

ATTENDANCE POLICY—DISTANCE LEARNING

ATTENDANCE TAKING PROCEDURES – Distance Learning

The Arizona Department of Education requires daily attendance reporting for distance learning as it does for in-person learning. Regular attendance is encouraged as schools are funded based on the amount of instructional time a student participates in daily. Even with a distance learning platform, students' attendance must be recorded and is reported to the Arizona Department of Education on at least a monthly basis. The online platform for distance learning will be Microsoft Teams for Education. Each student who is learning from home will be required to do the following to maintain enrollment:

- The teacher and/or aide will take attendance daily both in the A.M. and P.M. using the blue AM/PM attendance slip.
 - **AM Attendance** -- Each student will login to their homeroom at the start of the school day (8:30 a.m.) via their Team meeting invite. After each student is signed in, the teacher and/or aide will take morning attendance using the AM/PM attendance slip.
 - **PM Attendance** – Each student will login to their homeroom after their lunch (P.M.) via their Team meeting invite. After each student is signed in, the teacher and/or aide will take afternoon attendance using the AM/PM attendance slip.
 - **Attendance Slips** – Attendance slips will be turned into the office no later than 2 p.m. each day. DL slips will be distinguished by a different color than the regular white slips for in-person learning. Attendance will be entered into Schoolmaster at the end of each day.
- **Student work** – Students will be provided with daily/weekly work that is designed to take anywhere from 2-5 hours depending on grade level to be completed independently which will count towards the required daily instructional minutes. Teachers/aides will be available to answer questions and support student work. Parents will be given a Daily Time Log and will be required to record student work time on a daily basis. This log will be turned in each week. Classwork completion will be evidence by entry into teacher gradebook.

Daily Instructional Minutes

Kinder Minutes – A minimum of 200 minutes per day

1st thru 3rd – A minimum of 250 minutes per day

4th thru 6th – A minimum of 300 minutes per day