

Methacton Online

Student Attendance

NOTE: The standard for taking online student attendance (k-12) requires the student to meet two 2 parts: **Being present during synchronous instruction** (presence) **and** providing **evidence (assignment completion) tied to instruction.**

Attendance Procedures

- K attendance is submitted at 10 AM and 2 PM daily as daily attendance.
- 1-4 attendance is submitted at 10 AM daily as daily attendance.
- 5-12 attendance is submitted at the end of each instructional period.
- All student attendance is submitted in PowerSchool each time.
- A Student is considered present if:
 1. Grades K-4- The student is online/present for the synchronous instruction AND turns in the required evidence/assignment each day to your Google Classroom. (Attendance Assignment)
 2. Grades 5-12- The student is online/present for the synchronous instruction during the period AND turns in the required evidence/assignment each period to your Google Classroom. (Attendance Assignment)

Attendance Assignment Definition: The Attendance Assignment is determined by the teacher and the record of submission must be available to building principal upon request.

Attendance Assignment should be tied to the learning goal. This does not have to be a huge endeavor. It can be any evidence/assignment that can be recorded as being submitted by the student and is evidentiary of their participation in the learning during period or day as indicated above.

Example Attendance Assignments:

1. Exit ticket (Kahoot, Google form, etc.)
2. Test
3. Quiz
4. Project based
5. Presentation
6. Written assignments
7. Response to discussion board

NOTE: In the instance that a period or day is completely asynchronous instruction, a student is present by submitting Attendance Assignment only.

NOTE: If the assignment is turned in and the student did not attend the synchronous lesson OR the student attended the synchronous lesson and did not turn in the assignment the student is considered absent in both scenarios.

NOTE: If a student is attending another district/school scheduled activity/event (related service, counseling appointment, music lesson, etc) that student will be considered present even if they miss the synchronous

event of their scheduled period. Based on the teacher determination, the student may be required to make up any work relevant to that day/period. However, it is NOT required that the student make up the attendance assignment assuming it is not detrimental to the child's learning/grade.

Each Building Office will process attendance for excuses/unexcused etc. as they have done so during normal school operations. If teachers receive an email that a student will be arriving late or leaving early, that should be forwarded to your secretary in charge of attendance.

If you mark a student as present or absent and later discover an error, please send an email to the secretary in charge of attendance explaining the change and reason for the change.

For Grades 1-4, If a student attends the morning synchronous session, but not the afternoon or attends in the afternoon but wasn't present in the morning, please send an email to the secretary in charge of attendance so adjustments can be made in PowerSchool.

At the end of each day, the attendance secretary will run a percent of time attended to day report. All students who have a percentage above 66% will be marked present for the day.

TARDY- Please know that we will not be recording tardy matters in PowerSchool during Methacton Online. However, if in the professional opinion or observation of the teacher, a child is habitually late for school or for a period, the teacher is asked to email the attendance secretary in their building with as much detail as possible on days, times, and frequency of this habitual lateness so that the office/principal can follow- up with the parent/guardian.