

OA Virtual Attendance Policy

Students Under 16 years old

| | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Each unexcused absence (full or partial absences) | Contact student/parent on the first day of unexcused absence, with daily follow-ups as needed |
| 3 cumulative partial or full-day unexcused absences | Send 3-day Universal Letter home |
| 4 cumulative partial or full-day absences (excused or unexcused) | Phone calls home after 4th absence to discuss barriers to attendance |
| 5 cumulative partial or full-day unexcused absences | Send 5-day Universal letter home; schedule/hold Student Attendance Conference (SAC) to identify and offer solutions to attendance barriers and discuss; create attendance plan; communicate attendance data and barriers to Student Support Team for additional supports |
| 7 cumulative full-day unexcused absences | Send 7-day Metropolitan Police Department warning letter to parent (students <18) |
| 10 cumulative partial or full-day unexcused absences | Send 10-day Universal letter; schedule/hold follow-up SAC to review attendance plan; communicate attendance data and barriers to Student Support Team for additional supports |
| 15 cumulative partial or full-day unexcused absences | Send 15-day Universal absence letter; submit referral to Court Social Services for students ages 14-17 |
| 20 consecutive full-day unexcused absences | Student may be withdrawn if all intervention steps have been completed and withdrawal is approved by OA principal and DSL |

Students who become chronically absent may be recommended for a return to in-person as an academic or attendance intervention. These decisions will be made in consultation with students/caregivers, and are decided on a case-by-case basis.

Students 16 years old & older

Students who become chronically absent may be recommended for a return to in-person as an academic or attendance intervention. These decisions will

| | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Each unexcused absence (full or partial absences) | Contact student/parent on the first day of unexcused absence, with daily follow-ups as needed |
| 3 cumulative partial or full-day unexcused absences | Send 3-day Universal Letter home |
| 4 cumulative partial or full-day absences (excused or unexcused) | Phone calls home after 4th absence to discuss barriers to attendance |
| 5 cumulative partial or full-day unexcused absences | Send 5-day Universal letter home; schedule/hold Student Attendance Conference (SAC) to identify and offer solutions to attendance barriers; create attendance plan; communicate attendance data and barriers to Student Support Team for additional supports |
| 7 cumulative full-day unexcused absences | Send 7-day Metropolitan Police Department warning letter to parent (students <18) |
| 10 cumulative partial or full-day unexcused absences | Send 10-day Universal letter; schedule/hold follow-up SAC to review attendance plan; communicate attendance data and barriers to Student Support Team for additional supports |
| 15 cumulative partial or full-day unexcused absences | Send 15-day Universal absence letter; submit referral to Court Social Services for students ages 14-17 |
| 20 consecutive full-day unexcused absences | Student may be withdrawn if all intervention steps have been completed and withdrawal is approved by OA principal and DSL |

be made in consultation with students/caregivers, and are decided on a case-by-case basis.