



MEMO

TO: All PHA Faculty and Staff
FROM: Director Alaiasa
DATE: August 5, 2020
SUBJECT: 1 Year Waiver Requirements for SY: 2020-2021, Attendance Procedures

The following information has been provided from USBE to address the online learning/hybrid model of teaching. This waiver has been approved for PHA for 1 school year only to address the length of time and how many days students receive instruction.

180 day/990 Hour Requirements and Learner Validation Enrollment:

- **1 year waiver** has been extended to all schools operating an ONLINE and/or HYBRID program to be:
 - 180 days of instruction
 - 990 hours of educational services
- Assurances were submitted to provide students quality instruction through blended learning and establishing norms for formative/summative assessments

Tracking Student Participation in the new COVID era:

- **In-Person Learning:**
 - Daily attendance checks ensuring attendance is entered into ASPIRE every Friday by PLC meeting
- **Online Learning:**
 - *Tracking Attendance*
 - **Online Unexcused Absence:** Student participating during **Online** days do not attend scheduled courses. Make up work may be available upon Teacher discretion.
 - **Online Tardy:** Student participating during **Online** days enter into session 10 mins after beginning of class session. Make up work maybe available upon Teacher discretion.
 - **Online Disengaged:** Students may log into **Online** session but do not participate in discussion or active learning. Make up work maybe available upon Teacher discretion.
 - **Online Tech Issues:** Student unable to attend **Online** sessions due to technical difficulties. Make up work maybe available upon Teacher discretion.
 - **Online Excused Absence:** Parent has communicated with teacher for **Online** session they will not be participating due to: illness or death in the family. Make up work will be available for all excused absences.

○ ASPIRE CODES:

Current Codes		Proposed Codes for Hybrid	
E	Excused	E	Excused
/	Half Day	/	Half Day
M	Medically Excused	M	Medically Excused
N	Half Day Afternoon	Z	Suspended
Z	Suspended	V	Vacation
V	Vacation	U	Unexcused
A	Activity	I	In-School Suspension
H	Homebound	N	Online Disengaged
P	Phone Report	A	Online Absent
S	Sluff	H	Online Tardy
U	Unexcused	P	Online Tech Issues
I	In-School Suspension	S	Online Excused Absence

- All attendance will be entered into ASPIRE every FRIDAY Before PLCs

Attendance Communication:

- *These procedures do not deter teachers from being proactive and reaching out to families at any point*

Days Absent	Action To Be Taken	Responsibility
3 Consecutive Days of Absence	Phone Call home	Teacher
<i>Proactive Measure</i>	<ul style="list-style-type: none"> • <i>Teacher continues to communicate to see if additional support is needed</i> • <i>Documentation begins</i> • <i>Teacher meets with Parent and Student</i> • <i>Teacher informs Counselor prior to Counselor follow up</i> • <i>Teacher informs Parent and Student of Counselors follow up call</i> 	
5 Consecutive Days of Absence	Phone Call home	Counselor
<i>Proactive Measure</i>	<ul style="list-style-type: none"> • <i>Counselor connects with family</i> • <i>Home Visit options available</i> 	
8 Consecutive Days of Absence	Parent Meeting Scheduled Letter Sent to Family	Admin
<i>Proactive Measure</i>	<ul style="list-style-type: none"> • <i>Admin and Counselor communicate to provide supports for family</i> • <i>SST Meeting with Admin, Teacher, Counselor and Parent</i> 	
10 Consecutive Days of Absence	Student Withdrawn from School Roster	Office