



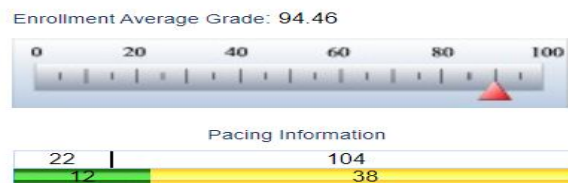
Carbondale Area Cyber Academy

Cyber Academy Attendance Procedure

Dear Parent/Student,

This letter is being sent to all Cyber Academy parents and students to clarify the Cyber Academy Attendance Policy. At the Cyber Academy, we do not track attendance every day like the school day does. However, we track attendance based on student “pacing” in their courses. To be on pace, the student must complete the number of assignments per week that are required to finish the course on time. The pacing bar is represented by the black line moving from left to right, which students must keep up with. Assignments completed by the student will be in **GREEN**, and the number of assignments left to complete in the course will be in **YELLOW**. As long as the green bar is in line with the black pacing line, a student is on pace.

AHEAD OF PACE EXAMPLE



In this example the student has a current grade of a 94.46 and is ahead of pace. 22 days have gone by since the student started this course and they have 104 days left before the end of the semester. The student has completed 12 assignments in the first 22 days and has 104 days left to complete 38 more assignments.

BEHIND PACE EXAMPLE



In this example the student has a current grade of a 40.00 and is behind pace. 14 days have gone by since the student started this course and they have 112 days left before the end of the semester. The student has completed 2 assignments in the first 14 days and has 112 days left to complete 31 more assignments.



Carbondale Area Cyber Academy

If a student falls behind pace here is the procedure that is followed:

- 1) **Warning Call**- When a student is behind pace for **at least 1 week**, a warning call is made. This call will be made to let the parent and student know that they have one week to start catching back up to pace.

- 1) **Required Course Hours**- On the 2nd week If the student does not make pacing progress, another call will be made. This phone call will let parents and students know that the student is required to either come into the Cyber Lab or to work from home for a minimum of 5 hours per scheduled school day until they are caught up to pace.

- 2) **Student Absences**- On the 3rd week If a student is still behind pace and does not attend the Cyber Lab or work from home for 5 hours per scheduled school day to catch up, the student will be marked as absent each day they do not work. When a student reaches 10 illegal days, truancy action will be taken.

Thank you

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