

Attendance Policy and Procedures Distance Learning Plan

This policy is posted on the TrekNorth website and is updated in the TrekNorth Student/Parent Handbook as well as the TrekNorth Emergency Operations Plan and Safety Manual. Please review this policy for Distance Learning.

I. RESPONSIBILITIES: Attendance responsibilities are shared by students, parents, and the school staff.

A. Student Responsibility:

- Attend assigned classes every day that school is in session.
- Students who have access to the internet will earn attendance through Schoology daily posts, or via contact with their teacher.
- Students without the internet will be put on an individual plan with an assigned case manager for additional support and contacted daily via an alternate communication plan

B. Parent/Guardian Responsibilities:

- Encourage and require your student to contact the teacher of a specific class daily and on time.
- Inform the school by telephone (444-1888, ext. 1), in person or email (kganske@treknorth.org), of a student absence no later than 10:00AM the day of absence.
- Inform the school if something is occurring that is preventing your student from attending school regularly.
- Work cooperatively with school personnel to solve any attendance problems that may arise.

C. Teacher Responsibilities:

- Take accurate daily attendance and maintain accurate attendance records for each daily class.
- Communicate makeup work policies to students and apply those procedures uniformly.
- Report any attendance problems that may arise to the TrekNorth Administration and work constructively with administration, parent/guardian, and the student to help the student get back on track.

D. Administration Responsibilities:

- Require all students to attend assigned classes.
- Inform parents, students, and staff of school attendance regulations.
- Supervise and administer the attendance policy and regulations.
- Maintain accurate records on student attendance.
- Inform students and their parent/guardian of student's absences through use of Powerschool, telephone, personal conference, e-mail, or mail.

- Work constructively with the student and parent/guardian to achieve regular attendance.

II. ATTENDANCE PROCEDURES

A. Absences:

1. Definition:

Absence: A student will be considered absent when he/she does not check in with teacher on the class's assigned instructional day

Instructional Day: Specific day of week a specific course is in session

2. Reporting Absences: Absences shall be reported and records of absences kept in accordance with regulations adopted to implement this policy.

A. Procedures for Reporting Absences:

a. Students with Internet Access: If a student does not check in during the instructional time, teachers will attempt to make contact with the student. If no contact is made by 11:00 A.M, school officials will be contacting parents/guardians.

b. Students without Internet Access: If a teacher is unable to make contact with the student before 12:30, the absence will be reported. At this point, school officials will begin to contact parents/guardians.

3. Special Absences: Special absences are not counted in the maximum absence rule. Students are granted special absences for the following reasons:

(a.) Religious instruction not to exceed three (3) hours per week conducted in accordance with Minnesota Statutes 120A.22, Subd. 12 (3).

(b) An Individual Education Plan or 504 plan that amends the attendance expectation

(c) Student does not have access to internet and has created a specialized education plan with school

4. The following absences are **excused** but **DO count towards the maximum absence rule** . NOTE: All excused absences must be verified by parent/guardian by phone call before 10:00AM the day of the absence. Failure to do so may result in the absence being counted as unexcused.

(a.) Illness of pupil.

(b.) Serious illness in the immediate family [mother, father, step-parent, guardian, brother, sister, grandparents].

(c.) Death in the immediate family/funeral.

(d.) Attendance at a court or other judicial proceeding upon written verification by the court or hearing officer of the specific date and time.

(e.) Family vacation subject to prior approval of the TrekNorth Administration.

(f.) Important events requiring student participation. Requires pre-approval from TrekNorth administration.

5. Excessive Absences: If a student has not logged in during a class period or office hours, or if school officials have not been able to reach a student for three consecutive days, school officials will contact the parent/guardian and begin to create an individualized plan to ensure student success.

ATTENDANCE PROCEDURES:

For Students with Internet:

- Teachers will take attendance through PowerSchool during the 9:30-10:30 class period. If a student is absent, teachers will mark the student "A" in PowerSchool
- Attendance Official will check daily attendance at 11:00 and begin to contact families of absent students.
- After three consecutive absences, Attendance Official will notify the School Social Worker of students with excessive absences and School Social Worker will contact families to create an individual instructional plan to ensure success.

For Students Without Internet:

- Teachers will make contact with students between 9:30 and 12:30 on instructional contact day.
- If the teacher does not make contact with the student by 12:30, the student will be marked absent in PowerSchool.
- Attendance Official will run attendance reports at 1:00 and contact families of absent students.
- After three consecutive absences, Attendance Official will notify School Social Worker of students with excessive absences. School Social Worker will contact families to create an individual instructional plan to ensure success.