

Highland Academy Charter School

Distance Learning Daily Participation Policy for the 2020-21 School Year

California's compulsory education laws continue to apply for all persons between the ages of 6 and 18 and not otherwise exempted under the law. **A student who does not participate daily in either in-person instruction or distance learning shall be deemed absent by the School** in violation of compulsory education laws and for purposes of reporting chronic absenteeism. The School's attendance policy and procedures continue to apply. To the extent the School's Attendance Policy contradicts this Policy, this Policy shall control.

Daily participation in distance learning may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between School employees and students or parents or guardians.

The School has developed the following tiered reengagement strategies for students who are absent from distance learning for more than three (3) schooldays or sixty (60) percent of the instructional days in a school week:

- 1) Verification of current contact information for each enrolled student.
- 2) Daily notification to parents or guardians of absences;
- 3) Outreach from the School to determine student needs including connection with health and social services as necessary and when feasible, transitioning the student to full time in-person instruction.
- 4) Changing a student's elective class to a study period supervised by staff (where appropriate) to ensure academic progress is being made.

Students who do not complete assigned work to the degree that they are earning passing grades may be subject to retention, which would require them to repeat their current grade during next school year prior to being promoted.

The School shall document daily participation for each student on each school day, in whole or in part, for which distance learning is provided. The School shall track student daily participation in distance learning as follows:

- Taking daily and meeting attendance in PowerSchool
- Monitoring grades as entered by teachers in the PowerSchool grading portal

For synchronous instruction, the School will require students to attend Zoom meetings for their classes to demonstrate Student participation. For asynchronous instruction, the School will require students to complete all assigned work to demonstrate Student participation.

The School shall ensure that a Weekly Engagement Record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.