District: Holmes County Consolidated School District
Section: J - Students
Policy Code: JBDE - Reporting Attendance for Virtual Learning

REPORTING ATTENDANCE FOR VIRTUAL LEARNING

The Holmes County Consolidated School District will operate on one of three learning models, or any combination thereof.

DEFINITIONS

In-Person (Traditional) Attendance – Classes where the student accesses instruction within the physical school building or on the school campus.

Virtual Attendance – Student accesses instruction outside of the physical school building such as online or through distance learning mechanisms.

Synchronous Instruction – Model that involves two-way, real-time/live, virtual instruction between teachers and students when students are not on campus.

Asynchronous Instruction – Instruction that does not require having the instructor and student engaged at the same time.

Asynchronous Offline Mode – Model that is typically used for students who do not have access to content via an electronic device and who are present for class off-site, completing assignments via pencil and paper.

STUDENT ATTENDANCE

Student attendance data will be collected and reported in accordance with state and the Mississippi Department of Education requirements.

Daily attendance shall be reported using the following types: traditional (in-person) and virtual (online/distance learning).

1. For in-person attendance, consistent with existing regulations, a student will be marked present or absent.

2. For virtual (online/distance learning) attendance, the student shall be marked present or absent based on the following:
   a. If the district uses a learning management system (LMS), the student shall be authenticated and engaged in education consistent with the district's prescribed policy; or

   b. If the district does not use an LMS, the district shall make one-on-one contact with a student for the day to authenticate their presence and provide daily evidence of engagement consistent with the district's policy.

Types of Traditional, Hybrid (if applicable), and Virtual Scheduling Based on Restart/Digital Learning Plan/Home Connectivity

1. **In-Person (Traditional) School Model** – Daily in-person attendance for traditional students will be collected and reported as follows:

   a. Hours at school

   b. Consistent with existing regulations, a student will be marked as present or absent in the Local SIS (Student Information System) on a daily basis.

   c. Attendance will be reported to MSIS (Mississippi Student Information System) on a monthly basis.

2. **Mixed Mode (Hybrid)(If applicable, based on current State Board of Education Policy)** – The hybrid model consists of a combination of both traditional and virtual instruction. The district will designate in MSIS which days of attendance are counted via which mode (daily or weekly).

3. **Synchronous Online Mode (Digital-Virtual)**

   a. Daily assignment [a minimum of 330 minutes of instruction] completed = hours toward daily attendance

   b. Attending scheduled daily interactions = hours toward daily attendance

   c. Reporting

      i. Daily metadata for accessing software, completing assignments, and participating

      ii. Report engagement in Local SIS daily [data integration with LMS]

      iii. Report attendance to MSIS monthly

      iv. Automated metadata report to MDE via LMS monthly

4. **Synchronous Online Mode (Digital-Virtual)**

   a. Daily assignment [a minimum of 330 minutes of instruction] completed = hours toward daily attendance.

   b. Attending scheduled weekly interactions [one-on-one or in groups] = hours toward daily attendance.

   c. Reporting

i. Daily metadata for accessing software, completing assignments, and participating

ii. Report engagement in Local SIS daily [data integration with LMS]

iii. Report attendance to MSIS monthly

iv. Automated metadata report to MDE via LMS monthly

5. **Asynchronous Offline Mode (Digital-Virtual)**

   a. Daily assignment [a minimum of 330 minutes of instruction] completed = hours toward daily attendance.

   b. Attending scheduled weekly interactions [one-on-one or in groups] = hours toward daily attendance.

   c. Reporting

      i. Weekly metadata for accessing software, completing assignments, and participating

      ii. Report engagement in Local SIS weekly [data integration with LMS]

      iii. Report attendance to MSIS monthly

      iv. Automated metadata report to MDE via LMS monthly

6. **Asynchronous Offline Mode (Learning Packets)**

   a. Daily assignment [a minimum of 330 minutes of instruction] completed = hours toward daily attendance.

   b. Attending scheduled weekly interactions [one-on-one or in groups] = hours toward daily attendance.

   c. Reporting

      i. Report attendance in Local SIS weekly

ii. Report attendance to MSIS monthly

Absent students will be entered as either excused or unexcused consistent with MS Code, MDE State Board Policy, and district policy. Unexcused absences will result in the same reporting of truancy referrals.

DUAL ENROLLMENT

When dually enrolled, the student may be counted, for total funding formula purposes, in the net enrollment of the public school district in which the student attends high school. Therefore, during dual credit class periods on days when the college schedule does not align with the district's schedule, students will not be counted as absent.

LEGAL REF: Miss. Code Ann. §§ 37-1-3, 37-13-91, and 37-151-5(j); State Board of Education Chapter 9, Rule 9.2.

Adopted Date: 10/8/2020
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