

## **LFNO Johnson Attendance Policy: Distance Learning 20-21**

This policy is designed in alignment with state attendance requirements while also recognizing the unique challenges families face at this time. We have consulted with other schools in creating these virtual school attendance policies.

In a virtual setting, student seat-time is defined by all minutes they spend in a school context, be it synchronous or asynchronous. In order to assess student attendance via these participation channels, we will be marking attendance on a weekly basis, to allow for student schedule flexibility.

### **Attendance Documentation**

Attendance Spreadsheets:

- Students must have completed all asynchronous videos by Sunday night for the previous week.
- Students may earn session attendance by watching asynchronous session that teachers have marked as an assignment on the Google Classroom

School-Family Follow up:

- Johnson Cares Team inputs weekly attendance into PowerSchool and reaches out to parents regarding attendance concerns to verify the student has access and a family supported plan.

Attendance Determination Rubric:

- Attendance is determined by 20 weekly sessions, 4 sessions daily

<b>Days Marked Present</b>	<b>Attendance Threshold</b>
5	15-20 sessions
4	11-14 sessions
3	7-10 sessions
2	3-6 sessions
1	1-2 sessions
0	No session attendance

### **Absences Documented in Powerschool**

If a student does not meet the criteria for full attendance for a given week, absent days will be entered starting on Friday, and working backwards through the week. As the weekly total is cumulative, we are unable to pinpoint a specific day for absence. Students are earning credit

towards their attendance through the week, so any marked absences will begin at the end of the week representing where they did not accumulate enough minutes.

For example, a student earning 4 days of attendance, will be marked present Monday-Thursday and absent on Friday. A student earning 3 days of attendance will be marked present Monday-Wednesday and absent on Thursday-Friday, and so on.

### **Excused Absences**

Similar to in-person schooling, absences may be excused with appropriate documentation. Please note that excusing an absence does not excuse work and content missed. Excuse documentation should be sent to Johnson Office Manager, Sarah Franz, via email at [sfranz@lfno.org](mailto:sfranz@lfno.org)