

McComb Local School

328 S. Todd Street • McComb, OH 45858 • 419-293-3979

Mr. Tony Fenstermaker, Superintendent • Mrs. Linda Clymer, Treasurer

Attendance and Accountability For Remote/Virtual Classroom Instruction

It is important to note that using the 2020-21 Student Handbook should still be your first resource to find answers to questions or concerns regarding attendance. However, in order to condense key information this communication highlights many attendance-related areas.

Attendance shall be required of all students enrolled in school whether it be in person, remote days, or in the McComb Virtual Classroom (online only). It is the responsibility of parents/guardians to communicate reasons for all absences to the school. Parents, not students, must notify the school of their child's absences at 419-293-3286 (PK-6) or 419-293-3853 (7-12) by 8:30 AM.

The school will contact the parent if the child is absent from in person classes as required by law within 120 minutes after the beginning of the day's class.

The Following Factors Are Examples of Excused Absences:

- Student illness (a written physician statement verifying the illness may be required)
- Appointment with a healthcare provider
- Illness in the family necessitating the presence of the child
- Quarantine of the home (if they cannot do the remote learning)
- Death in the family
- Necessary work at home due to incapacity of parent/guardian
- Religious observation
- Any legitimate reasons which receive prior approval by the principal

In addition to the list above, absences from remote learning/virtual classroom may be excused by calling 419-293-3286 (PK-6) or 419-293-3853 (7-12). Examples can include:

- Temporary internet outage for individual students or households
- Unexpected technical difficulties for students or households
- Computer/device malfunction
- Malfunction/repair of district owned devices

The Following Factors Are Considered Unexcused Absences:

- Car trouble
- Running errands for non-emergency situations
- Absences that are not explained by a preplanned note/email
- Class cutting (in person/remote/Virtual Academy)

Attendance for Remote Learning Days shall be tracked by evidence of daily participation which may include but is not limited to:

- Daily login to the learning platforms such as Google Classroom or Progress Book
- Daily interaction with the teacher. This includes but is not limited to video conference, emails, telephone calls or other formats resulting in student engagement
- Assignment completion based on the "typical" amount of time it takes to complete assignments. This time can also reflect adjustments.
- Attendance will be taken each day. Students who are not in attendance will be reported to our attendance officer.

Attendance for McComb Virtual Classroom shall be tracked by evidence of daily participation which may include but is not limited to:

- Daily logins to the learning management system.
- Assignment completion based on the "typical" amount of time it takes to complete assignments. This time can also reflect adjustments.

Teachers will progress monitor and report to the principal missing assignments or any student failing a class throughout the grading periods. Parents will receive notice of missing assignments, failing grades by email and/or mail. Missing assignments or absences will result in a written referral to the principal.

Parents can monitor their child's progress by logging into Progress Book to review their student's progress and view assignment completion.

Parents are strongly encouraged to frequently communicate with all teachers by email.