

## 2024-2025 ROC Attendance Course Expectations

Rockets Online Campus requires students to submit attendance through the Attendance Course. Daily attendance is based upon the student's submitting attendance in the Attendance Course and that the student has also entered their courses each school day.

### Attendance Procedures

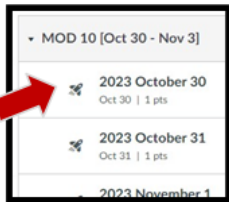
**You must submit your attendance between 12:01 a.m. and 11:59 p.m. every school day.**



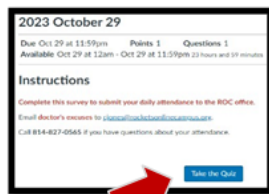
1. Click on the Attendance Course on your Class Link page.

This link will take you to your Attendance Course to take attendance.

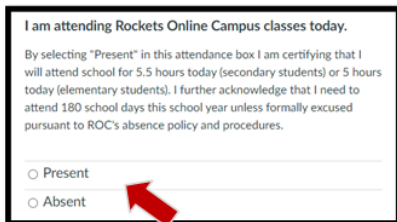
Go to <https://watch.screencastify.com/v/T2KxheukPTmpSvv8UbBy> for a demonstration of the attendance procedures.



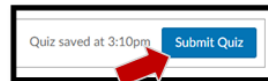
2. Click on the current date in the current MOD.



3. Read the instructions. Click on Take the Quiz.



4. Read the information in the box and make the appropriate selection.



5. Submit the Quiz.

### Importance of the Daily

**Attendance Course-** All Rockets Online Campus students MUST complete the form daily for attendance. This submission will also serve as a daily communication system for our students and the ROC Center faculty and staff. Again, ALL STUDENTS ARE REQUIRED TO DO THIS DAILY. Skipping the Attendance Course submission is like skipping a homeroom class in traditional school. **You must also do work in Canvas or SeeSaw for the day to count as a day of lawful attendance. Failure to do both the Attendance Course and failure to go into the Canvas or SeeSaw platform will result in an unlawful absence and truancy. You should be in all of your classes every school day!**

**\*\*\*Remember\*\*\* Doing the Attendance Course submission DAILY is mandatory. This is how the Rockets Online Campus reports your attendance.**

**If you have any issues with submitting your attendance, call 814-827-0565 for help.**

## **2024-2025 ROC Attendance Course Expectations**

Regular attendance and promptness are vital to student success. Frequent absences result in poor achievement, even if a student is conscientious about making up work.

All students may be legally absent from school due to sickness or for "urgent reasons" such as a doctor's appointment, quarantine, or death in the family. Most absences for other reasons are unexcused. Hunting has been and will continue to be an unexcused absence. An absence becomes an excused absence only when the proper school officials classify it as such. Any unexcused absence may be subject to discipline.

All Rockets Online Campus students are expected to complete the Attendance Course every school day. **Failure to complete this daily process will result in an unlawful absence.**

Since the ROC is a cyber program, the student can work at their own time during the day. It is the student's responsibility to check with their teacher for all missed work.

The Rockets Online Campus takes a proactive approach to student attendance. Parents/Guardians are notified of each unlawful (unexcused or unverified) absence. Upon the instance of four unlawful (unexcused or unverified) absences an administrator will offer to have a Student Attendance Improvement Conference (SAIC). The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. The outcome of the SAIC is a written School Attendance Improvement Plan (SAIP). Further unlawful absences may result in citation filed against the student or parent with the District Magistrate and/or recommendations for services. **All truancy procedures are dealt with at the local/ home school district level.**

State law requires that Rockets Online Campus be open 180 days a year and in operation for at least 990 hours. Due to the nature of Rockets Online Campus there is a great deal of student flexibility regarding participation in the academic program. In many cases, students will access the program beyond the traditional Monday to Friday academic schedule.

**Daily Attendance Requirement is met by the following:**

- **Logging into Attendance Course each school day as listed in the academic calendar**
- **Remaining current with all assignments**

"Current" is defined by actively participating and submitting all work assignments no later than **5 days past the due date given by the teacher**. When students are not actively participating in their online classes by not submitting assignments or are not logging into the Attendance Course, they will be considered absent. These accumulated absences will be recorded as unexcused absences unless or until information is provided to establish the approved need for an absence.

## 2024-2025 ROC Attendance Course Expectations

### Excused Absences

Parents are responsible for providing the school with verification of the reason for each absence. **The parent must call the Rockets Online Campus at 814-827-0565 and leave a full message including student's name, grade and reason for absence. This can also be emailed to [ROC@rocketsonlinecampus.org](mailto:ROC@rocketsonlinecampus.org).**

The reasons listed below may be designated as valid excuses for absence of a student from school provided satisfactory evidence or documentation for the excuse is given to the Rockets Online Campus program.

- **Death in the Immediate Family:** Any absence resulting from the death of a member of the student's immediate family will be excused. The immediate family of a student includes, but is not necessarily limited to, parents, grandparents, brothers and sisters.
- **Medical or Dental Appointments:** Any absence resulting from a medical or dental appointment that cannot be scheduled outside of regularly scheduled academic calendar days will be excused. Notice should be given to the Attendance Coordinator prior to the absence, except in the case of an emergency.
- **Illness or Injury:** Any absence resulting from illness or injury which prevents the student from being physically able to attend school may be excused. Please communicate the situation with the Rockets Online Campus team.
- **Quarantine:** Any absence that is ordered by the local health office or by the State Board of Health will be excused.
- **Court or Administrative Proceedings:** Any absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal, and if the student is a party to the action or under subpoena as a witness to an action will be excused.
- **Observance of a Religious Holiday:** Any absence may be considered excused if the tenets of a religion, to which a student, his/her parent, or guardian adhere, require observance of a religious event. Whenever possible, the school should be notified in advance of the date and need for an expected absence.
- **Educational Opportunities or Family Educational Trips:** Any absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be granted prior to the absence in accordance with the Student Educational Leave of Absence Policy.

### Unexcused/Illegal Absences

A student is considered to be absent for a full day if he/she fails to report to school for the day.

- One unexcused absence is incurred by the student not logging into school and the parent not submitting a valid excuse within three (3) days of the absence.

## **2024-2025 ROC Attendance Course Expectations**

- Any missed day of logging in to school that is not deemed legal or excused will be documented as unexcused/illegal.

### Excuses

1. After an absence a student, regardless of age, must present upon his return to school a written or emailed excuse signed by his parent or guardian to the Rockets Online Campus. These can be emailed to [ROC@rocketsonlinecampus.org](mailto:ROC@rocketsonlinecampus.org).
2. The excuse must clearly explain why and when the absence occurred. General statements that do not give a valid reason for absence (i.e., personal reasons, or out of town) are not acceptable and will be recorded as unexcused absences.
3. All student absences are considered to be unverified (UNV) until a valid written excuse is submitted to the attendance secretary within three days after returning to school. If the excuse is not submitted within that time the absence will be recorded as illegal. Through the age of 18, steps will be taken to file truancy. Students missing more than three consecutive days will have the same number of days, not to exceed ten days, to make up the work missed during the absence. For example: seven consecutive days of absence would permit the student seven days to make up work.
4. Your home/local school is required by law to bring legal action, including notification of the Children and Youth Agency, against the parent/guardian and the student (Any student under the age of 18) if there is not regular attendance.
5. Any student with a consecutive absence of five days or more will be required to present a doctor's excuse for that absence. A doctor's excuse will also be required for any accumulated absences over 10 days.

Once an unlawful absence has been recorded, the Student Attendance Improvement Plan will be implemented. Parents/guardians will be contacted by administration regarding the Student Attendance Improvement Conference (SAIC). In the event the parent/guardian cannot attend, the SAIC, the conference will be held with the student and a copy of the SAIP will be sent home to parent/guardian for review.

### **Student Trips and/or Vacations**

Any student wishing to go on vacation, attend an educational or religious experience, or make a college visitation with their parents must notify the ROC and complete a trip form. This form should be filled out by the parents or guardians and returned to ROC at least (3) days in advance of the trip for approval. Both parents and students alike should be aware that any trip/vacation beyond (5) days will be recorded as illegal/unexcused absences. Trips will be approved at the discretion of the ROC Administration dependent on grades and attendance. Trips that take the student past (10) days total absences for the year will not be approved.

## **2024-2025 ROC Attendance Course Expectations**

Parents must fill out a trip form for each child in the Rockets Online Campus. Prior to the trip, it is the student's responsibility for make-up work to be completed within the specified period of time given for absences.