Willow Creek Academy Remote Instruction Attendance Procedures

Summary of State Requirements

Public schools are required to maintain daily participation and a weekly engagement record for each student receiving instruction through distance learning.

Daily participation is used to track attendance and may include, but is not limited to any of the following: evidence of participation in online activities, completion of regular assignments, completion of assessments, contacts between WCA staff members and the student or parent/guardians, other methods of verification determined by the school.

Weekly engagement records whether students received synchronous or asynchronous instruction for each day of distance learning that is consistent with the plan developed by the local governing board

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Attendance Accountability Protocols for Daily Participation

In grades K-8, teachers will take daily attendance/participation using Aeries one time per day, at the end of the school day, to indicate that the student has participated, to any degree, in the school day. Daily attendance/participation will be monitored by the school secretary and families will be contacted if absent from participation. If a student is absent from distance learning for more than three school days in a week, the school secretary will notify the Student Support Team who will schedule a meeting with the family to develop a re-engagement success plan.

For grades K-8 Aeries will reflect positive attendance which means that a E (Distance Learning Engaged) will be recorded in Aeries. If a student did not participate/attend the employee will not click the box for participation. Ms. Aleshia will verify the absence and use the appropriate absence code. When schools move into hybrid instruction, an attendance code of O (On Campus) will be used.The On campus code will only be used for hybrid students not the students who will be on campus 5days a week in that scenario typical attendance code will be used.

Codes		ADA	
Distance Learning Engaged *	Verified Not Absent	Yes	**DL - Engaged** code for Teachers to document student was engaged at some point during the day. • If more refinement is desired, instead of Distance Learning-Engaged, you could create separate codes for DL-Synchronous and DL-Asynchronous.
Distance Learning Not Engaged **	**Unexcused** Absence - Verified **	No	**DL - Not Engaged** • If attendance verification procedures do not identify a valid reason for the student not being engaged in DL, at any time during that school day, the DL-Not Engaged code should be used. **NOTE - This is a change from prior recommendations*
Distance Learning Excused	Excused Absence - Verified	No	**Excused** Absent code(s) can be added for specific COVID reasons based on local board decisions. • Reasons for this code would be for lack of internet or equipment over which the student does not have control or any other reason determined by the school board.
Distance Learning Unexcused **	Unexcused Absence - Verified	No	**Unexcused** Absent code(s) can be added for specific COVID reasons based on local board decisions. • If attendance verification procedures result in contact with the student or parent, but reason does not qualify for an Excused absence, the DL-Unexcused code should be used.
On Campus	Verified Not Absent	Yes	**On Campus** code allows Teachers to document students who were physically present at some point during the school day. This could be useful for Hybrid situations where one group of the students are engaged via Distance Learning and another group are on campus during the same school day.

Once per week, Ms. Aleshia will verify attendance/participation using the Weekly Attendance report from Aeries which will be signed by certificated employees. These weekly verification reports will be collected and organized by month and will be subject to attendance auditing.

Engagement Records

All teachers in grades K-8 will submit a weekly engagement record that indicates the delivery method of instruction, and that the instructional minutes as outlined in the District's reopening plan was met. Weekly Engagement Records will be submitted to the Ms. Aleshia and are subject to audit.

Willow Creek Academy

Weekly Engagement Record for Certificated Staff 2020-21

Date:		Teacher Name (Printed):	
Grade:		Teacher Signature:	

Day of Week	Instructional Delivery Method (check all that apply)			

Monday	☐ In-person instruction	☐ Remote Instruction
		  ☐ Synchronous
		  ☐ Asynchronous
			☐ Instructional Minutes
			  ☐ K: 180 Minutes
			  ☐ 1-3: 230 Minutes
			  ☐ 4-8: 240 Minutes
				☐ Non-Instructional Day

	Summary of Assignments & Assessments			
	Students received targeted instruction through a combination of live teacher sessions, recorded teacher sessions, and offline work, in all content areas and through a variety of instructional methods including: whole group instruction, small group instruction, project based learning, independent practice. Student progress is monitored through formal and informal assessment.			

Tuesday	☐ In-person instruction	☐ Remote Instruction
		  ☐ Synchronous
		  ☐ Asynchronous
			☐ Instructional Minutes
			  ☐ K: 180 Minutes
			  ☐ 1-3: 230 Minutes
			  ☐ 4-8: 240 Minutes
				☐ Non-Instructional Day

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Wednesday	☐ In-person instruction	☐ Remote Instruction
		  ☐ Synchronous
		  ☐ Asynchronous
			☐ Instructional Minutes
			  ☐ K: 180 Minutes
			  ☐ 1-3: 230 Minutes
			  ☐ 4-8: 240 Minutes
				☐ Non-Instructional Day

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	Students received targeted instruction through a combination of live teacher sessions, recorded teacher sessions, and offline work, in all content areas and through a variety of instructional methods including: whole group instruction, small group instruction, project based learning, independent practice. Student progress is monitored through formal and informal assessment.			

Thursday	☐ In-person instruction	☐ Remote Instruction
		  ☐ Synchronous
		  ☐ Asynchronous
			☐ Instructional Minutes
			  ☐ K: 180 Minutes
			  ☐ 1-3: 230 Minutes
			  ☐ 4-8: 240 Minutes
				☐ Non-Instructional Day

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Friday	☐ In-person instruction	☐ Remote Instruction
		  ☐ Synchronous
		  ☐ Asynchronous
			☐ Instructional Minutes
			  ☐ K: 180 Minutes
			  ☐ 1-3: 230 Minutes
			  ☐ 4-8: 240 Minutes
				☐ Non-Instructional Day

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	Students received targeted instruction through a combination of live teacher sessions, recorded teacher sessions, and offline work, in all content areas and through a variety of instructional methods including: whole group instruction, small group instruction, project based learning, independent practice. Student progress is monitored through formal and informal assessment.			