

Distance Learning Attendance 2020 - 2021

Infraction Level	Staff-Parent Communication	Prescribed Action	Possible Interventions
1st Unexcused Absence	Optional	Complete first level of minor referral form , determine and note next steps agreed upon by student and teacher intended to improve behavior and deter future infractions	1. Conference with student in an effort to identify root cause(s) for absence 2. Revisit, review, and/or reteach distance learning etiquette and best practices (specifically #2) 3. Optional
2nd Unexcused Absence	Mandatory (Telephone conversation is preferred)	Complete second level of minor referral form , determine and note next steps agreed upon by student, parent/guardian, and teacher intended to improve behavior and deter future infractions	1. Conference with student in an effort to identify root cause(s) for absence 2. Revisit, review, and/or reteach distance learning etiquette and best practices (specifically #2) 3. Mandatory
3rd Unexcused Absence	Mandatory (Telephone conversation is preferred)	Complete third level of minor referral form , collaborate with student and parent/guardian and develop an intervention plan intended to improve behavior and avoid a major referral for chronic minor infractions, Notify the Attendance Office via email of student attendance concerns to initiate administrative communication to	1. Conference with student in an effort to identify root cause(s) for absence 2. Revisit, review, and/or reteach distance learning etiquette and best practices (specifically #2) 3. Mandatory parent/guardian communication (e.g. email, Remind notification, telephone call, etc.) 4. Discuss alternative educational opportunities
4th Unexcused Absence	Mandatory (Telephone conversation is preferred)	Complete and submit the major referral form which documents the fourth unexcused absence and attach the completed minor referral form	1. Possible suspension of digital platform access 2. Parent-Administrative Conference 3. Parent-Teacher Conference (facilitated by administrator) 4. In-School Detention (ISD), virtual or
<i>Tardies: will be addressed and handled accordingly and per student</i>			