

## **ATTENDANCE AND STUDENT ENGAGEMENT PROCEDURES 2020-2021**

(There are two pages - please read complete document and all information found within links)

This year, attendance tracking will be different. Students will have two daily metrics. The first is an attendance metric. While in distance learning, it will be a combination of participating in the live, synchronous lessons and work completion. When we are in the modified traditional model, students will be marked present if they are physically present on the days their cohort is scheduled for face-to-face instruction, On the days they will not be present in school, the metric would be based on work completion.

Attendance for the Digital Learning Academy everyday and Modified Traditional Program while in Distance Learning are as follows:

DL Work Turned In (Present) - Student attends the live instruction and turns in work. Teachers have some flexibility in this model. For example, if the student misses a live lesson due to circumstances beyond their control, teachers can assign an alternate activity. Once it is completed, the student should be marked DL Work Turned In. This should not be routine as law requires live, daily instruction when in distance learning..

DL No Work (Absent) - Did not participate in live session nor turned in work

Attendance for Modified Traditional Program when PVSD returns to in-person instruction:

Present or Absent - Used on days a student is to be in school

DL Work Turned In (Present) - Used if student turns in all work for the day their cohort is not scheduled for face-to-face instruction

DL No Work (Absent) - Used if student turns in no work or incomplete work (after an opportunity to complete)

Tardies should not be used during Distance Learning or for Digital Learning Academy. They may be used when Modified Traditional Program is in session, but only for unexcused tardies greater than 30 minutes.

In addition to the attendance metric, there is a student engagement metric. There is a place in Q to log student engagement for each student. There will be a wide variety of activities to choose from. Some examples are: Attended a zoom meeting, phone call with student and parent, Wellness check, Student filled out check in log, etc. The purpose of this is to track if students are engaged and participating in compliance with the law. Should a student start showing a pattern of no engagement, we will then implement the re-engagement plan.

Click [here](#) to watch this video. Make it full screen. Start at 1:55 and stop at 15:55

Teachers will have up to 7 calendar days to correct student attendance.

Teachers will print the Student Engagement Report weekly, sign it, and then turn it into the office.

Please download [this PDF](#) for detailed directions and a fillable weekly checklist.

Click [here](#) to look at the Student Re-Engagement Plan.