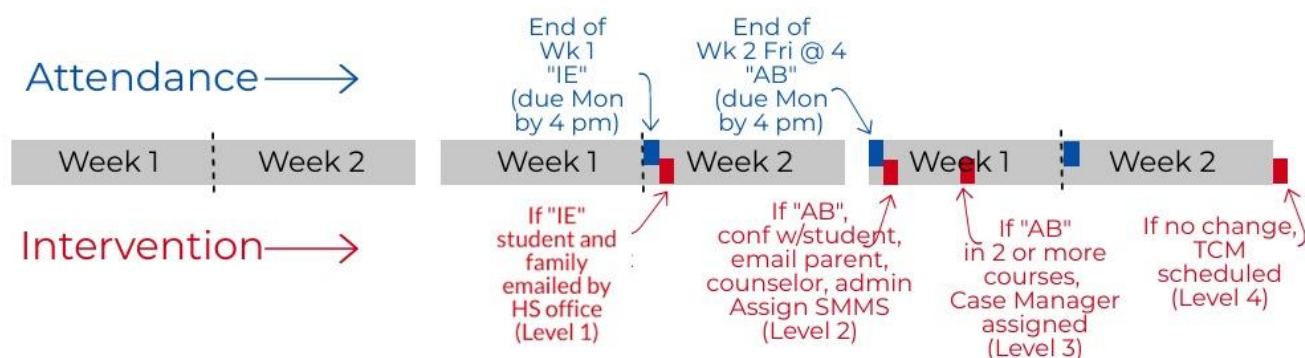


Attendance and Intervention in the Virtual Space



As you are aware, our school policy is to require 85% attendance in order to be eligible for credit in a course. This is normally calculated by block and is based on physical presence. In a virtual space, attendance takes on a different guise and the focus is really on engagement rather than physical presence.

We will be following our regular school timetable organized by two week modules. All of the required information for each module will be reflected in PowerSchool. This will include engagement expectations linked to participation and attendance.

Modules will run for two weeks and will begin on a Monday.

IE and AB

At the end of Week One, teachers will take stock of student progress and mark students who are not on track as "IE" or "insufficient evidence." Attendance will be posted by the end of the day of Monday of Week Two. Students marked "IE" will receive a follow up email from the HS office. This email will be cc'd to the teachers, counselor and case manager.

At the end of the second week the module will come to a close at 4:00 pm on Friday. Students will be marked "AB" or "absent" if they do not meet the engagement expectations outlined by the teacher. Attendance will be viewable by the Monday night following the close of the module. The teacher will also assign the student to the next available School Monitored Study Session to get caught up and will reach out for a conference to touch base.

Accumulating Absences, Credit and Case Management

Students who are absent in more than one course will be assigned a Case Manager to help them with their organization and to expedite connecting them with further support as needed.

Students who are absent for more than two modules in the semester will lose credit as they will not have been present for at least 85% of the course. In truth, with so many checkpoints along the way, no student should reach this point if the student is actively engaged in his/her studies.

Missed Meetings (MM)

If a student does not attend a scheduled class synchronous meeting, and does not inform their teacher ahead of time, and does not have an acceptable reason that the student's parent reports to the HS office, such as an unexpected emergency or a power, wifi and hotspot/mobile data loss, the teacher will mark the student as MM or missed meeting. The HS office will inform the student and

parent of the missed meeting. The student should communicate with the teacher about the reason for the missed meeting and identify what they should do after unexpectedly missing the synchronous meeting. After a second MM, the Associate Principal will meet with the student to identify the challenges the student is encountering. After a third MM, the student will be considered to have cut a class, and applicable consequences will be applied.