

## Online Learning Attendance Procedure & Policy

This online attendance policy was formed with reference to Lloyd S. King Education Authority (2014-2015), Grand Erie District School Board Elementary School Attendance Administrative Memo (2020), in consultation with Social Health Services, Director of Education, LSK Principal, and Education Consultant.

This attendance procedure and policy is intended to supplement existing attendance policy as LSK elementary school continues to deliver remote/online learning as its education model.

### Online Learning School Attendance Communications

# of Absences	Communication Process
Days 1-5	LSK Office Manager will attempt to make two-way contact (document). Will work with families to assist any connectivity issues or technical difficulties. (Informed by Org Level D2L Intelligent Agent "Students NOT Logging-in Daily")
Days 5	Daily phone calls home by teachers to establish two-way contact with families (document). A meeting will be set up to assist families with any further issues they may be having with the online platform. (Informed by Class Level D2L Intelligent Agent "Students NOT Logging-in 5 Days")
Days 10	Principal will contact families (document) & send an attendance letter electronically and regular mail. Principal will attempt to contact parent, if successful will encourage connection with Social & Health Services via intake (if there are other supports needed). Assist family with any technology or connectivity issues, discuss ways to assist student to catch up on missed lessons/assignments. (Informed by Org Level D2L Intelligent Agent "Students NOT Logging-in 10 Days")
Days 15-30	Day 15 Student's iPad will be deactivated by LSK Librarian. A meeting is needed with Teacher, Principal and Parent with regards to plan to make up for missed lessons. (Informed by Org Level D2L Intelligent Agent "Students NOT Logging-in 15 Days")
Days 30+	Director of Education will provide LSK Secretary and Principal with a recommendation to retain or demit. Student to be demitted on the 31st day. iPad must be returned to the school and student will be deregistered and iPad returned. *All students under the age of 14 who are demitted must have ongoing attempted contacts every 15 days by the school Principal or Office Manager(document).

\*\*The days absent count will start over on February 1\*\*

### Online Learning Attendance Procedure & Policy: Roles and Responsibility Chart

Role	Responsibility
Parent/Guardians	If student will be unable to login to Brightspace to complete their synchronous or asynchronous learning activities during a school day, it is the parents/guardian's responsibility to notify the school through a phone call (905) 768-3222 or email <a href="mailto:LSK.Secretary@mncfn.ca">LSK.Secretary@mncfn.ca</a> to notify of excused absences. Where possible, providing advanced notice is preferred.
LSK Office Manager	It is the LSK Office Manager's responsibility to utilize the D2L intelligent agent "Students NOT Logging-in Daily" to enter daily absences from the previous school day into Maplewood and then contact flagged parents/guardians.

	<p>It is also the LSK Office Manager’s responsibility to input excused absences received from parent/guardians (phone calls &amp; emails) into Maplewood. Additionally, the LSK secretary will email teachers to inform them of excused absences received from parents/guardians.</p> <p>The LSK Office Manager will stop daily phone calls when students reach 10 days. Additionally, the LSK Office Manager will be responsible for recording all demitted 6-13-year-old students in an attendance binder. Finally, the LSK Office Manager will send an iPad return letter electronically and regular mail to notify parents/guardians that they need to return the school’s device if attendance has not approved.</p>
Teachers	It is the teacher’s responsibility to utilize the D2L course Intelligent Agent “Students NOT Logging-in 5 Days” to contact parents/guardians. Teachers will also document their communications with parents/guardians.
Principal	It is the principal’s responsibility to utilize the D2L Org Intelligent Agent “Students NOT Logging-in 10 Days” to contact parents/guardians and send an attendance letter electronically and by regular mail. The Principal will also document their communications with parents/guardians. Principal has the responsibility to get consent from the parent/guardians for any referrals to Social & Health Services. All students under the age of 14 who are demitted must have ongoing attempted contact every 15 days.
Social & Health Services	It is Social Health Services responsibility to work collaboratively with the principal to assist the family if a referral is made after 10 days of absence. Social and Health Services will also document their communications with parents/guardians.
LSK Librarian	The principal will inform librarian of any student who has not logged in for 15 days. The iPad will be deactivated by the librarian.

- At any point, teachers have the ability to use their professional judgement to contact LSK families if they are worried about the student’s online learning performance or general health and wellness.
- If at **any time** staff are concerned for the well-being of a student a call may be made to the appropriate authorities; Children’s Aid Society (as per Duty to Report) and/or Police (wellness check).
- Absenteeism is not in itself a child protection issue, but if a staff person believes that there is risk of harm to the child, they must follow Duty to Report procedures and call Brant Family and Children’s Services.
- If there is chronic or current involvement with CAS, communications to the CAS worker is appropriate if parent/guardian contact is unsuccessful or continues to be absent.