

# North Star Attendance Policy

## Attendance for Initial Enrollment

**All students are expected to attend a virtual meeting with their Advisory teacher on the first day of each semester in order to meet the online school enrollment guidelines.**

In order to be fully enrolled at North Star, students must:

- ✓ Participate in a meeting (in person or virtually) or a phone call with a certified faculty member to discuss all courses.
- ✓ Complete and **submit** a lesson or assessment for **all classes** within the online learning platform.

After initial enrollment, student weekly attendance is determined by course progress as defined below.

## Weekly Attendance Expectations

Attendance is measured by the progress made **in each class every week**. To be counted as “present” for the week, North Star students must login and demonstrate progress (work completion **and submission**) **in each class every week**. The attendance week starts at Midnight on Friday and ends at 11:59 PM on the following Friday night.

- ✓ Progress for a class is demonstrated by completing **and submitting** a lesson or assessment for each class within the online learning platform.
  - It should be noted that completing one assignment or taking one assessment weekly is not enough for a student to complete or pass the course. Students must complete 6-8% of a course weekly, depending on the length of the semester, in order to stay on track.

It is expected that parents/guardians ensure students’ regular attendance and participation in state and district required assessments. Please plan vacations to coincide with the Washoe County School District Balanced Calendar, so students do not fall behind in coursework.

- ✓ As per the School of Choice attendance guidelines, students who do not adhere to the attendance policy will be required to return to their zoned school for the following school year.

## Attendance Probation

Should a student be absent from a class for an entire week, the student may be placed on attendance probation. Students who enroll at North Star and were chronically absent the prior school year may also be placed on attendance probation. Attendance probation will include a required meeting with the student and parents/guardians to discuss a support plan. Attendance probation may include a requirement for daily attendance checks, meaning a student will be required to make daily progress in classes in order to be marked present. Progress for a class is demonstrated by completing and **submitting** a lesson or assessment for the class within the online learning platform.

## Withdrawal due to Non-Attendance

If a student does not attend one or more classes for 10 consecutive school days and the whereabouts of the pupil are unknown, the student will be withdrawn from North Star Online School. The effective date of withdrawal is the day immediately after the 10<sup>th</sup> consecutive school day that the student failed to attend the class or classes. Additionally, if a student does not attend any one class for 20 consecutive school days, meaning progress in the class has not been made for 20 consecutive school days, the student will be withdrawn from North Star Online School. The effective date of withdrawal is the day immediately after the 20<sup>th</sup> consecutive school day that the student failed to make progress in the class.

In cases where students are withdrawn from North Star due to non-attendance, a referral will be made to WCSD reengagement specialists who will work with the student to determine a plan. To re-enroll at North Star after withdrawal due to non-attendance, the student and parents/guardians must meet with North Star administration to establish a support plan for the student. Students who re-enroll will automatically be placed on attendance probation.

- ✓ As per the School of Choice attendance guidelines, students who do not adhere to the attendance policy will be required to return to their zoned school for the following school year.

## Contacting North Star

Parents/guardians are asked to contact the North Star office to inform the school of any known absences. If a student is absent and the school has not been contacted, the parents/guardians may receive both automated phone calls and/or phone calls from the North Star staff to confirm the absence.

Please reach out to the North Star office for support or with any questions regarding attendance expectations.