

Overview of ACPS Attendance during Virtual Learning/Hybrid 2020-2021

The Maryland State Department of Education requires that all school systems track student attendance during virtual learning. Taking attendance while students are learning from home will assist school staff in ensuring that all students have the resources and support students need to engage in learning. Tracking attendance will include a combination of measures that indicate a student is demonstrating their engagement in learning. Elementary teachers will complete a daily attendance for their students. Middle and high school teachers will take class attendance for each period. An official DAILY attendance will be completed by designated school staff members by the end of each school day.

Definitions

Lawful Absence - Students shall be considered lawfully absent when absent from instruction with proper documentation approved by the principal/designee. During virtual learning, parents should call the school and provide a note (via email is acceptable) if the student will be absent from their virtual learning. Additional documentation, including a physician's note, may be required for excessive absences. *Please understand that state auditors require a written note for lawful absences.*

Unlawful Absence - Students shall be considered unlawfully absent when absent from instruction without submitting an absence note to the principal/designee. A student will be documented as unlawfully absent if the parent doesn't call the school if the student will be absent from their virtual learning.

Tardies and/or Early Dismissals- Please contact the school if your child will be tardy or will need an early dismissal during the Synchronous Learning.

Makeup Work- Your child will be expected to make up any missed assignments due to an absence, tardy, or early dismissal. Teachers will provide students with their classroom requirements for makeup work.

Synchronous- "Live" or "Real Time" during the scheduled time frame. Students attends the class during its scheduled time.

Asynchronous- Does not occur in the same place or at the same time. Student accesses the recorded lesson at a later time.

Present ~ A student will be marked as present when there is evidence of daily "live" engagement in their classes via the Schoology platform and/or conference tools through typical class attendance procedures.

Absent ~ A student will be marked as absent when there is **no** evidence of daily engagement in the "live" online Schoology classroom. (Please see the exceptions below.)

The following are exceptions to the Synchronous or “Live/Real Time” attendance requirements:

- Parents in Grades Pre-K-6 have requested permission to the school principal, in writing or via a phone call to the principal/school office, to participate in asynchronous learning due to child care issues, work conflict, etc. (Please note that there is a date and time stamp when a student logs into a class/course that teachers will have access to for recording attendance. Students must log in to their classes on a daily basis to be counted present for a specific day.
 - Please note that a form is available on the website or school office that may be completed for students in Grades Pre-K-6 if parents are requesting only asynchronous learning for their child.
- Parents in Grades 7-12 have requested permission, in writing, due to an extenuating circumstance, and have been approved by the school principal for asynchronous learning. (Please note that there is a date and time stamp when a student logs into a class/course that teachers will have access to for recording attendance. Students must log in to their classes on a daily basis to be counted present in a class.)
 - Please note that a form is available on the website or school office that will need to be completed for students in Grades 7-12 if parents are requesting only asynchronous learning for their child.
 - High school students **will not** be granted permission for asynchronous learning so they can work a part-time job during the instructional hours.
- A parent/student who doesn't have any Internet connectivity and cannot log in to Schoology through 'live' or archived lessons.
 - A parent must complete a form requesting an alternative form of traditional learning due to **No** Internet connectivity. If a hotspot can address the connectivity issue, the student will not be permitted to use this alternative form of instruction.

*Please note that you may still receive a phone call about an absence until the schools are able to create the synchronous/asynchronous/traditional learning student lists for each school. Please be patient and kind to ACPS staff if you receive a phone call. Do not leave rude or profane messages to the ACPS staff members.

*Please note that school officials and Pupil Personnel Workers will be contacting parents/guardians if a student begins accumulating absences.

*Please note that a student may need to log in asynchronously at times during the Virtual Learning Phase if the student is under quarantine, has a doctor appointment, or if there is another circumstance that occurs that prevents the student from logging in to the Synchronous class (es) on a specific day (s). The parent should contact the school if this occurs, so that the attendance

can be updated. Please remember that there is a date and time stamp when a student logs into a class/course asynchronously.

*Please note that if the school district implements a hybrid (in-person) model or traditional learning (all in-person) during the school year, additional attendance information will be provided to parents. The ACPS Recovery Plan provides information on the hybrid and traditional learning models.