



ATTENDANCE

Attendance will be measured in academic performance. Butler Tech Online can monitor the number of log-ins or time spent online for each student, but [what is most important is successfully completing the course in the expected time frame](#). Performance expectations will be determined at the time of enrollment for each student by setting an expected end date for each course. Using the date enrolled and the expected end date, a Personalized Education Plan (PEP) will be created for the student. This PEP will set target dates for each lesson based on the time he/she has to complete the course.

As the student goes through the course, the student's current grade and his/her pace percentage will be calculated. The pace percentage determines if the student is on track or if he/she is behind. This pace percentage is converted to number of weeks behind. The following chart is then used to determine a student's status.

Weeks Behind	0	1	2	3	4	5	6
Grade %							
90	Excellent	Excellent	Effective	Improvement	Watch	Watch	Emergency
80	Excellent	Effective	Improvement	Watch	Watch	Emergency	Emergency
70	Effective	Improvement	Watch	Watch	Emergency	Emergency	Emergency
60	Improvement	Watch	Watch	Emergency	Emergency	Emergency	Emergency
50	Watch	Watch	Emergency	Emergency	Emergency	Emergency	Emergency
0	Emergency	Emergency	Emergency	Emergency	Emergency	Emergency	Emergency

For example, if a student has a 75% in the course and is 2 weeks behind schedule, they will be in Watch status.

Student data will be compiled for each course the student is enrolled in and an overall status will be determined by averaging the data for all active courses.

A student will be considered present and in good standing if their overall status is Excellent, Effective or Improvement.

If a student's overall status falls into the Watch or Emergency category, the student is expected to make adequately weekly progress. If a student does not make adequate weekly progress, they will be counted absent from school.

Days absent will be calculated as follows: When a student's overall status drops into the Watch or Emergency category, the percent of course complete for each course will be determined. Based on the current percent of course complete and the expected end date, the weekly progress goal will be determined for each course.

For example: If the student is 4% complete with their course and there are 12 weeks remaining until the course is expected to be complete, the weekly progress goal will be 8% each week. This goal may adjust each week if the goal is not met. The average weekly progress goal will be determined for all active courses.

The following week, the student's course data will be reviewed again and the actual weekly progress will be determined. If the actual average weekly progress is lower than the average weekly progress goal, the student will be counted absent.

For example: If the average weekly progress goal was 8% and the student only had an actual average weekly progress of 6.4%, the student was only present for 80% (6.4/8) of the week. This would calculate to 1 day absent during a 5 day week.

RESULTS OF ABSENCES

Parents/Guardians will be notified by e-mail or mail (depending on their preference identified on the parent information sheet) when their student has been counted absent and will be given the opportunity to submit a written excuse for the absence. *Absence letters will need to be submitted within 3 weeks (21 days) of the recorded absence. If a written excuse (including Doctors' notes) is not received within this time limit the absence will remain unexcused.

Approved reasons for excused absences are:

- Personal illness (after 7 illness excuses, a written physician's statement verifying the illness will be required)
- Illness in the family
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of bona fide religious holiday
- Family vacation up to five (5) days
- Such good cause as may be acceptable to the CEO

Students who accumulate excessive unexcused absences will be considered truant according to the following guidelines:

- A student will be considered **habitually truant** if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more schools days in one (1) month, or twelve (12) or more school days in one (1) school year.
- A student will be considered **chronically truant** if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more schools days in one (1) month, or for fifteen (15) or more school days in one (1) year.

If a student is classified as **habitually truant**, the following actions will occur:

- A parent conference with Butler Tech Online staff will be held. As an outcome of this conference, the following actions may occur:
 - A complaint may be filed with the Juvenile Court.
 - The student's Personalized Education Plan may be adjusted.
 - The student may be required to report to a school location to complete online courses.
 - The student may be withdrawn from online courses and required to return to their home school.
 - Other actions may be approved in an effort to get the student on track to successfully complete their online courses in an appropriate time frame.

If a student is classified as **chronically truant**, the following actions will occur:

- A complaint will be filed with the Juvenile Court

Butler Tech Online is also authorized to notify the Ohio Bureau of Motor Vehicles concerning truant students. Those students who miss ten (10) consecutive days or fifteen (15) total days in one (1) semester without a legitimate excuse are subject to having their driving privileges suspended.

GRACE PERIOD

The online environment is not the correct option for every student. If a student does not show adequate progress within 15 days of enrollment, he/she will be withdrawn from their online courses and will be required to return to their home school. There will be no grade issued or truancy charges filed in this situation.