



Remote Learning Attendance Procedures 2020-2021 School Year

Any University School student who is attending school remotely during the 2020-2021 school year due to the COVID-19 pandemic shall adhere to all attendance expectations described in this document. The Remote Learning Attendance Procedures would apply to students who have completed the University Schools Remote Learning Contract, or who are attending under a staggered schedule, or who are attending during a full remote learning period.

[State Board of Education Policy 3.210 COVID-19 Continuous Learning Plan](#) allows local education agencies to develop remote learning opportunities for students; however, students are required to abide by the state attendance policy and participate in six and one-half (6 1/2) hours of instruction each instructional day as required in TCA 49-6-3004 and TCA 49-6-201(b)(2). Students are also required to follow the school calendar.

This remote learning attendance procedures document should be reviewed with the parents and students at the virtual remote learning meeting, and a copy of this procedure should be provided either virtually or through the mail.

Daily Virtual Attendance

Attendance will be reported weekly based on the student's daily completion of the attendance verification form. A week is defined as Monday through Friday.

It is an expectation for attendance that all students have reliable internet access in the home if the student is attending remote learning through a remote learning contract. If the student has an issue with internet access at any time, the parent or student must notify the classroom teacher(s) and school office.

Students should complete all weekly assignments as directed by each teacher. Students should login to the online program each instructional day and work on assignments and/or attend any scheduled synchronous(live) sessions. Instructional sessions will be recorded and posted for review if a student is unable to attend at the scheduled time.

If the student does not complete assigned daily attendance verification forms, attendance will be adjusted accordingly based on the required student participation in six and one-half (6 1/2) hours of instruction each school day. Teachers are responsible for submitting weekly attendance.



All students who have completed the University School Remote Learning Contract, or who are attending under a staggered schedule, or who are attending during a school building closure with full remote learning will also fall under the same guidelines for truancy and chronic absenteeism. Remote learning students who are truant or chronically absent will receive the same interventions for truancy and chronic absenteeism as students who are attending school in a face-to-face setting.

Viewing Virtual Attendance

Parents and students will be able to view weekly attendance through the PowerSchool portal. It is the responsibility of the parent and student to check attendance and notify the school office of any discrepancies. The office must be alerted within a week after the absences have been posted for any changes to occur.

Virtual Attendance Codes

Attendance codes on PowerSchool are as follows:

- U - Unexcused Absence
- E - Excused Absence
- D - Distance Learning Present

Virtual Excused Absences

- In order to excuse an absence, parents must contact the school office
- Excused absences must meet the guidelines described in the University School Student Handbook

Virtual Unexcused Absences

- Unexcused absences will follow the guidelines described in the University School Student Handbook
- Unexcused absences may result in the following interventions:
 - Parent conferences
 - Referral to counseling
 - Return Placement to School of Zone (based on home residence)
 - Referral to truancy board
 - Referral to juvenile court



Virtual Attendance Definitions

- **Absent:** means the student has not completed the assigned daily attendance verification form(s).
- **Present:** means a student has completed assigned daily attendance verification form(s).
- **Truant:** means that the student has accrued up to five unexcused absences in any class and will be referred for truancy.
- **Chronically Absent:** means that the student has missed 10% or more of the instructional days over the course of the school year (approximately two instructional days per month or eighteen days per year). These absences include both excused and unexcused and unexcused absences.