



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: 6%	Due Date: Friday, January 7
Subject	Assignments
Language Arts	4.01 One View 4.02 Another View
Math	5.01 Area of Triangles 5.02 Area of Quadrilaterals
Science	4.01 Organization of Organisms
World History	5.00 Ancient Rome: Introduction 5.01 Origin 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

Pace percentage of approximately 6%
+ Assignment Completion = Attendance

Mondays: Teachers review gradebook submissions to determine if expected assignments are submitted.

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 **Focus.**

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 missing work.

Excused

Parent/doctor's note is provided indicating the reason for the 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 Such students may be withdrawn for non-attendance.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

Vacation Travel

Vacation Travel must not exceed 5 days annually and may not occur during state assessment windows. 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 a 0.0 will be placed until work is made up an academic penalty will not be applied when students are marked absent. Courses must be 100% complete by the end of the semester with a passing grade to earn credit.

Problem-Solving Team Meeting

Response to Absenteeism

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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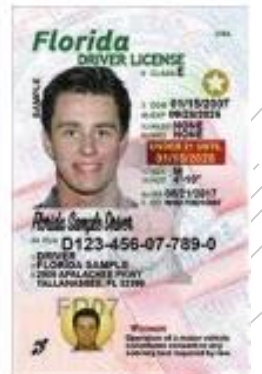
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F.S. 1003.26 Enforcement of school attendance

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.*



Have Questions?

Help is Here!

- 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
 - Evelyn Irizarry (Grades 6-12) – irizarrye@pcsb.org
 - Carlene Meloy (Grades K-5) – meloyc@pcsb.org
- For students with disabilities, please contact your ESE teacher. To learn how the accommodation for extended time is offered in the virtual setting [click here](#).
 - Cara Hamrich – hamrichc@pcsb.org
 - Lori Stradling – stradlingl@pcsb.org