

MVCA Special Services Attendance Policy

Class Connect Support Sessions and/or Therapy services have been determined by your student's IEP team as necessary for your child to be successful in the school environment. If your child does not attend Class Connect/therapy, the benefits of these services will not be realized. In this regard, it is critical that your child attend **all** scheduled Class Connect/therapy sessions. When students do not attend related service sessions, an additional cost is incurred by the school for that session, which removes funding from the programs and services we are able to provide for all students at Michigan Virtual Charter Academy. The flexibility of our school environment enables you to work directly with your assigned case manager/therapist to determine a schedule that works for your family. Please be aware of the school's Class Connect/therapy attendance policy below.

Absences and Make-ups:

- Make-up sessions due to **case manager/therapist** cancellation, while rare, are legally required. Any and all make-up sessions necessary as a result of a case manager/therapist's cancellation will be made up within one calendar week of said cancellation.
- When a **student** is absent or unable to attend Class Connect/therapy sessions for any reason, services are NOT legally required to be made up. However, we realize that unexpected events do occur. As it is in the best interest of your student, absence on the student's part that is **excused** (*reported to the therapist & case manager a minimum of 24 hours in advance of a scheduled session*) is eligible for a make-up session. Make-up sessions are dependent on the availability of case manager/therapist and student, and are not legally required if the student prompts the absence. All make-up sessions must be held within one calendar week of the originally cancelled session. If not, they are forfeited.
- If a student is eligible for a make-up session, but does not show to the scheduled make-up, the student forfeits that make up session. (i.e. make up sessions cannot be made up due to student absence).
- Chronic cancellations and make-up sessions (4 or more per semester) will result in an IEP team meeting to determine the need for appropriate service provision, schedules, and frequencies.
- If the student does not show to a scheduled session and/or does not notify the therapist & case manager of the absence at least 24 hours prior to the session, then the session is forfeited and may **not** be made up at a later date.

Class Connect/Therapy Absenteeism:

- After **four consecutive** no shows, the parent will be notified by the case manager/therapist that the school can no longer guarantee their scheduled session time or reserve a spot with their current therapist. The parent must initiate communication with case manager/therapist to reschedule Class Connect/therapy sessions. Dependent on schedule, the student may or may not retain their previous therapist or scheduled session times. Following parent communication to reschedule Class Connect/therapy, the first session will be provided within 2 school days.

- After **2 school weeks**, if no contact has been made with the parent, the case manager will schedule an IEP meeting for the team to discuss possible barriers that may be preventing student from attending Class Connect/therapy, the need for additional or differing services, or the possible removal of related services that are not being attended regularly, as they are no longer of educational benefit if not attended.
- If the student is unable to attend due to technical issues that may be unresolvable (poor internet connection, inability to launch Class Connect/therapy platforms on computer, etc.), the student's case manager will schedule an IEP meeting for the team to discuss possible barriers that may be preventing the student from accessing Class Connect/therapy. The team will decide the next course of action at that time.
- If the student is unable to attend due to technical issues that are resolvable (missing or damaged hardware), the parent must contact the case manager/therapist to discuss the need for replacement equipment. If these issues are not corrected within 2 weeks of the first missed session, the student's case manager will schedule an IEP meeting to discuss possible options to remedy the technical issues and resume Class Connect/therapy.

Acknowledgement of Understanding and Agreement

As the parent of _____, I have read and understand the MVCA Special Services Attendance Policy. I understand that:

- If my student needs to cancel a scheduled session, I must contact both therapist and case manager a minimum of 24 hours prior to the start of session in order to be eligible for a make-up session.
- If my student is eligible for a make-up session, it will be held within one week of the missed session. If the make-up session is also missed or cancelled, my student will forfeit the make-up session.
- If my student misses a session without contacting the therapist and case manager, no make-up session will be made available.
- If my student misses 4 consecutive scheduled sessions, Class Connect/therapy, services with the student's current therapist/at the currently scheduled time can no longer be guaranteed. I, as the parent, am responsible to make contact with the therapist/case manager any time my student will need to miss a session.
- If 2 school weeks pass and I have not made contact with the case manager regarding rescheduling Class Connect/therapy, an IEP meeting will be called, which may or may not result in the removal of related services that are not attended.

Parent Name: _____

Student Name: _____

Parent Signature: _____ Date: _____

Special Services Contact Sheet

My Providers:

Service	Case Manager/ Therapist	Email Address	Phone Number
MVCA Case Manager			

My Sessions:

Class Connect/Therapy	Day of Week	How Often?	Time