



Hillsborough Virtual K-12 Attendance Policy

HVK12 Attendance Policy for Elementary School

Monitoring of student submissions, usage, and communications is required to maintain rigorous and relevant learning of the course content in an online setting. Students must meet mandated daily time requirements for each subject.

- Students that accumulate excessive unexcused absences will be considered truant.
- To have satisfactory attendance, work must be submitted weekly in each course, unless arrangements are made in advance with the Hillsborough Virtual School teachers and/or staff.

First month work plan	
First Week	<ul style="list-style-type: none"> • Complete Welcome Call with teacher. • Establish daily work schedule. • Submit required lessons as determined by teacher week-at-a-glance.
Second Week	<ul style="list-style-type: none"> • Submit required lessons as determined by teacher week-at-a-glance.
Third Week	<ul style="list-style-type: none"> • Submit required lessons as determined by teacher week-at-a-glance.
Fourth Week	<ul style="list-style-type: none"> • Complete first monthly call/email with teacher. • Submit required lessons as determined by teacher week-at-a-glance. • Students who are not successfully working in all classes may be administratively withdrawn.

School Attendance Intervention Procedure	
No login and/or work submitted 7 days.	Contact family by phone and email. Request contact within 48 hours.
No login and/or work submitted 10 days.	Contact family by phone and email. Request contact within 24 hours.
No login and/or work submitted 15 days.	Contact family by phone and email by school counselor. Request contact within 24 hours.
No login and/or work submitted 20+ days.	Administration Conference/Withdrawal from program.

I understand that Hillsborough Virtual School requires my child to follow the teacher scheduling requirements and submit assignments daily to help ensure student success.

Parent/Guardian Signature/Date

Student Signature/Date



Hillsborough Virtual K-12 Attendance Policy

HVK12 Attendance Policy for Middle and High School

Monitoring of student submissions, usage, and communications via discussion boards and email is required to maintain rigorous and relevant learning of the course content in an online setting.

- Students that accumulate excessive unexcused absences will be considered truant. According to Florida Statute 322.091, people who are ages 14-18 cannot get or keep a driver’s license unless they are attending school.
- To have satisfactory attendance, work must be submitted weekly in each course, unless arrangements are made in advance with the Hillsborough Virtual School teachers and/or staff.

First month work plan	
First Week	<ul style="list-style-type: none"> • Complete Welcome Call with teacher. • Establish pace chart for weekly submissions. • Submit required lessons as determined by teacher pace chart.
Second Week	<ul style="list-style-type: none"> • Submit required lessons as determined by teacher pace chart.
Third Week	<ul style="list-style-type: none"> • Submit required lessons as determined by teacher pace chart.
Fourth Week	<ul style="list-style-type: none"> • Complete first monthly call and/or Discussion Based Assessment (DBA). • Submit required lessons as determined by teacher pace chart. • Students who are not successfully working in all classes may be administratively withdrawn.

School Attendance Intervention Procedure	
No login and/or work submitted 7 days.	Contact family by phone and email. Request contact within 48 hours.
No login and/or work submitted 10 days.	Contact family by phone and email. Request contact within 24 hours.
No login and/or work submitted 15 days.	Contact family by phone and email by school counselor. Request contact within 24 hours.
No login and/or work submitted 20+ days.	Administration Conference/Withdrawal from program.

I understand that Hillsborough Virtual School requires my child to follow the teacher scheduling requirements and submit assignments daily to help ensure student success.

Parent/Guardian Signature/Date

Student Signature/Date