

Attendance Tracking Procedures for Students during COVID-19 Pandemic School Year 2020-21
Effective October 13, 2020

NCS policy, JED-R: <http://go.boarddocs.com/vsba/norton/Board.nsf/goto?open&id=BGRGZD45D5F> addresses tracking and defining attendance for Norton City Schools during the 2020-21 school year. I encourage you to review the policy and specifically the section, "Tracking Student Attendance in Various Instructional Delivery Methods." Time-based and task/product-based are both outlined in this policy.

Beginning the 2nd nine weeks, the following attendance guidelines will be required for 100% Virtual Academy students:

- Parents who have chosen the Virtual Academy track have agreed to ensure their child is completing all assignments for all enrolled courses. Recorded attendance is based on weekly completion of assignments.
- 50% of all weekly assignments must be submitted in order to be counted present 5 days of the specific week that assignments were made.
- Any percentage of the assignments completed below 50%, attendance will be determined by the percentage of the assignments completed. The percentage of the assignments completed X 5 will give the total # of days marked as "attended" for that specific week. (Example: 40% of assignments x 5 = 2 days attendance recorded for the week.)
- Virtual students can complete and submit their assignments at any time during each week. It is the students' responsibility to access the instructional information prior to completing the assignments.
- Students who complete no assignments will be counted absent for the entire week.
- They may still make up the work, but they cannot make up the absences. The truancy guidelines will still apply.

**** The guidelines above reference ATTENDANCE. **Grading** is separate from attendance. All assignments will be graded and recorded. Any missed/skipped assignment that is not made up will be recorded as a failure. Please check with your child's individual teachers regarding class make-up work procedures.*

Nothing in this guidance shall be construed to excuse a parent or guardian from the compulsory attendance requirements set forth in § [22.1-254](#) of the Code of Virginia.