
PREUSS SCHOOL

Administrative Circular # AC1002

Date: August 23, 2020

Subject: Fall 2020 Attendance Policy and Procedure

Departments and/or

Persons Concerned: The Preuss School Scholars and Parents

Reference:

Action Requested: To send the below Fall 2020 Attendance Policy and Procedure to Parents and Scholars

Purpose: To establish a Fall 2020 Attendance Policy and Procedure for scholars and parents to follow to maximize the engagement needed to achieve remote learning success.

Discussion/Resolution: The Governor has mandated that schools verify the engagement of each scholar.

1. Scholars are expected to report and engage in **each class** daily, **Monday through Friday**.
2. The instructor will report attendance in Aeries within the **first 20 minutes** of class. (window is open until 10pm, however period absences not reported within the first 20 minutes will not receive parent notification.
3. During asynchronous lessons if students show no evidence of engagement, the student will be marked absent. The front office will follow up with calls to parents to verify absence, for example: "Your student was marked absent today in Block 1. They have an opportunity to log in and complete the work by the end of the school day today. If they complete the work today they will be marked present. For all future absences, please call **858/822-0311** or email pavillanueva@ucsd.edu to let us know your student will miss class." Scholars may contact their teachers directly regarding absences, but the parent will still need to contact the attendance office regarding any absence at Instructors may update their roll call at the end of the work day to capture completed work.
4. Students will use their last name, first name, and middle initial for each Zoom session..
5. Instructors will ask students to enter a statement or response to a question in the **Zoom chat** at the beginning of each class. Samples include:
 - a. Their name
 - b. Favorite color

6. Truant: A pupil who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. Parents of Truants must be notified because a truant is a violation of California's compulsory education law, and parents are required to compel their children's attendance in school.
7. Chronic Absentee: is a pupil who is absent on 10% or more of the school days in the school year. The Preuss calendar offers 198 days of instruction; after missing 19 school days for any reason, a student is considered a chronic absentee (Chronic Absenteeism includes excused absences, unexcused absences, and suspensions).
8. If students are experiencing technological issues, please contact Ms. Villanueva at pavillanueva@ucsd.edu as soon as possible for guidance.
9. If absences are related to COVID-19, please report this to Ms. Villanueva at pavillanueva@ucsd.edu so that she can follow required procedures.

APPROVED:

Matthew Steitz Ed.D.

Principal serving The Preuss School UCSD

REV. KAM 8/23/20