



# SOUTH CAROLINA CONNECTIONS ACADEMY

## General Attendance Information 6th - 8th Grade Students

### **Attendance Requirements and Logging Attendance:**

6th – 8th grade students are **required** by **SC Law** to participate in active instruction a *minimum* of 25 hours each week. Our school week runs from Sunday through Saturday. On average one lesson should take a student about 1 hour to complete. (*Please note that this is an average as we recognize some lessons may take less or more than an hour to complete depending on the student.*) Teachers can see when each student completes a lesson/assessment and how long the student spent on that lesson/assessment. The number of lessons completed should match the attendance hours logged. A student needs to complete all of the lessons on his/her planner each week for a minimum total of 25 lessons per week, Sunday through Saturday. (5 lessons/hours completed = 1 full day of school work)

In order to offer you flexibility, we look at attendance one week at a time. From Sunday to Saturday, 25 hours should be recorded on the student’s attendance log. **This task must be completed through the Learning Coach account.** If you work on the weekend, be sure the hours are recorded on the week they are needed.

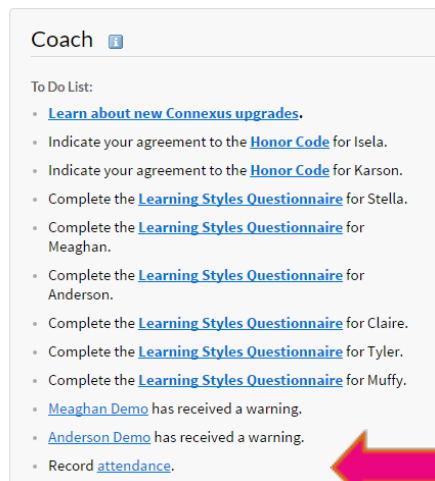
*For example: If you work on Sunday for the previous Friday, it will **NOT** count in that week where it is needed.*

- If there are a **total of 25 hours (or more) recorded for the week** which align with the student’s fully completed/submitted work in Connexus, you are **on track**. Extra work hours may **not** be carried over to the next week **or** be used later in the year.
- If there are **less than 25 hours per week** recorded, you will be given an **unexcused absence** and the student’s attendance log appropriately updated.

**What about excused absences?** If you feel an absence is excused, documentation must be promptly sent to your homeroom teacher (*i.e. doctor’s note, obituary, service program*). You may send this documentation via webmail, text, fax (803) 814-1283.

**Important Note:** If your child accumulates **3 consecutive or 5 total unexcused absences during the school year** you will be **required** to meet with a truancy interventionist, an administrator, and teachers to discuss a **Truancy Intervention Plan** for your student.

**Remember to mark attendance each week – by Saturday evening at the latest!**



### **How To Log Attendance:**

Log onto the **Learning Coach account** and click the hyperlink “**Record attendance**” under your **To Do List**.

*\* Contact School Support at 1-800-382-6010 for login-in assistance or tech support if needed.*

## **Vacation Days:**

Vacation days are built into our SCCA schedule. On these days, there will be no daily lessons or LiveLessons® for students. Refer to the school's academic calendar for a list of vacation days built into the school calendar as vacation days and indicated on student's planners.

*You may choose to take these days as scheduled, or use the time if you need to be more flexible.*

For example, if your family will be out of town April 12 - 16, you may choose to use those days as your Spring Break vacation days with the plan to then complete school work and record attendance on April 5 - 9. **If you choose to take different vacation days, please let your homeroom teacher know to ensure attendance is properly recorded.**

Your child is responsible for 180 days of school attendance from August 16, 2022 to June 2, 2023. You may not use more than your allotted 26 total vacation days throughout the school year. *If additional time off is taken they will be counted as unexcused absences.*



## Data Views

**You may check to see how many vacation days your student has left for the school year at any time through his/her "Student Vacation Day Tracking" data view link.**