

## **Attendance FAQs 2020-2021**

### **Student Attendance:**

- Attendance for all students will be taken at their campus' regularly scheduled attendance times. This is typically 10:00 AM for elementary (PK-6) and the beginning of each class period at secondary (7-12).
- Carroll ISD will take DAILY attendance for all students.
- Per Texas Education Code (TEC) 25.092, students must attend 90% of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade.
  - The 90% is in terms of days present, not percentages of classroom minutes of instruction for in person or remote.
    - In Person Example: A high school student attends school, but leaves school early most days and misses the last period of school. At the end of the term, he has a 70 average and has attended class 50% of the instructional days. Credit would not be awarded in this case, because he has not met the 90% requirement.
    - DVA Example: An elementary student attends her Zoom meetings every Monday, but does not log in or complete any of the assignments for the rest of that week. Every weekend, though, she completes make up work and finishes the year with a 70 average in all classes. She has only received attendance for 1 out of 5 days each week, so she does not meet the 90% attendance requirement and cannot earn credit or be eligible for promotion the next year.

### **Face-to-Face Absences:**

- If students are absent from face-to-face instruction, the traditional attendance procedures will be followed.
  - Parents should notify the attendance office of any absence.
  - Doctor notes should be returned to the office.
  - Make-up work should be arranged with each teacher when classes are missed.
    - Make-up work guidelines and timelines will be followed.
    - The teacher may have student view recordings or complete assignments through Canvas.
    - If the student is able to connect to the live Zoom on the day that they are absent, they are certainly encouraged to do so, however, this will still be considered an absence for official attendance purposes.
      - This attendance practice is primarily intended to prevent face to face students from switching back and forth from in person to remote unnecessarily throughout the 9-week grading period.
  - If a face to face student is required to quarantine because of testing COVID positive or having been exposed, the student may participate in remote instruction and be considered present when daily progress is made (as if they were a virtual student). The number of days will be determined and monitored by the campus nurse and attendance staff.
  - If a student has a situation in which extended absences are required, the parent should notify the campus and request Principal Approval to be temporarily moved to remote instruction. Example: A student has surgery and needs to remain home for five days post

op, so the parent gets permission for the student to participate in remote learning and will be marked present for attendance purposes. The student will return to face to face instruction at the end of the approved period of time.

- Extended absences because of family vacations or extended breaks will NOT be approved for a temporary change to remote instruction. Students will be allowed to access remote instruction to stay up to date with classroom instruction, but the student will be marked absent during their vacation.
- There will be no incentives for high or perfect attendance during this school year.

#### **Dragon Virtual Academy Absences:**

- If a remote student is unable to participate in any of the scheduled “live” times, the student or guardian should make contact with the teacher via email to let him/her know.
- If the student has technical difficulties and is unable to connect, make contact with the teacher so students are clear about the expectations and work required. Examples of contact: email, phone call, voicemail, etc.
- If the student has a scheduled appointment and knows that he/she will miss a “live” Zoom meeting with the teacher, the student or parent should make contact with the teacher.
  - A doctor’s note will not be required for virtual students as long as they are able to complete the work for the day before 11:59PM on the same day.
- Remote students that are not present “live” at their campus’ attendance time will be marked absent, but this can be changed based on participation up to 11:59 PM each day based on **one** of the following criteria:
  - Data from Seesaw or Canvas showing progress made that day,
  - Daily progress evidenced from teacher/student interactions made that day, or
  - Completion and submission of assignments, quizzes, or participation in other activities planned for that day.
- If the student is ill and unable to complete any assignments for the day, this will be considered an absence and the student will need to work with the teacher in order to make up any missed work.
- Students are not allowed to work ahead or save assignments to complete them during the weekend. DAILY engagement is required and will be monitored to determine attendance.