

## FACE-TO-FACE

Attendance Process

(M/W or T/R  
& assigned Fridays)

- Attendance will be taken each day on-campus (M/W or T/R and assigned Fridays – depending on the days the student is assigned to Face-to-Face learning) or through an approved off-campus program placement (co-op, internship, work-based experience) in accordance with the attendance laws of the State of Ohio.

## DISTANCE LEARNING

Attendance Process

(M/W or T/R  
& assigned Fridays)

- Attendance will be taken each week (M/W or T/R and assigned Fridays – depending on the days the student is assigned Distance Learning)
- All teachers will assign **at least** one grade per week (per M/W or T/R).
  - This may be equivalent to one assignment
  - More than one assignment may be given
  - This may be a checkpoint within a larger unit, project, or lab experience
- Teachers will assess and record attendance by the following Friday based on the process outlined below and will make necessary changes to the attendance in the system.
- Teachers will post assignments for the week each Monday morning.
- All assignments are due by 11:59pm the following Sunday for attendance consideration.  
**Please note: although assignment completion affects attendance, assignment quality/correctness is assessed separately for a grade.**
- Teachers will assess the following when recording attendance for Distance Learning:
  - ❖ Full completion of work = 100% attendance for the course for that week  
Please note: although assignment completion affects attendance, assignment quality/correctness is assessed separately for a grade.
  - ❖ Partial completion of work + engagement in two-way communication between the student and the instructor = 100% attendance for the course for that week
  - ❖ Partial completion of work + engagement in distance learning sessions online = 100% attendance for the course for that week
  - ❖ Zero completion of work + engagement in two-way communication OR in distance learning sessions = 100% attendance for that week.  
Please note: although engagement can affect attendance, assignment completion and quality/correctness is assessed separately for a grade.
  - ❖ Zero completion of work + zero engagement in two-way communication OR in distance learning sessions = 0% attendance for that course for that week

## FRIDAY

Attendance Process

Teacher-Driven  
5th Day Experience

(Fridays only)

**Fridays are a personalized/teacher-directed Fifth Day Experience (during semester 1)  
They are required days of school attendance and can be one of the following:**

- Complete virtual/distance learning for academic and/or lab assignments online
- On-site/in-person at the student's regularly assigned campus by appointment
- An approved site for work-based learning experience  
Students will be assigned/approved for their Friday location one week in advance, based on: academic needs, lab needs and industry opportunities \*Fridays are personalized based on need, preference and availability of offerings

# TIER 2 HYBRID MODEL

## ATTENDANCE PROCESS IMPORTANT TERMS & DEFINITIONS

### FACE-TO-FACE

Is defined as

- The attendance recorded for courses taken on the student's assigned Face-to-Face days (M/W or T/R and assigned Fridays) on campus or during program placement off-campus (co-op, internship, work-based experience. These days/hours count toward the attendance laws of the State of Ohio.

### DISTANCE LEARNING

Is defined as

- The attendance recorded for courses taken on the student's assigned Distance Learning days (M/W or T/R and assigned Fridays) online while not on campus. These days/hours count toward the attendance laws of the State of Ohio.

### ASSIGNMENT

Is defined as

- A defined task or piece of work that is counted for a grade. This can include a checkpoint within a larger unit, project, or lab experience.

### COMPLETION OF WORK

Is defined as

- Student shows evidence of solid effort to complete the assignment
- Assessment of full completion is at the discretion of the teacher

### ENGAGEMENT IN TWO-WAY COMMUNICATION

Is defined as

- A student initiates or responds to email communication (or Schoology) with their instructor to communicate successes and struggles they are having around the specific assignment, standards or other academic concerns
- A student and teacher connect face-to-face during days on-campus to communicate around specific assignment, standards or other academic concerns
- A phone call exchange between the teacher and student to communicate around specific assignment, standards or other academic concerns

### ENGAGEMENT IN DISTANCE LEARNING SESSIONS

Is defined as

- Distance Learning sessions via Zoom or other online platforms for the entire class of students that includes online teaching and learning.
- Small Group Distance Learning sessions via Zoom or other online platforms for targeted instruction
- 1:1 Distance Learning sessions via Zoom or other online platforms for individual academic support

**Distance Learning session attendance is not required and will not count as a grade. However, Butler Tech strongly recommends students make arrangements to attend these scheduled sessions.**