



CAROLUS ONLINE ACADEMY

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Carolus Online Academy Attendance and Disenrollment Policy Effective Date: 6/25/2025

Purpose: To establish the attendance and disenrollment policies for the Carolus Online Academy by the Board of Directors of South Carolina Education Futures.

The board of South Carolina Education Futures adopts this policy in accordance with chapter 40 of Title 59 of the South Carolina Code, as amended May 15, 2026.

(a) The board requires that Carolus Online Academy (COA) offer a student orientation and notify the parent or guardian of each enrolled student of the requirement to participate in instructional opportunities, and that each student complete the orientation before participating in any instructional activity.

(b) The board adopts this policy addressing a student's failure to participate in instructional opportunities. Any student who fails to participate in instructional opportunities is subject to student discipline, including disenrollment, if both of the following conditions are met:

(i) after the student's parent or guardian receives written notice, the student fails to comply with the policy within a reasonable period specified by the school in the notice; and

(ii) the learning coach and parent-guardian of and any student meeting the definition of "truant" (three consecutive or five total absences) shall be invited to attend an Attendance and Behavioral Intervention Plan (ABIP) conference upon written notice from COA to address the causes of truancy or failure to participate in instructional opportunities; and

(iii) COA shall complete the ABIP and deliver it to the parent-guardian and students over age 11; and

(iii) intervention strategies outlined in the ABIP fail to result in the student's consistent participation in instructional activities resulting in at least two additional absences.

(c) If a student is disenrolled pursuant to this policy, COA shall:

(i) notify the parent or guardian in writing of the obligation to enroll the student in a school in accordance with state law;

(ii) initiate the transfer of the student to the district of residence;

(iii) request that the parent or guardian provide the name of the school, and, if applicable, the district in which the student will enroll; and

(iv) coordinate directly with the receiving school or district to transfer student records and any other documentation necessary to support appropriate educational placement



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(d) For purposes of this policy “instructional opportunities” means classroom-based or non-classroom-based activities a student is expected to complete, participate in, or attend during a school day including, but not limited to:

- (i) logging into online curriculum or programs;
- (ii) completing offline activities;
- (iii) completing assignments associated with a program, curriculum, or course;
- (iv) testing;
- (v) participating in face-to-face meetings with school staff or service providers;
- (vi) participating in telephone or video conferences with school staff or service providers; and
- (vii) engaging in other documented communications with school staff or service providers related to curriculum or programs.

(e) In accordance with state and federal policies on chronic absenteeism, a student is considered “absent” on any school day in which the student failed to participate in instructional activities for at least one-half of the school day. The school day is typically six hours as required by South Carolina law.

(f) As used in this policy:

(1) “Online, virtual, or computer instruction” means delivery of academic instruction over the internet using electronic devices to students who are not required to be at a specific physical location to receive instruction.

(2) “Synchronous instruction” means virtual instruction in which the instructor is able to interact with students in real time and during a scheduled time period when the instructor and student both must be online for the student to be counted as present.

(3) “Asynchronous instruction” means virtual instruction in which the instructor is not able to interact with students in real time and may include recorded lessons or lectures and other on-demand instruction when the teacher and student are not required to be online at the same specified time.

(g) Information pursuant to Section 59-40-60(F)(20) (participation in educational opportunities and disenrollment) shall be included in the application for enrollment in COA.

(h) Each student enrolled in COA in programs or courses must receive all instructional materials required for the student’s program.

(i) COA staff who operate the online instruction program on a day-to-day basis must comply with and carry out all applicable requirements, statutes, regulations, rules, and policies of the charter school;

(j) The Executive Director will report at least annually to the board on whether each course offered



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through COA is taught by a teacher meeting the requirements of Section 59-40-50.

(k) COA staff shall ensure that the Learning Coach and a parent or legal guardian of each student verifies the number of hours of educational activities completed by the student each school year.

(l) COA administrators will adopt a plan and procedures by which COA will provide the following and report to the board on implementation at least annually:

(i) frequent, ongoing monitoring to ensure and verify that each student is participating in the program, including proctored assessment(s) each semester in core subjects graded or evaluated by the teacher, and

(ii) at least bi-weekly parent-teacher conferences in person or by telephone; and

(iii) regular instructional opportunities in real time that are directly related to the school's curricular objectives including, but not limited to, meetings with teachers and educational field trips and outings; and

(iv) verification of ongoing student attendance in the program as defined by the policy and state and federal law; and

(v) verification of ongoing student progress and performance in each course as documented by ongoing assessments and examples of student coursework; and

(vi) administer to all students in a proctored setting all applicable assessments as required by the South Carolina Education Accountability Act.

(m) COA shall provide no more than seventy-five percent of a student's core academic instruction in kindergarten through twelfth grade via an online or computer instruction program. The twenty-five percent of the student's core academic instruction may be met through the regular instructional opportunities in real time that are directly related to the school's curricular objectives including, but not limited to, meetings with teachers and educational field trips and outings.

(n) COA staff will ensure that:

(i) Students have daily access to teachers during the instructional day for live teaching, tutoring, conferencing, and intervention.

(ii) Students are able to access synchronous instructional opportunities appropriate to grade level and course needs on each of the student's instructional days if necessary.

(iii) Student attendance and participation may be demonstrated through a combination of participation in live sessions, completion of assigned coursework, communication with teachers, measurable academic progress, assessments, or other documented engagement measures.

(iv) Asynchronous instruction may include recorded lessons, adaptive learning platforms, guided



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independent work, digital curriculum, and other teacher-assigned learning tasks.

(o) COA shall amend the Parent and Student Handbook to include the substance of this policy. The Learning Coach, parent-guardian, and students over the age of eleven shall review the Handbook and sign an acknowledgment of the requirements to participate in instructional activities and possible disenrollment if the student fails to participate as defined in this policy.

Adopted date: 6/25/2025

Revision Date(s):

Legal References:

S. C. Code §§ 59-40 as amended May 15, 2026.