

GUIDANCE FOR ATTENDANCE & WITHDRAWAL PROCEDURES

Virtual Model



As a public school, Muscookee County School District is required to monitor student attendance in accordance with all applicable statutes and State Board of Education rules. Muscookee County School District staff monitors student attendance regularly. All Muscookee County School District students must be legal residents of the state of Georgia and provide proof of residence at the time of enrollment, re-enrollment, and at any time during the school year if a change in residence occurs.

Virtual Attendance Procedures

ELEMENTARY SCHOOL

Process for Monitoring Virtual Attendance

Student

- Students are required to follow the school calendar, which includes one hundred eighty (180) school days.
- Students are expected to log in to Zoom on scheduled school calendar day.
- It is recommended that students log in to live Zoom instruction ten minutes prior to school start time (8:00 AM) to prepare for the school day and possible technical issues.
- During live Zoom instruction, students must not turn off their live video during session i.e. no black screens, no virtual backgrounds, and no thumbnail pictures.
- If a student is unable to log in to Zoom due to technical difficulties, parent/guardian or student should notify teacher or Attendance Clerk/School Clerk before the end of the instructional day.
- Any student that logs in to the live Zoom instruction after the teacher initiates instruction is considered tardy (late).
- If student leaves a live Zoom instruction and does not return, teacher will mark Checked Out-Unexcused (Absence Code: ChkOutUnx) in Infinite Campus or notify School Attendance Clerk when a student does not return to live Zoom instruction.

Teacher

- Teacher of record will ensure students have proper links for all live Zoom instruction.
- Teacher of record will log in to Infinite Campus to access the Attendance Tab in Infinite Campus.
- Teacher logs in to Zoom fifteen (15) minutes prior to the school start time (8:00 AM).
- Teacher will record student attendance and tardiness daily in Infinite Campus by identifying student's physical presence and/or roll call.
- Any student that logs in to the live Zoom instruction after the teacher has initiated instruction is considered tardy (late).
- Teacher will mark the student Tardy-Unexcused (Absence Code: TDU) in Infinite Campus or notify School Attendance Clerk when student is tardy to school or class.
- If student leaves a live Zoom instruction and does not return, teacher will mark Checked Out-Unexcused (Absence Code: ChkOutUnx) in Infinite Campus or notify School Attendance Clerk when a student does not return to live Zoom instruction.
- Teacher of record contacts the parent/guardian if student misses consecutive days or does not engage in instruction.

- Teacher will refer student to dean or school counselor if he or she is unable to contact parent/guardian or student continues does not regularly engage in virtual instruction.
- School social workers, deans, and school counselors will work with families to address barriers to student success.

SECONDARY SCHOOL

Process for Monitoring Virtual Attendance

Student

- Students are required to follow the school calendar, which includes one hundred eighty (180) school days.
- Students are expected to log in to Zoom on scheduled school calendar day.
- Students are expected to log in to live Zoom instruction five minutes prior to school start time and subsequent class periods to prepare for the designated class and possible technical issues.
- During live Zoom instruction, students must not turn off their live video during session (i.e. no black screens, no virtual backgrounds, and no thumbnail picture).
- If a student is unable to log in to Zoom due to technical difficulties, parent or student should notify teacher or Attendance Clerk/School Clerk before the end of class or instructional day.
- Any student that logs in to the live Zoom instruction after the teacher initiates instruction is considered tardy (late).
- If student leaves a live Zoom instruction and does not return, teacher will mark Checked Out-Unexcused (Absence Code: ChkOutUnx) in Infinite Campus or notify School Attendance Clerk when a student does not return to live Zoom instruction.

Teacher

- Teacher of record will ensure students have proper links for all live Zoom instruction.
Teacher of record will log in to Infinite Campus to access the Attendance Tab in Infinite Campus.
- Teacher logs in to Zoom via the Clever Portal fifteen (15) minutes prior to the school start time and ten (10) minutes prior to each subsequent class period.
- Teacher will record student attendance and tardiness daily in Infinite Campus by identifying student's physical presence and/or roll call.
- Any student that logs in to the live Zoom instruction after the teacher initiates instruction is considered tardy (late).
- Teacher will mark the student Tardy-Unexcused (Absence Code: TDU) in Infinite Campus or notify School Attendance Clerk when student is tardy to school or class.
- If student leaves a live Zoom instruction and does not return, teacher will mark Checked Out-Unexcused (Absence Code: ChkOutUnx) in Infinite Campus or notify School Attendance Clerk when a student does not return to live Zoom instruction.
- Teacher of record contacts the parent/guardian if student misses consecutive days or does not engage in instruction.
- Teacher will refer student to dean or school counselor if he or she is unable to contact parent/guardian or student does not regularly engage in virtual instruction.
- School social workers, deans, and school counselors will work with families to address barriers to student success.

ELEMENTARY AND SECONDARY

Process for Excused and Unexcused Absences

Excused Absences

School faculty and staff registers absences as excused only for those reasons cited in the Muscogee County School District Attendance Policy. Such reasons typically cited include personal illness, health care, death of the immediate family member, approved educational travel, and religious holidays. Refer to MCSD Student Handbook and Code of Conduct.

Unexcused Absences

When students are absent for reasons other than those permitted under the Muscogee County School District Attendance Policy, those absences are recorded as unexcused absences. In addition, if documentation is not submitted to the school **within three (3) days** of an absence, regardless of the reason, any absence becomes unexcused.

Internet and Technology Issues

Internet and Technology Issues are limited to seven excused incidents per school year. After seven (7) excused internet/technology issues, the parent/guardian shall provide documentation to the teacher or Attendance Clerk/School Clerk for the eighth and subsequent excuses for internet/technology issues. Attendance Clerk/School Clerk will denote said excuse in Infinite Campus. If proper documentation is not submitted to the school **within three (3) school days**, this may be considered an unexcused absence. School Administration will determine acceptable methods of documentation. Refer to Documentation to Excused Absences

Loss or Damaged Technology Equipment Issued by MCSD

The school submits a ticket to Incident IQ indicating the status of the device. Student Chromebooks and iPads are immediately disabled. School administrators shall complete the following steps if the device is not found within three (3) days or school personnel becomes aware that family has withdrawn from school and does not plan to return to the MCSD:

- File a Police Report with a MCSD Police Officer
- Complete a Property Loss Report
- Send a copy of both reports to MCSD's Property Department
- Scan, save and upload both reports to the related ticket to IIQ
- Enter All fees associated with the Chromebook in Destiny
- Document in Infinite Campus on the student's record.

Parent/student technology support line: 706-748-2271

7:30 AM.-7:00 PM Monday-Thursday

7:30 AM - 4:30 PM Friday

Parent Tech Academy Resources: mcsd.instructure.com/courses/112074

Documentation to Excuse Absences

For an unexcused absence to be changed to excused, a parent/guardian must submit documentation within three (3) days of the student's return to school. The parent/guardian should send documentation to the Attendance Clerk/School Clerk and must include the student's name, the date of the absence, the reason for the absence and the necessary documentation, as requested by the school. When the school does not receive documentation **within three (3) days** of the absence, such an absence remains unexcused.

Suggested Methods to Submit Documentation

Parent/guardian shall send all documentation for excusing absences and/ or tardiness to the teacher of record or Attendance Clerk/School Clerk **within three (3) days**.

- Email
- Send Message via Class DoJo
- Screenshot using Remind
- Screenshot using Text messages
- Upload documentation to Canvas, Google Classroom, Naviance, etc.
- Drop-Off Box located at School

School administration will determine preferred method to submit documentation. Please refer to your assigned school for preferred method of submitting documentation to the school.

Full Virtual Model-Mandated

- In Mandated Full Virtual Model, parents/guardians do not choose a virtual model for his or her student to receive virtual instruction. Mandatory Full Virtual Model is initiated by the School District or an Executive Order from the State, Federal, or Local government.
- Process to monitoring attendance and recording absences and tardiness is the same as Virtual Choice Model. Refer to Process for Monitoring Virtual Attendance, Excused Absences, and Unexcused Absences Section.
- To allow for flexibility in the Mandated Full Virtual Model, students who are unable to attend school virtually during regularly schedule class or school day may view recorded sessions.
- During Mandated Full Virtual Model, students are afforded the opportunity to make-up excused and unexcused absences by listening to recorded lessons and submitting in-class and homework assignments to the teacher within three (3) school days of absence. Parents/Guardians or students shall provide written documentation noting the reason for the absence.
- Teacher of record contacts the parent/guardian if student misses consecutive days or does not engage in instruction.
- Teacher will refer student to Academic Dean or School Counselor if he or she is unable to contact parent/guardian or student does not regularly engage in virtual instruction.
- School Social Workers, Academic Deans, and School counselors will work with families to address barriers to student success.

Truancy

Responsibility for holding students compliant with state attendance statutes and regulations belongs to the school, but parents are obligated to keep an accurate record of daily attendance. A Muscogee County School District student is considered truant if he or she fails, without a legitimate excuse, to log attendance for five non-consecutive school calendar days. After ten days of unexcused absences and/or failure to log attendance, a student can be withdrawn due to non-attendance. Required classes are a component of attendance and a student will be considered truant if they miss required classes without an approved school excuse. Failure to attend required classes, regardless of logged attendance can result in a determination of truancy as cited in MCSD Board Policies JB and JBA. Parents and guardians of students attending school in a virtual setting are subject to the Georgia Compulsory Attendance Law O.C.G. A §20-2-690.1. Considerations for absences will be given to students while attending school in a Mandated Virtual Model. Refer to Mandated Virtual Model

Virtual Withdrawal Procedures

Student Withdrawal with Parent Guardian Notification

Parents/guardian who elects to withdraw student from the school in-person must make an appointment with the Attendance Clerk/School Clerk to complete official withdrawal documents. If parents are unable to withdraw his or her student in-person, he or she must complete, electronically sign, and return documents to the Attendance Clerk/School Clerk. All MCS D technology equipment must be returned to the school personnel at the time of the scheduled appointment. MCS D may proceed with legal actions i.e. fines if parent/guardian intentionally fails to return equipment per MCS D Board Policy JS.

Student Withdrawal without Parent/Guardian Notification

By law, if a student withdraws or is withdrawn and no proof of transfer to another school, or a home school declaration is received by the records department within forty-five (45) days of withdrawal, then the student will be referred to DFCS (Division of Family and Children's Services). Proof of registration at another school or a homeschool declaration must be sent to Attendance Clerk/School Clerk prior to forty-five (45) days to avoid referral to DFCS.

Student Chromebooks and iPads will be immediately disabled if parent/guardian fail to return equipment provided by MCS D. School administrator shall complete the following steps if the devices are not returned to the MCS D:

- File a Police Report with a MCS D Police Officer
- Complete a Property Loss Report
- Send a copy of both reports to MCS D's Property Department
- Scan, save and upload both reports to the related ticket to IIQ
- Enter All fees associated with the Chromebook in Destiny
- Document in Infinite Campus on the student's record.

MCS D may proceed with legal actions i.e. fines if parent/guardian intentionally fails to return equipment per MCS D Board Policy JS.

Recommendations for Child Care Programs

- Provide adequate space for students to receive online instruction from MCS D teachers.
- Ensure student log in to the live Zoom instruction at the assigned time designated by MCS D. MCS D teachers will record attendance. Refer to Virtual Attendance Procedures.
- During Mandated Virtual Model, students may make-up attendance by viewing recorded lessons and submitting assignments within three (3) school days.
- Inform parent/guardian upon pick-up if a student is unable to participate in instruction for any reason.
- Parent/guardian will provide written documentation to school noting the reason for absence.
- Teacher of record contacts the parent/guardian if student misses consecutive days or does not engage in instruction.
- Teacher will refer student to Academic Dean or School Counselor if he or she is unable to contact parent/guardian or student does not regularly engage in virtual instruction.
- School Social Workers, Academic Deans, and School counselors will work with families to address barriers to student success.

Recommendations for Shelters

- Provide adequate space for students to receive online instruction from MCS D teachers.
- Ensure student log in to the live Zoom instruction at the assigned time designated by MCS D. MCS D teacher will record attendance. Refer to Virtual Attendance Procedures.
- Parent/guardian will provide written documentation to school noting the reason for absence.
- During Mandated Full Virtual Model, students may make-up attendance by viewing recorded lessons and submitting assignments within three (3) school days.
- Encourage parents/guardians to follow withdrawal procedures if student leaves MCS D. Refer to Withdrawal Procedures.

- Teacher of record will contact parent/guardian if student misses consecutive days or does not engage in instruction.
- Teacher will refer student to the Academic Dean or School Counselor if he or she is unable to contact a parent/guardian and student does not regularly engage in virtual instruction.
- McKinney-Vento department, School Social Workers, Academic Deans, and School Counselors will work with students to address barriers to student success.

Recommendations for Group Homes

- Provide adequate space for students to receive online instruction from MCS D teachers.
- Ensure student log in to the live Zoom instruction at the assigned time designated by MCS D. MCS D teacher will record attendance. Refer to Virtual Attendance Procedures.
- Group Home owner shall provide two (2) points of contact to the school administrator or designee.
- Group Home point of contact shall follow withdrawal procedures if student leaves MCS D. Refer to Withdrawal Procedures.
- Group Home point of contact shall attend school conferences when necessary.
- During Mandated Full Virtual Model, students may make-up attendance by viewing recorded lessons and submitting assignments within three (3) school days.
- Teacher of record will contact the group home point of contact if student misses consecutive days or does not engage in instruction.
- Teacher will refer student to Academic Dean or School Counselor if he or she is unable to contact group home point of contact or student does not regularly engage in virtual instruction.
- MCS D Foster Care Point of Contact, School Social Workers, Academic Deans, and School Counselors will work with students to address barriers to student success.