow Pace Guide for your scheduled elective

Parent Notification of Recorded Absences



Response to Absenteeism

*Class Time & Homeroom
Participation and Presence
+ Assignment Completion
= Attendance*



Mondays: Teachers review gradebook submissions to determine if expected assignments are submitted. Homeroom & Class Time attendance is reviewed.

If assignments in a course are not submitted either partially or fully in a given course, one absence for the course period in the previous week will be placed on the student's attendance record in **Skyward**.

Schools are required to report posted absences to parents or guardians according to Florida law. Parents are notified of absence via robocall.

F.S. 1003.26 Enforcement of school attendance

Parents/Guardians: All absences must be reported in writing via email to the instructor prior to Monday indicating reason for the week of missing work. (*Please include Student Name, Grade, date of absence and reason for absence. A doctor's note should be attached when applicable.*)



Excused vs Unexcused Absences

Unexcused

No parent/doctor's note is provided for the week of the missing work.

Excused

Parent/doctor's note is provided indicating the reason for absence/ missing work for the identified week.



Schools, including virtual schools approved by the district, have authority to withdraw students whose absences exceed the provisions outlined in the Attendance Policy. Such students may be withdrawn for non-attendance.



Other Attendance Considerations

! Public Virtual Schools are not permitted to issue a final course grade other than a withdrawal code if not completed in its entirety.

Vacation Travel

Vacation Travel must not exceed 5 days annually and may not occur during state assessment window. Parents must notify teachers two weeks in advance of travel to ensure there is a plan for required work to be submitted.

Final Grade Considerations

Work must be made up as soon as possible to avoid additional absences for future weeks. Although no academic penalty will be applied when students are marked absent, courses that are not 100% complete by the end of the semester (with a passing grade) will not earn credit.

A course grade of **WP** (*withdrawn passing if grade at the time is 60% or higher*) or **WF** (*withdrawn failing if grade at the time is 59% or below*).



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Problem-Solving Team Meeting



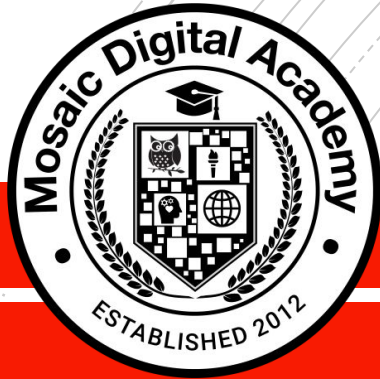
When a pattern of nonattendance is apparent, a meeting is scheduled with the parent, teacher, school counselor, social worker and an administrator to attempt to identify and resolve barriers that may impede student attendance.



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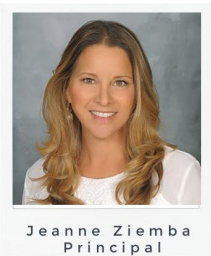
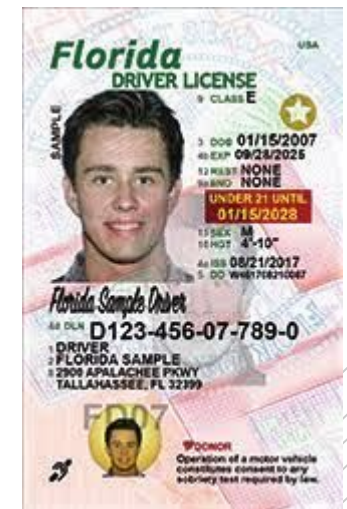
F.S. 1003.26 Enforcement of school attendance

Important Notice



Attendance Matters and YOU are in the driver seat!

* Florida law (Section 1003.27, Florida Statutes) requires each school principal or designee to notify the district school board of each minor student (ages 14-18) accumulating 15 unexcused absences in a period of 90 calendar days or who drop out of school. The district school superintendent must provide the names and identifying information of these students to the Department of Highway Safety and Motor Vehicles (DHSMV). DHSMV may not issue a driver license or learner permit, or may suspend the driving privileges of any reported student until the student has satisfied regular school attendance requirements as outlined in Section 322.091, Florida Statutes.*



Jeanne Ziema
Principal



S.L.V.
St. Lucie Virtual K-12
District Virtual
Instruction Program
Established 2009

Virtual Programs of
St. Lucie Public Schools

12051 NW Copper Creek Dr.
Port St. Lucie, FL 34987
772-429-5504

St. Lucie
PUBLIC SCHOOLS





Help is Here!

Have Questions?

- Contact your teacher with course specific questions and to ensure you have a copy of the course pace guide for the term your child is currently enrolled in.
- Contact your school counselor for scheduling questions or resources for additional support.
 - April.Mincey@stlucieschools.org (Grades K-8)
 - Irene.Schmahl@stlucieschools.org Grades 9-12)
- For students with disabilities, please contact your support facilitator (Karen Luecht) or the ESE Specialist, Roderica Freeman. To learn how the accommodation for extended time is offered in the virtual setting [click here](#).
 - Karen.Luecht@stlucieschools.org
 - Roderica.Freeman@stlucieschools.org



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