



Attendance Policy

School Attendance:

- Almentia Academy is a year-round school with approximately 175 calendar days
- Attendance is required of each student.
- Students are not required to log into courses daily.
- Students are required to meet the minimum attendance hours per week and month.
- Attendance Policy is subject to change at any time for students who are not making satisfactory progress in one or more courses
- Frequent unexcused absences may lead to student being placed on an “**attendance contract**”

School Expectations:

- Students must complete at least 1 lesson and quiz in each course to receive hours worked in attendance.
- Students will work additional hours completing offline special lessons and/or projects.
- Students must work the minimum hours per week for online courses in the appropriate school:

HOURS	Elementary School K-5	Middle School 6-8	High School 9-12
Daily Hours	2 – 2.5	3 - 4	4 – 5.5
Weekly Hours	8 - 10	12 - 16	16 - 22
Monthly Hours	32 - 40	48 - 64	64 - 88

Parent Expectations:

- Parents are responsible for submitting student’s offline Time logs, and any school requested forms.
- Parents are responsible for ensuring students have a designated area to work.
- Parents are expected to be actively involved in the success of the student’s online learning.
- Parents are responsible for requesting attendance leave in advance for prolonged illness, travel sports leave, or vacation leave.
- Parents are responsible for submitting student offline time log for hours spent completing special lessons and projects.
- Parents failure to do so may lead to withdrawal from the school

Consequences:

- Students who do not login to their courses for 1 week will receive a reminder e-mail to login to each course.
- Students who do not login for 2 consecutive weeks will receive a parent phone call about attendance and possible attendance contract may be required.
- Students who do not login for 3 consecutive weeks will be blocked from the course until an attendance contract has been signed and submitted.
- Students who do not login for 4 consecutive weeks will be withdrawn.
- Failure to log into courses, maintain attendance hours, complete special lessons, assignments, or projects will lead to repeated course(s) or school withdrawal