

Student Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life.

[Orange County Schools Board Policy 4400](#) outlines compulsory attendance laws for North Carolina as well as excused and unexcused absences.

Plan C Remote Learning: Attendance Taking & Absences

- Students are expected to be in attendance for class daily and present for each session.
- On remote learning days, daily/period attendance is taken by the teacher each morning in PowerSchool.

A student is considered **“Present Off-Site”** for daily attendance during a remote learning day if they complete one of the following:

- Student completes their daily assignments, **either** online or offline
- Student is present in synchronous (live, real-time) instruction; **and/or**
- Student has a daily check-in, a two-way communication (see **blue** highlight text below), with the appropriate teacher(s):
 - In grades PK-5, homeroom teacher
 - In all other grade levels, each course teacher as scheduled

NOTE: A student cannot be considered absent solely due to not logging into an online resource/lesson on a remote learning day. Communication with a parent/guardian does not fulfill the student attendance requirement.

Teachers will clearly communicate the type of two-way communication that will be used for tracking attendance. **Examples of two-way communication include, but are not limited to the following: Google Forms, Canvas engagement, virtual meeting, two-way email conversation, online work submission, or phone call for students without Internet access.** Assignments will be designated with dates for completion.

Teachers will maintain attendance records. If no engagement occurs, the teacher will mark the remote learning students **“Unexcused Absence”** in PowerSchool by the end of the week or update the attendance as needed. Data Managers (and attendance secretaries) will monitor and ensure fidelity and the reporting of daily attendance. Principals will oversee attendance records and two-way communication. After a certain day, require students to provide an absence note in order to be considered lawfully absent. **By the third consecutive absence, School Counselors and School Social Workers will assist teachers with follow up communication including home visits as necessary.**

When students are absent due to illness or connectivity concerns, the parent should send a note via email to the teacher, or call the school number and leave a voicemail message. School secretaries should be checking voicemail messages daily (except weekends). Teachers and secretaries should keep a record of messages from voicemail as well as emails received as documentation for an **“Excused Absence”**.

Student Attendance

Plan B Blended (In-Person and Remote) Learning:

- Students are expected to be in attendance for class daily and present for each session.
- Teachers will take daily/period attendance of in-person learners each morning in PowerSchool. The attendance for students who report for in-person will default to **“Present On-Site”**.
- Teachers will also take daily/period attendance of learners working remotely each morning in PowerSchool. **Teachers must manually mark the students working remote as “Present Off-Site”.**

A student is considered **“Present Off-Site”** for daily attendance during a blended learning day if they complete one of the following:

- Student completes their daily assignments, **either** online or offline
- Student is present in synchronous (live, real-time) instruction; **and/or**
- Student has a daily check-in, a two-way communication with the appropriate teacher(s):
 - In grades PK-5, homeroom teacher
 - In all other grade levels, each course teacher as scheduled

NOTE: A student cannot be considered absent solely due to not logging into an online resource/lesson on a remote learning day. Communication with a parent/guardian does not fulfill the student attendance requirement.

Teachers will clearly communicate the type of two-way communication that will be used for tracking attendance. Examples of two-way communication include, but are not limited to the following: Google Forms, Canvas engagement, virtual meeting, two-way email conversation, online work submission, or phone call for students without Internet access. Assignments will be designated with dates for completion.

Teachers will maintain attendance records. If no engagement occurs, the teacher will mark the students working remotely **“Unexcused Absence”** in PowerSchool by the end of the week or update the attendance as needed. Data Managers (and attendance secretaries) will monitor and ensure fidelity and the reporting of daily attendance. Principals will oversee attendance records and two-way communication. After a certain day, require students to provide an absence note in order to be considered lawfully absent. **By the third consecutive absence, School Counselors and School Social Workers will assist teachers with follow up communication including home visits as necessary.**

BlackBoard Connect calls will be made by the automated system to alert parents to absences per our current process for in-person school days. After a certain day, require students to provide an absence note in order to be considered lawfully absent. When students are absent due to illness or connectivity concerns, the parent should send a note to the school with the student, email a note to the teacher, or call the school number and leave a voicemail message. School secretaries should be checking voicemail messages daily (except weekends). Teachers and secretaries should keep a record of messages from voicemail as well as emails received as documentation for an **“Excused Absence”**.