

Colonial Virtual Program (CVP) is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children. Research indicates that students are more likely to succeed in academics when they consistently attend and participate in online learning.

CVP monitors student attendance pursuant to the Pennsylvania Department of Education (PDE) attendance policy and rules as noted in [Chapter 11 of Title 22 of the Pennsylvania Code](#). Attendance is monitored on a daily basis. **CVP is obligated to keep an accurate record of daily attendance.**

Compliance with state attendance statutes and regulations is a parental responsibility.

- **Attendance "Fast Facts"**

- Course Attendance: All courses are designed to be completed in 180 days.
- Reporting of Attendance to Home Districts: CVP is mandated to report the attendance of students to their home school district. Any warranted truancy notices and/or disciplinary action based on a student's attendance will be issued by a student's home school district in accordance with the home school district's attendance policy.
- CVP School Week: A CVP school week starts at 12am on Sunday and ends at 11:59 pm the following Saturday.
- Definition of "Attending": Attending CVP is defined as logging into the content provider and completing/submitting work as prescribed by the program/content provider.
- Unexcused Absence Definition: A student who does not login into the content provider and/or submit assignments for 3 consecutive days is defined as having accrued an unexcused absence. A student's home school district will be notified by CVP of all accrued unexcused absences and may issue truancy notices should circumstances warrant.

- **Excused/Lawful Absences**

- Maximum Number of Excused Absence: Students may accumulate a maximum of **10 (ten)** excused absences per school year.
- Excused Absences: An absence will be considered excused if it falls into one of the categories listed below **AND** the procedures for obtaining an excused absence (see "Requesting an Excused Absence") are followed.
 - Illness
 - Medical Appointment
 - Court Appearance
 - Funeral of Relative
 - Approved Educational Trip – Limit 2 per year, not to exceed 5 school days
 - Family Emergency
 - Religious Holidays

- Requesting an Excused Absence
 - A parent or guardian has 3 calendar days upon a student's return from an absence to email (Rharris@ciu20.org) a written excuse to CVP. In the case of a death in the family, a request must be received within 7 days of the student's return to CVP.
 - Emails and Phone Calls from students will not be accepted.
 - Excuse notes must include the student's name, the date(s) of the absence, and the reason for the absence.
 - If CVP does not receive an excuse within the time frames noted above, the absence will be recorded as an unexcused absence.
 - There are additional requirements for absences of more than 3 consecutive days due to student illness (*see below*)
 - Excused Absences of More than 3 Consecutive Days Due to Student Illness :
 - Parents/Guardians must submit a note from a doctor when a student is absent from school for three or more days consecutively due to illness.
 - The parent/guardian should email a copy of the doctor's note to the CVP (Rharris@ciu20.org).
 - Doctor's notes are valid for 10 days.
 - With the exception of student illness, excused absences may be requested and submitted in advance of the date(s) of absence. CVP encourages advanced notice of excused absences whenever possible.
 - **Note: Excused absence requests are discouraged during the state testing window (PSSA/Keystone). Please check for these specific dates with your home school district. Colonial Virtual Program will strictly adhere to these dates.**
- **Other Procedures Regarding Attendance:**
 - Internet Access and Power Outages:
 - Students who experience an internet access or power outage must have an alternative plan by visiting a public library/public location with computer access to complete their schoolwork. There will be a 2-day grace period if documentation is provided by parent/guardian.
 - If the student does not have a back-up plan and cannot go to the library, the parent/guardian must notify CVP via email (Rharris@ciu20.org).
 - Weather Related:
 - Weather related issues such as snow storms, hurricanes or any other severe weather that impedes students access to the internet will be considered excused if parent/guardian provides CVP with a note and documentation via email within 1 week of the event. A phone call by a



parent/guardian will be accepted until access to the internet has been restored.

- Computers Issued by CVP and/or Home School District:
 - Students who are unable to login to their online classes due to computer technical issues must contact their home school district for technical support. CVP should be carbon copied on the email as well. A student will be marked absent unless CVP is notified about the problem by the parent/guardian. It is the parent/guardian's responsibility to notify and request computer support. Every effort will be made to provide students with a loaner laptop within a reasonable amount of time.
 - *This only applies to equipment issued by CVP or home school districts. It does not apply personal or home devices.*
- Internet Reimbursement Stipend: (Only for Full-Time Students)
 - While not directly related to absences, the monthly internet stipend is tied to the consistent submission of assignments. A student must submit assignments on a consistent basis to receive this stipend. The stipend will not be processed for months in which a student does not consistently submit work.

Please note that Colonial Virtual Program (CVP) reserves the right to modify this attendance procedure pursuant to revisions to the attendance policies of a student's home school district, changes made by the Pennsylvania Department of Education (PDE), and changes in policies and procedures by CVP or the Colonial County Intermediate Unit (CIU).