

Attendance Guidelines for Remote Instruction, 2020-2021



Hilburn Academy

Purpose

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

Attendance Guidelines

PreK - Grade 5 and Special Education Regional Programs:

- Teachers will take attendance visually in synchronous settings (Google Meets).
- A school staff member will follow up with phone calls, email, etc. with students within a 3-day window after repeated absences from live sessions or activities.
- Teachers will log attendance in PowerSchool.
- Teachers will keep a record of live instruction participation.
- If students are unable to log in and/or submit a required assignment for 3 consecutive days, teachers will reach out to families.
- 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, provided no communication is received from the student/family.
- Attendance and participation may also be recorded through assignments, small group activities, and events specified by individual teachers.
- Teachers will not grade students based upon attendance in daily instruction. Work completion/submission can be included in the students' work habits portion of the report card.

Grades 6-12:

- Teachers will log attendance in PowerSchool. Attendance will be recorded for each class period..
- Teachers will keep a record of live instruction participation.
- Teachers also have the option to have students log into a Google form which will provide a timestamp each day when in live instruction, or submit assignments for daily attendance to be taken.
- 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, provided no communication is received from the student/family
- If students are unable to log in and/or submit a required assignment for 3 consecutive days, teachers will reach out to families..

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- Teachers will not grade students based upon attendance in daily instruction. Work completion/submission can be included in the students' work habits portion of the report card.

Excused/Unexcused Absences:

WCPSS will follow board policy for excused/unexcused absences. Hilburn Academy will offer grace to families impacted by COVID-19 or extenuating medical needs.

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.

As 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.