

WCPSS Attendance Guidelines for Remote Instruction, 2020-2021



Sycamore Creek Elementary

Purpose

This document provides families with guidance about attendance while in online instruction during the 2020-2021 school year.

Attendance Guidelines from NCDPI

NCDPI Definition of Attendance

Attendance in a remote instruction environment is designed to keep students engaged, ensure they are on pace and offer academic and emotional support.

NCDPI Guidance on Attendance

On remote learning days, daily attendance must be taken in the student information system, PowerSchool.

A student is considered present for daily attendance during a remote learning day if either of these statements is true:

- If a student completes their daily assignments, either online or offline; and/or if a student is present in synchronous instruction.
- If a student has a daily check-in, a two-way communication, with the homeroom teacher.

Pre-K - Grade 5 and K-12 Special Education Regional Programs

- Teachers will take attendance visually in synchronous settings.
- A school staff member will follow up with phone calls, email, etc. with students within a 3-day window.
- Teachers will log attendance in PowerSchool. Attendance will be submitted daily.
- If students are unable to log in and/or submit a required assignment within the assigned time frame, schools will follow existing processes for students with 3 consecutive absences.
- If students are unable to log in and/or submit a required assignment within the assigned time frame, and a staff member makes 3 attempts to reach the student, the student will then be counted absent. This will occur after the 3-day window.
- Teachers will not grade students based upon attendance in daily instruction. Work completion/submission can be included in the student's work habits portion of the report card.

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Excused/Unexcused Absences:

WCPSS will follow board policy for excused/unexcused absences.

Strategies to Engage Students at Home

- Create a remote learning environment/routine that encourages students to attend every day.
- Share information on the importance of attendance and engagement as a family.
- Consider the following best practices:
 - Help your student become familiar with Google Meet.
 - Explain what engaged listening may look like at home.
 - Discuss the home routines your family will use to support your child and their learning at home.

Special Note

Counselors and School Social Workers will work with school staff to coordinate additional supports when needed. If your family has specific needs for additional supports, please reach out to our Counseling and Student Services Team through our website.