

## **STUDENT ATTENDANCE REQUIREMENTS**

Student attendance is monitored in accordance with all applicable statutes set by the state of Alabama, as well as reports all truant students to the appropriate legal authorities. Parent(s)/guardian(s) with legal responsibility for a child between the age of six (6) and seventeen (17) years of age are responsible for the student's attendance in a public school unless otherwise exempt by law.

### **Physical and Pacing Guide Attendance**

Elmore County School System attendance is based upon one of two methods or a combination of both. These methods consist of the traditional attendance, EDGE virtual attendance, or blended attendance; which is a combined attendance model of traditional and virtual.

#### **Traditional Attendance**

Traditional attendance is measured by the physical presence of the student at one of the Elmore County Public School facility. Traditional attendance is monitored and documented daily according to the guidelines on page 9-12 of the Elmore County Student Handbook.

#### **Elmore County Virtual School (EDGE) Attendance**

For our students who attend the Elmore County Virtual School, the EDGE virtual attendance policy will apply. EDGE virtual attendance is measured in the following manner:

- Each student in the Elmore County Virtual School (EDGE) will be assigned an advisor.
- Advisors will monitor student progress in Edgenuity and Odysseyware daily via software dashboards, reports, assignments, and assessments.
- Advisors will monitor student usage weekly to monitor attendance (each Monday) in Edgenuity and Odysseyware via dashboard and reports.
- Students are not allowed to fall below 15% progress or have a grade below 60%.

In cases in which students are off-pace, the principal and/or administrative staff, as well as attendance officer will intervene consistent with the schedule presented in Table 1.

**Table 1: Elmore County Virtual School (EDGE) Intervention Schedule**

**PERCENTAGE OFF-PACE  
IN THE COURSE:**

**Fifteen (15%) Percent**

**STUDENT INTERVENTION:**

**When the student is fifteen (15%) percent behind in the course or have a grade below 60%, advisors will make contact with the student and/or guardian(s).**

**If progress is not corrected, student is required to report to tutoring via Zoom or directly at the center with a certified teacher.**

**If student fails to report to tutoring, progress has not improved, or contact cannot be made by the advisor, a supervisor will attempt contact with student and guardian(s) and possibly report the student to the Elmore County Truancy Officer.**

**If the student continues to not meet the required criteria, students will be released from the Elmore County Virtual Program to the base school and will no longer be considered for the Edge Virtual Program.**

## **Blended Attendance**

Our blended attendance is a combination of both, traditional attendance and virtual attendance. Blended attendance is measured through the completion of lessons/assignments consistent with the students customized learning plan and developed for students in every course that includes the target dates for each assignment.

- Prior permission must be granted for trips, special events, non-school related extracurricular activities, etc.
- Written documentation is required for illnesses upon return to school.
- Attendance clerk will be responsible for properly documenting attendance.
- Teacher will assign lessons through the virtual platform (Edgenuity and/or Odysseyware).
- **Students are required to complete all assignments for the assigned day with a minimum score of 60% to be considered present and in attendance.**
- Simply logging into the virtual platforms, Edgenuity and/or Odysseyware is not considered attending for purposes of Alabama's Compulsory School Attendance Law.
- Progress will be monitored weekly for students out more than 5 school days.
- All assignments must be completed within 3 days after returning back to school.

## + **Blended Engagement Requirements**

For purposes of compulsory attendance, lack of engagement occurs when the student is more than twenty (20) percent off-pace in **one (1) or more** blended or virtual course(s). *Please note that missed, incomplete, and failing assignments may be used in the calculation to determine whether or not a student is on-pace in the course as outlined via the pacing guide.* Once a student is twenty (20%) percent off-pace and appropriate interventions have been initiated, the student will continue to be considered off-pace until such time that all assignments have been completed and the student is back on-pace.

When lack of engagement occurs, the principal and/or administrative staff, as well as attendance officer will intervene consistent with the schedule presented in Table 2.

**Table 2: Blended Engagement Intervention Schedule**

### **PERCENTAGE OFF-PACE IN THE COURSE:**

### **STUDENT INTERVENTION:**

#### **Ten (10%) Percent**

When the student is ten (10%) percent behind in the course, the teacher will communicate directly with the student and parent(s)/guardian(s) that the student is off-pace.

#### **Fifteen (15%) Percent**

When the student is fifteen (15%) percent behind in the course, the attendance clerk will send an official notification to the student and parent(s)/guardian(s) that the student is off-pace. Such notification will include the ECPS truancy policy and early-warning requirements for violating Alabama's school attendance law.

#### **Twenty (20%) Percent**

When the student is twenty (20) percent off-pace, the school will send an official notification to the student and parent(s)/guardian(s) notifying all parties that the student is off-pace and in violation of Alabama's Compulsory School Attendance Law. Additionally, the principal will notify the system's Attendance Officer who may initiate the issuance of legal notifications and juvenile court intervention.

