The Pennsylvania Department of Education (PDE) has published guidance for SY 2020-21 that includes the following:

“Any school entity that includes time spent in a remote learning environment toward instructional time requirements must implement a system that accurately tracks out of school instructional time similar to attendance in the school building.”

Consistent with this guidance, it is critical that the School District of Philadelphia implement attendance procedures that facilitate the ability to document and report true and meaningful attendance information for all students, including those engaging in remote learning. The attendance protocols for the School District of Philadelphia for SY 2020-21 are:

**During 100% Digital Learning:** The following guidance for attendance during 100% digital learning will be implemented when students are NOT daily entering school buildings and, instead, receiving all digital instruction. Attendance will be:

1. Taken for each attendance bearing period for which the student is scheduled.
2. Recorded for all periods and for all students by the end of each school day.
3. If a student attends fewer than all their classes each day and the student’s parent or guardian has not provided a written excuse for the absence, the student will be considered cutting class.

**Teachers should use the following five methods to track out-of-school instructional time similar to attendance in the school building as the PDE published guidelines require:**

1. At least 90% participation using the virtual platform identified by the school district.
2. Interaction with a teacher as part of synchronous small group instruction.
3. Submission of assignments through the digital method identified to include email, phone, text or other methods that demonstrate the student’s engagement with the course material.
4. Participation in online instructional/learning tools (e.g. Edgenuity)
5. Attending an approved city site to engage in digital learning (e.g. PHA community centers, libraries, etc.).

Expectations throughout the day:

**TEACHERS are expected to:**

1. Be required to mark the student absent for any class for which the student does not provide documentation of participation by one of the methods listed above.
2. Record daily attendance for each period by 11:59 PM of the current day.
3. A student will need to have at least one period in which attendance is marked as present to be considered present for the day.
4. Assign deadlines for assignments and ensure students know when they are expected to attend class and the assigned work to return that can be marked towards a student’s attendance.
5. Support students with interventions for classes they are cutting. They can reach out to their attendance coach for support by emailing attendanceandtruancy@philasd.org
For younger students who may be supervised by older siblings, there needs to be flexibility for the time work must be completed during the day to accommodate parents or guardians working outside the home who cannot help with school work during traditional school hours.

**STUDENTS:**
Students are expected to:
1. attend school daily.
2. be prepared each day and
3. be ready to learn and engage in instruction.
4. complete assignments on time each day for each class.
5. adhere to the Student Code of Conduct at all times while engaged in digital learning.
6. abide by all internet policies and procedures.
7. submit their work assignments for each day, by a pre-established deadline for completion of that work as communicated by the teacher.

**PARENTS:**
Parents are expected to:
1. Have their children ready to engage every day in digital learning.
2. Support their children in logging into the system, if necessary
3. Assist with contacting support from teachers if their child is struggling.
4. Contact the teacher each time their child is unable to attend school on any day and provide the reason.
5. Share with the teacher or school-based staff any barriers to their child’s continuous attendance that could impact the students educational achievement.

**PRINCIPALS:**
Principals are expected to:
1. Ensure that the attendance designee in the building is monitoring student attendance and class cuts.
2. Ensure attendance and truancy procedures and protocols are initiated if a student is not attending class or school regularly, including convening virtual SAIP meetings, if needed.

**During Hybrid Learning:**

Attendance procedures for students in the hybrid learning model.

1. Attendance for in person instruction in the hybrid model will be taken for each attendance bearing period as well as on the remote learning days.
2. A student who attends at least one attendance bearing period is considered attending for the day.
3. If a student attends fewer than all their classes each day and the student’s parent or guardian has not provided a written excuse for the absence, the student will be considered cutting class.
4. On the days the student attends remotely the following methods will be used to track instructional time:
   - At least 90% participation using the virtual platform identified by the school district.
   - Interaction with a teacher as part of a synchronous small group instruction
● Submission of assignments through the digital method identified to include email, phone, text or other methods that demonstrate the student’s engagement with the course materials.

● Participation in online instructional/learning tools (e.g. Edgenuity)

● Attending an approved city site to engage in digital learning (e.g. PHA community centers, libraries, etc.).

Expectations throughout the day

**STUDENTS:**
Students are expected to:
1. Attend school daily, whether remotely or in person.
2. Be prepared each day and be ready to learn and engage in instruction.
3. Complete assignments on time each day for each digital and in person class.
4. Adhere to the Student Code of Conduct at all times while engaged in both digital and in-person instruction.

**PARENTS:**
1. Parents are expected to: Have their child(ren) ready to engage every day in learning.
2. Assist their child(ren) in logging into the system if necessary, to ensure their child’s attendance is marked on remote learning days.
3. Assist with reaching out for support from teachers if their child is struggling or has barriers to attending school each day.
4. Ensure their child attends in-person instruction on that child’s scheduled days.
5. Reach out to the professional school counselor for support if there are barriers to regular attendance.

**PRINCIPALS:**
Principals are expected to:
1. Ensure that the attendance designee in the building is monitoring student attendance and class cuts for both the hybrid and the digital model.
2. Ensure attendance and truancy procedures and protocols are initiated if a student is not attending class or school regularly, attendance and truancy procedures and protocols must be followed, including convening holding virtual SAIP meetings, if needed.

**FAQ FY20-21 Attendance Guidelines:**
https://docs.google.com/document/d/1H4U9Td6W_CMXQRoVbOUfMlQ3dgXH7hDFqtJgNQeJw/edit?usp=sharing