SOUTHERN OKLAHOMA
TECHNOLOGY CENTER: DISTRICT POLICY **EB**

ATTENDANCE

SouthernTech attendance policy is modeled after the workplace. Students are expected to be in class every school day and take care of personal business on their own time. Student attendance will be recorded daily and will become part of a student's permanent record. District Attendance Regulation EB-R1 is published in Student Orientation materials and on the SouthernTech website.

Virtual Attendance Policy: District recognizes that circumstances may create a need for the implementation of its virtual education program. In the event that this situation arises, the first date of attendance for a student beginning a virtual education program with District shall be the first date the student completes a virtual instructional activity. "Instructional activities" shall include instructional meetings with an instructor, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing, and other activities identified as such by the District.

A student who is attending a virtual educational program through District shall be considered in attendance for a quarter if the student:

a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter.
b. Is on pace for on-time completion of the course as defined by District's board of education, or
c. Completes no less than seventy-two (72) instructional activities within the quarter of the academic year.

For students who do not meet any of the above-mentioned criteria, the amount of the attendance recorded shall be the greater of:

a. The number of school days during which the student completed instructional activities during the quarter.
b. The number of school days proportional to the percentage of the course that has been completed, or
c. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Students are expected to login and work daily on assignments and tasks as assigned by District employees or the assigned learning platform. All assignments must be completed by the assigned due date and will be graded and recorded in the gradebook weekly. The same grading scale and policies with respect to completion of work will be applicable. Instructors will monitor

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student work on a regular basis and meet with each student virtually as necessary based on the specific course. Instructor attendance will be monitored with respect to their availability to their students and performance of their daily teaching duties. Students who violate the District's attendance requirements are subject to disciplinary action, including but not limited to academic probation.

For students who are participating in a part-time or temporary remote learning program, attendance and participation will be monitored in accordance with District policy and through documented student/instructor/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the student/instructor/course interaction demonstrates student progress toward learning objectives as well as regular engagement in course activity. Regular engagement in the course activity includes, but is not limited to, daily log-ins to the assigned learning platform and completion of required activities. Daily log-in times must meet duration requirements necessary to complete the required activities.

Policy

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