

## POLICY 5036

### Admissions and Attendance: Determining Daily Attendance

#### A. Student Attendance for In-Person Instruction

1. Daily attendance for students receiving instruction in person shall be determined through attendance checks performed and recorded by the school at least once each day.
  - a. In grades pre-K-5th, daily attendance will be recorded by the classroom teacher ~~in the district's student information system within the first 30 minutes of each day during the morning, before 10:00 a.m. or in accordance with procedures of the individual school.~~
  - b. In grades 6th-12th daily attendance will be recorded by the classroom teacher ~~in the district's student information system within the first 20 minutes at the beginning~~ of each class period.

#### B. Student Attendance for Live-Online Instruction

1. Daily attendance for students receiving instruction online in real time shall be determined through attendance checks performed during each day of online instruction and recorded by the school.
  - a. In Grades K-5th daily attendance will be recorded by the online teacher. Attendance requirements will be to login to the online classroom during the morning ~~within 30 minutes of the daily start time before 9:00 a.m.~~

#### C. Student Attendance for Online Instruction

1. Daily attendance for students receiving instruction online but not in real time (including competency- based instruction) shall be determined through records of the student's online activity in the instructional materials and resources, based on the student's login, and interaction with the teacher.

- a. In Grade 6, daily attendance will be recorded by a district employee. Attendance requirements will be to log into Canvas and complete modules and assessments of online course work.
  - b. In Grades 7th -12th daily attendance will be recorded by a district employee. Attendance requirements will be to log into Edgenuity and complete modules and assessments of online course work.
2. All online teachers will correspond with students in some way at least once every ten consecutive school days i.e. email, text, zoom, telephone, face-to-face or other communication opportunities.