

# Attendance and Discipline Procedures for Remote Learning

Department of Student Success

# Agenda

1. Registration- What do we do the first week of school?
2. How do we track attendance in remote learning?
3. How do we respond to inappropriate behaviors in remote learning?

# Registration

- First week- all teachers begin to take attendance in Schoology
- Homeroom/Advisory teachers will use one of the conditions below to report those students “in school”
  - Student has picked up a device OR
  - Teacher has made contact with the student OR
  - Student has completed initial assignment
- Homeroom/Advisory teachers will complete a [“remote learning” readiness checklist.](#)
- Students will be “no showed” on Monday, October 5, if they have NOT MET one of the conditions above (by turning in a [No Show log](#) to data base manager).
- The data base manager will compile a "No Show" list of students who HAVE NOT registered and send out to the entire staff on Monday, September 14, September 21, September 28, and October 5 to ensure no other staff has had contact with the student.
- All other students will be placed as “All Day Other” for remote learning on October 6 by the Data Base Manager.

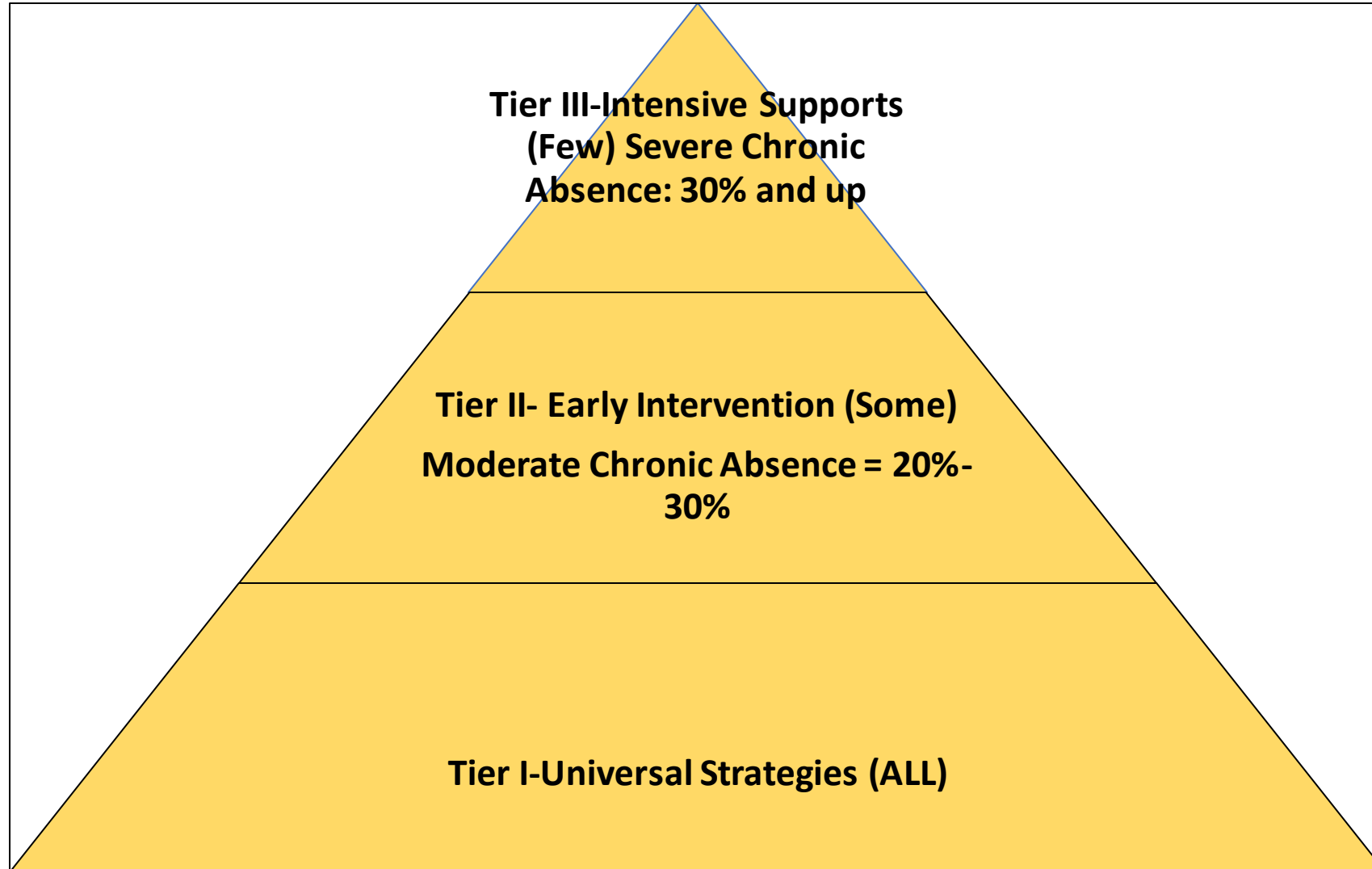


# Registration

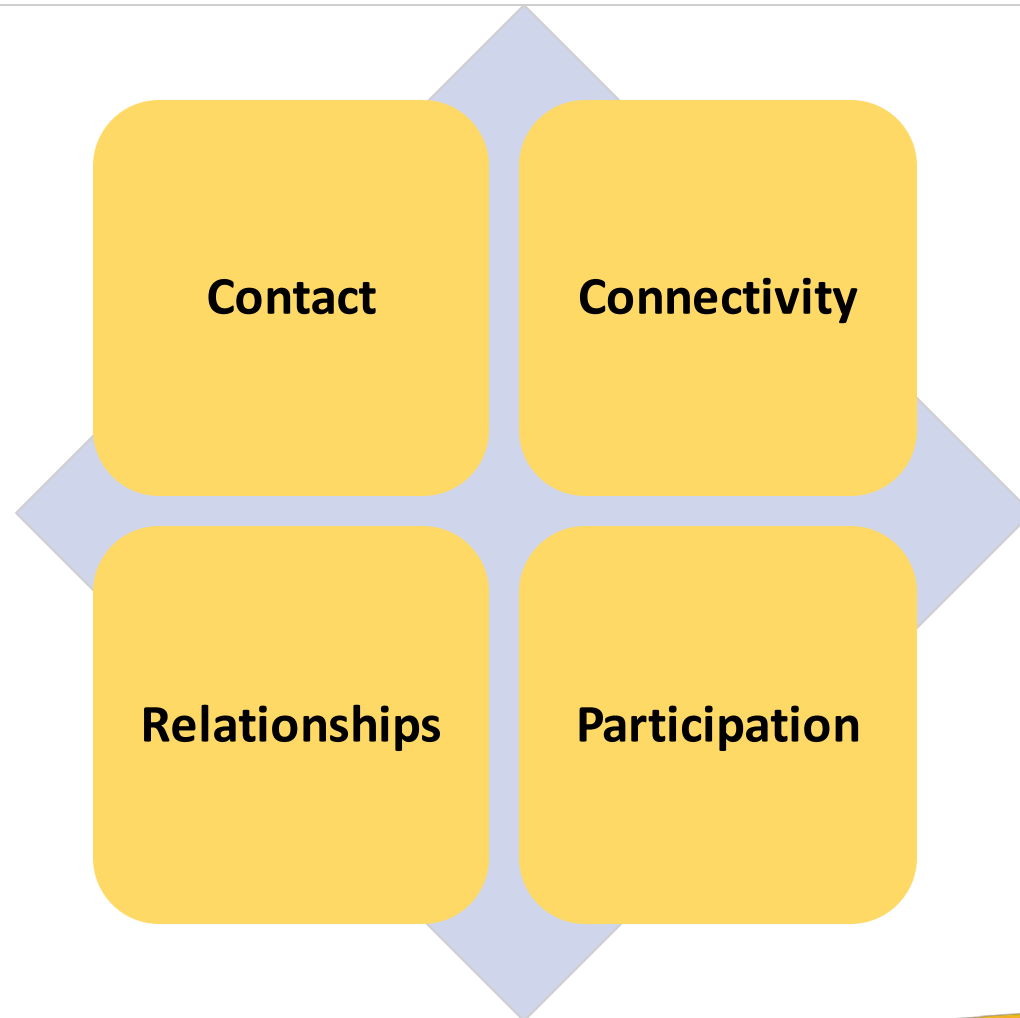
- Each school will investigate any student marked as a “no show” that has not registered.
- If the school is not able to determine where the student has gone, the school will fill out an [attendance officer referral form for non-enrollment.](#)
- The attendance officers will attempt to contact the student and explain to the family that all students between the ages of 6 and 17 **MUST** be registered for and attending school.
- If a family still does not enroll, a court petition may be filed (in extreme cases)
- Students marked as a “no show” will need to be “re-enrolled” on the date that they attend school for the first time.



# Three Tiers of Support for Student Participation



# Tier I- Universal Prevention (All)



# Tier I- Universal Prevention (All)

Teachers will track learning opportunities (participation/attendance) through Schoology

Formula for identifying students who need extra supports will be:

$$\frac{\text{Total \# of absences from learning opportunities}}{\text{Total \# of learning opportunities offered}}$$

2. Calculate the number and percent of students with absenteeism rates of 20% or higher by school, grade, and classroom.

# Tier II-Early Intervention (Some)

- When students have absenteeism rates or non participation rates off 20% or more, teachers will **contact parents** to assess why and if supports are needed.
- Teachers will document all attempted and successful communication with parents and students via a [communication log](#).
- If unsuccessful four consecutive times, the teacher will notify the attendance team.
- The attendance team will develop an Attendance Intervention Plan for the student.
- The Principal or Designee will contact the parent to hold a pre-early warning conference via telephone or zoom.



## Tier III- Intensive Supports (Few)

- If the student/parent has not been reached and/or continues to not login, the attendance team will make a referral to the appropriate network attendance officer ([using the attached referral form](#))
- If said student again continues to not login and not make satisfactory weekly progress, the school will work with the attendance officer to refer the student to district wide partners that may help to meet the need of the student/family (i.e. Helping Families, Counseling services, etc.)
- It is our position to serve in an “all in” support capacity and not pursue punitive measures during a pandemic.

# Discipline during Remote Learning



# Tier I: Universal Prevention (All)

- All Homeroom/Advisory Teachers should upload the Code of Conduct (Spanish Code of Conduct) on their Schoology page by September 21.
- During the week of September 21 and 28, Homeroom/Advisory Teachers should teach the Code of Conduct to all students IF ALL DEVICES ARE IN. If not, please do so once all devices are in.
- All students should then complete the Code of Conduct Test (links will be shared in schoology and with instructional superintendents by September 21) and pass with an 80%.

## Tier II: Early Intervention (Some)

- If a student commits a Class I or Class II offense during remote learning, the teacher should complete the [District Discipline Referral Form](#) and submit to his/her School Administrator within 24 hours of the offense.
- The School Administrator will then contact the student and parent to discuss possible consequences AND interventions.
- All information should be documented in INOW and the discipline letter should be mailed to the parent.

## Tier III: Intensive Supports (Few)

- If a student commits a Class III offense during remote learning, the teacher should complete the [District Discipline Referral Form](#) and submit it to their School Administrator.
- The School Administrator will then follow the procedures outlined in the [BCS Hearing Officer's Manual](#) and submit the Class III suspension notice to the Hearing Department within 48 hours of receipt.
- Once the Hearing Officer receives all correct documentation, a hearing will be scheduled via zoom. The zoom link will be emailed and mailed to the parent and school.

# Resources and Questions

[Coronavirus: Research for Educators](#)

[Resources for Connecting with Students and Families](#)

[Transition Planning Guide](#)