

ASD Attendance in a Virtual Learning Environment

Beginning with the 2020-2021 school year, Aberdeen School District will implement a distance learning/online course attendance policy and include the policy within the student handbook that has been adopted by the local school board, and that includes the rules, regulations, and processes for online courses. The rules, regulations, and processes shall be available to faculty, students, and parents/guardians.

The Aberdeen School District shall report daily attendance using the following types:
traditional/hybrid (in-person) and **virtual** (i.e., online/distance learning).

- For in-person attendance, consistent with existing regulations, a student will be marked present or absent.
- For virtual (online/distance learning) attendance, the student shall be marked present or absent based on the following:

For a student to be marked present when attending school through virtual/distance learning, the District will meet one (1) of the following conditions:

- The Aberdeen School District will use the learning management system (LMS), and the student shall be authenticated and engaged in education consistent with the District's prescribed policy by marking the student present through attendance in the LMS; and or
- In situations in which the District cannot use an LMS, the local school shall make one-on-one contact with a student for the day to authenticate their presence and provide daily evidence of engagement and completion of assignments from instructional packets, projects, or other offline learning assignments consistent with the District's policy. Attendance must be recorded via logs in order for students to be marked present.
- In situations where students cannot access assignments via electronic devices, students may complete weekly packets distributed by the school district and returned for grading. Each packet must possess daily assignments of 240 minutes of instruction. Schools are yet required to make one-on-one contact with students and record the contact via logs in order for students to be marked present daily.

Types of Traditional, Hybrid, and Virtual Scheduling Based on Restart/Digital Learning Plan/Home Connectivity

- In-Person Mode (Traditional)
 - a. Hours at school
 - b. Reporting

- i. Report attendance in Local daily
 - ii. Report attendance to MSIS7 monthly
- Mixed Mode (Hybrid)
 - a. Designate in MSIS which days of attendance are counted via which mode (daily or weekly)
- Synchronous Online Mode (Digital-Virtual)
 - a. Daily assignment [a minimum of 240 minutes of instruction] completed = hours toward daily attendance
 - b. Attending scheduled daily interactions = hours toward daily attendance
 - c. Reporting
 - i. Daily metadata for accessing software, completing assignments, and participating
 - ii. Report engagement in Local SIS daily [data integration with LMS]
 - iii. Report attendance to MSIS monthly
 - iv. Automated metadata report to MDE via LMS monthly
- Asynchronous Online Mode (Digital-Virtual)
 - a. Daily assignment [a minimum of 240 minutes of instruction] completed = hours toward daily attendance
 - b. Attending scheduled weekly interactions [one-on-one or in groups] = hours toward daily attendance
 - c. Reporting
 - i. Daily metadata for accessing software, completing assignments, and participating
 - ii. Report engagement in Local SIS daily [data integration with LMS]
 - iii. Report attendance to MSIS monthly
 - iv. Automated metadata report to MDE via LMS monthly
- Asynchronous Offline Mode (Digital-Virtual)
 - a. Daily assignment [a minimum of 240 minutes of instruction] completed = hours toward daily attendance

The Student Handbook will include all pertinent information regarding distance learning/online programs.

The superintendent and/or designee shall develop procedures to support this policy.

Source: Miss. Code Ann. § 37-1-3, 37-161-3

Original Adopted Date: 8/20/2020

Approved/Revised Date: