**WCSD Guide to Taking Attendance for Distance Learning**

**Elementary Level**

* Attendance for distance learning is taken **daily**, students are required to participate in learning activities daily when distance learning is in effect.
* Teachers should log into Infinite Campus and take attendance normally as they have contact with students.
* Students are considered present if there is **meaningful contact** between the student and a certified staff member at any point during the day
	+ Meaningful contact refers to contact in which learning goals towards standards are discussed and must be more than a wellness check in. Meaningful contact could include: an online class session, assignment, or discussion, conversations between a teacher and student about course progress, completed electronic or paper assignments returned to the teacher, or a student making regular daily progress in classwork leading towards mastery of the NVACS which can be verified appropriate documentation.
	+ Schools should follow guidelines from the Office of Academics with regards to appropriate amounts of time working for each grade level.
* Students are also considered present if they work on paper and return completed assignments on the next in person day following the distance learning. Note that work must be returned at least once per week in order for students to be considered present during that week.
	+ In the event that no contact is made between the student and a certified staff member, but paper-based work is returned on a subsequent day teachers will need to notify the attendance staff in the office and the absent codes will have to be changed to reflect that the student did participate in the paper-based distance learning.

**Secondary Level**

* Attendance for smoke/snow days is taken **daily**, students are required to participate in learning activities daily when distance learning is in effect.
* Teachers should log into Infinite Campus and take attendance normally as they have contact with students.
* Students are expected to participate in **each course** daily to be counted as present in that course.
* Students are considered present if there is **meaningful contact** between the student and a certified staff member for each course at any point during the day.
	+ Meaningful contact refers to contact in which learning goals towards standards are discussed and must be more than a wellness check in. Meaningful contact could include: an online class session, assignment, or discussion, conversations between a teacher and student about course progress, completed electronic or paper assignments returned to the teacher, or a student making regular daily progress in classwork leading towards mastery of the NVACS which can be verified appropriate documentation.
	+ Schools should follow guidelines from the Office of Academics with regards to appropriate amounts of time working for each grade level.
* Students are also considered present if they work on paper and return completed assignments for each course on the next in person day following the smoke/snow days.
	+ In the event that no contact is made between the student and a certified staff member, but paper-based work is returned on a subsequent day teachers will need to notify the attendance staff in the office and the absent codes will have to be changed to reflect that the student did participate in the paper-based distance learning.