



ELANCO Online Student Attendance & Late Work Policy 2021-2022 SCHOOL YEAR

Attendance

Students must adhere to the attendance requirements listed below. Students enrolled in ELANCO Online follow a policy and guidelines that insure they have opportunities to attend for 990 hours per year. It is important that as a family, parent(s) and student make regular online attendance a high priority.

Please Understand That...

- a. Daily attendance for students working at home and/or with a blended schedule that has the majority of classes online at home will be based on successful completion of the following two requirements:
 - i. It is recommended that online learners in the ELANCO Online Virtual Academy devote 5-7 hours of online learning time in per course per week. For example, if a student is enrolled in four online courses, he/she, depending upon the difficulty of the course(s), would engage in 20-28 hours of online learning time per week, on average.
 - ii. In order for a student to be counted present over the course of the week, as defined by Sunday to Saturday at 12 Midnight, he/she must complete at least 60% of the total assignments due in all of his/her courses for that week. If a student completes less than 60% of his/her assignments due in a given week, the parent(s)/guardian(s) will receive a letter in the mail documenting the attendance issues due to lack of work completion.
- b. Failure to attend online classes based on the standards above will subject ELANCO Online's Virtual Academy students to the same attendance rules and laws as students enrolled in Eastern Lancaster County School District (i.e., attendance letters, citations, fines, etc.).
- c. Should an extenuating circumstance arise, such as illness, educational travel, or connectivity issues, students must contact their teacher(s) as well as Curt McCaskey, the Coordinator of Non-Traditional Programs and Student Services, and inform them of the reason(s) why there is inactivity in the courses.

Note...Students who have a full online schedule or a blended online and on-site schedule but spend the full day or more than 50% of their school day on site will be subject to the same attendance tracking and regulations as traditional, brick and mortar students.

Student Late Work Policy

1. All assignments are required to be submitted by midnight Saturday of the week assigned. If not, students will receive a zero on the assignment unless they have contacted the teacher as to the circumstance(s) why the assignment is not completed.
2. Students have 30 calendar days or until the end of the marking semester, whichever occurs first, to submit the assignments for full credit.
3. Students who have two weeks of unexcused inactivity in any course, whether consecutive or not, will be considered to be in a probationary status and will be required to attend ELANCOonline on-site in the Garden Spot LMC (secondary students only) during the prescribed hours of the school day. Once the student is back in good standing, as determined by the K-12 Director of Virtual Programs, the student will not be required to be on-site.
4. Probationary students, attending on site, who do not complete at least one week's required work in each class, will be required to meet with their school counselor and Coordinator of Non-Tradition Programs and Student Services, about possible dis-enrollment in ELANCOonline and enrollment at their assigned elementary school, Garden Spot Middle School, or Garden Spot High school as a traditional, brick and mortar student.

I hereby understand and agree with the Elanco Online Attendance & Late Work Policy as stated above.

Parent : _____ **Date:** _____

Student: _____ **Date:** _____
