



Hybrid and Online Attendance Policy

General Attendance Requirements:

- attendance has a two-prong measure online work and on-campus attendance
- attendance in a hybrid or online school is based on the overall number of assignments, not course-specific assignments
- attendance will be calculated on a weekly time schedule, not a daily.
- all students are expected to work on their assigned virtual days. attendance will be calculated according to the minimal amount of work completed.
- all students must sign in and out when on campus. even virtual support times
- see off-campus policy regarding leaving campus during the day
- parents must report all absences to the attendance secretary (719-494-8924) within 48 hours of the absence

Hybrid Attendance Requirements: HYBRID STUDENTS ONLY

- Attendance for hybrid students is calculated with on-campus time and minimal numbers of assignments completed with virtual work
- Online attendance equivalency calculations are illustrated in the table below
- On-Campus attendance will be calculated through time station. All hybrid students must sign in using our TIME STATION system (all students have an ID and 4-digit pin). This will be used for attendance.
- Attendance is mandatory

Online attendance calculations for hybrid students:

5 or more Assignments submitted per week	0-4 Assignments submitted per week
0 absences for (Virtual Days)	2 absences (Virtual Days)

Full Virtual Attendance Requirements: VIRTUAL STUDENTS ONLY

- Families must complete a full virtual contract
- Attendance calculations are purely based on minimal submissions of work not physical presence

Online attendance calculations for full virtual students

More than 19 Assignments submitted per week	14-19 Assignments submitted per week	10-14 Assignments submitted per week	6-10 Assignments submitted per week	1-5 Assignments submitted per week	0 Assignments submitted per week
0 Absences will be recorded	1 Absences will be recorded	2 Absences will be recorded	3 Absences will be recorded	4 Absences will be recorded	5 Absences will be recorded



Excused versus Unexcused Absences

You have 48 hours to report an absence or it will automatically be unexcused

Excused Absences may include:

- Illness, injury, legal proceedings
- Arranged absences pre-approved by the administration for family activities, appointments, etc.
- Absences to attend school-sponsored activities

Unexcused absences may include:

- Oversleeping or forgot
- Skiing, Vacation (not pre-approved)
- Studying
- Car, traffic, train, city bus trouble
- No notification

Procedures for addressing absences:

- Parents must report all absences to the attendance secretary (719-494-8924) within 48 hours of the absence
- Requests for pre-approval must be submitted in writing at least 3 days prior to the absence
- Absences and truancy will be reported to the district Truancy Officer

Habitually Truant Students

A Student is considered in violation of the Attendance Policy if he/she:

- is not attending on-campus requirements
- is not submitting the required minimum number of assignments (please reference the chart above)

Truancy

- Students who are determined to be habitually truant are:
- Failing coursework
- Being unexcused for more than four days per month
- Having more than 10 unexcused absences in a school year.

**Habitually truant students will be reported to the D49 Truancy Officer.
Truancy may affect your continued enrollment.**



Hybrid Student Examples Only

Student A:

- Completes zero online assignments during a week
- Does not come on campus for classes

Student A will earn 4 unexcused absences for the week for not attending on-campus work and not meeting minimum submissions for the week

Student B:

- Completes zero online assignments during the week
- Does come on campus for classes

Student B will earn 2 unexcused absences for the week for not meeting minimum assignment submissions

Student C:

- Completes required number of assignments during the week (virtual courses)
- Does not come on campus for classes

Student C will earn 2 unexcused absences for the week for not attending on-campus work

Student D:

- Completes required number of assignments during the week (virtual courses)
- The student has flu during on-campus days and parent calls the student in

Student D will earn 0 unexcused absences for the week since parent excused absences



Full Virtual Student Examples Only

Student A:

- Completes zero online assignments during a week

Student A will earn 5 unexcused absences for the week for not meeting minimum submissions for the week

Student B:

- Student B completes 7 assignments for the week

Student B will earn 3 unexcused absences for the week for not meeting minimum submissions for full attendance for the week

Student C:

- Student C completes 14 assignments for the week

Student C will earn 1 unexcused absence for the week for not meeting the minimum submissions for full attendance for the week

Student D:

- Student D comes down with Influenza A and parents excuse the absences
- Student D may be required to provide a doctor's note

Student D will have met the minimum requirements for full attendance for the week. Assignments will not be excused and will need to be made up.