Attendance/Engagement Learning Forward Subgroup: Final Recommendation

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MIHS

Updated 8/14/2020

Purpose:
The purpose of our Attendance and Engagement subgroup has been to create meaningful feedback for students and parents, provide an efficient tool that for teachers to use, and to provide early warning data for intervention team members.

Team members:
Lewis, Jones, Cree, S. Shannon, S. Ford (parent), Wold, Fitzgerald, Welch, Stella (MIHS Student)

Process:
The A/E subgroup met three times over three weeks. In our first meeting, we reviewed attendance taking practices from last year, worked to define “engagement” and identified a key goal of creating regular and meaningful feedback for students and parents. At our second session, we reviewed a draft rubric based on feedback from the first. Then in our third session we reviewed a refined version of our first draft. The final recommendation from the group had full consensus from all members present on 8/6.

Notes:
● The goal is to have these daily attendance and weekly participation/tech expectations recorded in Skyward for parent/student feedback and for tracking of student progress, creation of interventions/supports
● Per OSPI attendance will be taken daily
● Participation and Tech Expectations recorded weekly (Fridays are proposed)
● Specific Tech Expectations will be articulated by the Tech Exp subgroup
● Default settings will be “3” (meets expectations) for each of the three categories
● Students who are 10 or more minutes late will be considered “tardy/absent/unexcused” Teachers will need to mark a “1” for attendance and email the attendance office that the student was 10 or more minutes late
● A YouTube video outlining the final recommendations are posted at https://youtu.be/c8g3py4AQjQ
### Record Daily

<table>
<thead>
<tr>
<th></th>
<th>1 Below Expectations</th>
<th>2 Approaching Expectations</th>
<th>3 Meets Expectations</th>
<th>4 Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily Attendance</strong></td>
<td>Student did not log in to class at all and/or was not present for the duration of the class</td>
<td>Student was less than ten (10) minutes late logging in to the start of class but was otherwise present</td>
<td>Student was on time and present for the duration of the class</td>
<td>Student was on time and present for the duration of the class, and participated in extra learning activities outside of the class time</td>
</tr>
</tbody>
</table>

### Record Weekly (Fridays are proposed)

<table>
<thead>
<tr>
<th></th>
<th>1 Below Expectations</th>
<th>2 Approaching Expectations</th>
<th>3 Meets Expectations</th>
<th>4 Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engagement in Learning Activities</strong></td>
<td>Student did not participate in any classroom activities for the week</td>
<td>Student participated in some classroom activities for the week</td>
<td>Student participated in all classroom activities for the week</td>
<td>Student participated in all classroom activities for the week, and demonstrated evidence of leadership or initiative</td>
</tr>
<tr>
<td><strong>Tech Expectations</strong></td>
<td>Student did not demonstrate respectful, responsible, and ready to learn behavior during class sessions this week</td>
<td>Student’s demonstration of respectful, responsible, and ready to learn behavior during class was inconsistent during class sessions this week</td>
<td>Student consistently demonstrated respectful, responsible, and ready to learn behavior during class sessions this week</td>
<td>Student consistently demonstrated respectful, responsible, and ready to learn behavior during class sessions this week and appropriately encouraged peers to do so</td>
</tr>
</tbody>
</table>