



## 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. 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 2 weeks, 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.
- 2) **Required Course Hours-** If the student does not make pacing progress after one week, 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.
- 3) **Student Absences-** 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. Parents may excuse student absences by emailing the Cyber Case Manager or submitting an Excusal Request Form on the Cyber Academy website ([cyber.carbondalearea.org](http://cyber.carbondalearea.org)). If an excuse is not submitted within 3 days it will be considered illegal.

Thanks,

**Donald J. McDonough**  
**Cyber Academy Director**