

Ohdela Attendance and Engagement Guidance

School Year 2019-2020

How does the Ohio Department of Education define Engagement and what do they require?

Unlike Ohio brick and mortar schools who receive set funding per student simply based upon enrollment, e-schools are funded based upon the number of engagement hours submitted for each student. Engagement is defined as time spent in learning activities as tracked by online systems or submission of offline time (See later section within this document for more info on offline time).

The Ohio Department of Education (ODE) requires each student to earn 920 hours of instructional opportunities each school year. Since the OHDELA Academic calendar has 184 school days, students stay on track to complete that 920 hours by engaging in 5 hours of instructional learning opportunities each school day. ODE allows us to count up to 10 hours of engagement time for a student in any 24 hour period. ODE does not allow us to capture any time above 10 hours in a 24 hour period towards the year long goal of 920 hours. Per ODE guidelines, if your child works for 12 hours in one day your child may only be credited with 10 hours of engagement time.

The Ohio Department of Education allows OHDELA to report weekend helper time that assists in the attendance time accumulated on Mondays and Fridays only. If a student fails to achieve 5 total hours on a Friday, the student can perform learning opportunities on Saturday only and that activity time will count to help or assist the Friday attendance record. A student is able to perform the same rule on Sunday by adding their activity time to Monday to help affect their attendance code for those days. If a holiday falls on a Friday or Monday where that day was not a calendar day and attendance will not be taken the weekend helper rule will not apply.

Any minute and/or hour during an official school day that a student has no engagement data logged (no online time caught by the system, no offline time submission) results in a reduction of funding to the school for that student, and an accumulation of non-engaged time that could result in truancy action.

What counts as Engagement at OHDELA

At Ohdela students earn engagement time by completing any of the following: working within a course, attending a live conference session in Big Blue Button, completing work in iXL, iReady, Newsela, Moby Max, Gizmos, Reading A to Z, Brain Pop and submission of offline time once approved by a certified teacher.

What is the difference between Attendance and Engagement?

A student must accumulate engagement time each day to inform an attendance designation for the day. **Students must accumulate 5 hours (300 minutes) of engagement daily through a combination of time logged in courses, live session conferences, supplemental programs (iReady, Reading A to Z, Newsela, etc...), and approved offline time submissions in order to be counted as Present for the day.** A student with evidence of 4 hours of *engagement time* would be credited for the 4 hours towards the year long engagement goal of 920 hours, but would only be awarded *partial attendance* for the school day since the 5 hour requirement was not met. In this example, a student with 4 logged hours would accumulate 1 non-engaged hour. Continued accumulation of unengaged hours results in truancy action. Continue reading the section on Attendance to understand how unengaged hours can become truancy.

How does the Ohio Department of Education define Attendance and what do they require?

Ohio community school law requires children to receive a minimum of 920 hours of learning opportunities per school year and, as such, attendance is measured in this manner. Routine and accurate reporting of educational learning is critical. Under Ohio law, there are significant actions that a school must/can take if a student does not routinely attend school (report educational learning hours) in accordance with school policy.

- If any student fails without legitimate excuse to participate in **72 consecutive school hours** they will be automatically withdrawn from the school in accordance with Ohio law.
- If a student is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year** they are considered a “habitual truant” in accordance with Ohio law. The School shall assign each habitual truant to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student’s continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student’s Parent/Guardian, alleging that the student is an unruly child based on habitual truancy.
- If a student is truant and the Parent/Guardian has failed to cause the student’s attendance, the School may require the Parent/Guardian to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

What counts as Attendance at OHDELA?

Attendance is tracked via a combination of the following: reports that are required to be submitted by Parents/Guardians (offline time), reports automatically generated by the OHDELA Learning Management System, and other methods as dictated by the School (attendance at state testing, field trips, etc). **Students must accumulate 5 hours (300 minutes) of engagement daily through a combination of time logged in courses, live session conferences, supplemental programs (iReady, Reading A to Z, Newsela, etc...), and approved offline time submissions.**

- Students must log into the systems for the required number of hours daily as directed.
 - o It is expected that students are engaged and actively participating in school work each day. Students should be online, completing lessons, and attending live sessions as instructed by teachers. If students are not maintaining the expected level of engagement or not maintaining expected course progress students may be prevented from participating in school sponsored activities.
 - o Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings on a daily basis in order to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades. These live sessions are recorded and available for students to view at any time.
- Students must show up for in-person testing at designated locations on assigned days.
- Failure to log into the system for the required number of hours per week and/or to show up for assigned testing constitutes an unexcused absence for the Student.
- Students must attend School on all official School days including testing days, complete all assignments in a timely manner in accordance with stated class schedules, and attend Live Class or view archived materials as directed.
- Parents/Guardians must maintain communication with her/his Student’s teacher(s) every week.

- Parents/Guardians may be directed to log offline hours and/or properly document the Student's offline work (see more information on submitting offline time below).

How do I notify Ohdela that my student will be absent?

When a student will be unable to accumulate the required 5 hour or 300 minutes of time on a given school day, the easiest way to make the school aware of an absence is to complete the following Google Form:

<https://docs.google.com/forms/d/17bDPZcOJ-adzfpLb12aLeM2FBbcFw6IqL1hGs2At-2o/edit?ts=5d8a2162>

Parents/Guardians may also contact the attendance office at attendance@delak12.com or call **330.252.8917**

Please include the following information when reaching out to inform us of an absence:

Student Name

Student Grade Level

Parent/Guardian Email Address and Phone Number

Reason for Absence (per below approved absence list)

Date of Absence

Length of Absence (ex: 2 hours for Dr. Appointment, 5 hours for full day)

Tech Ticket Number if Documented Technology Issue

Parents/Guardians must provide the School with written notes documenting why absences should be excused, **within 3 days of the absence date.**

OHDELA Recognizes the Following (Student) Excused Absences from School:

- Personal *illness* – of more than three consecutive days will require the certificate of a physician;
- Death of a relative – limited to three (3) days unless reasonable cause is shown for longer absence. Must be approved;
- *Observance of religious holidays* – must be pre-arranged with Administrator and consistent with the student's truly held religious beliefs. Limited to length of holiday;
- *Vacation trip* – must be pre-approved by OHDELA administration, or it is considered unexcused. Approval for vacations is contingent on educational merit and supporting documentation.
- *Court appearances, appointments* – must provide proof of same. Limited to length of appointment and travel time;
- *Placement in foster care or change in foster care placement*
- *Homelessness*
- *Documented technology issue*- must have an official HELP DESK TICKET NUMBER and that information must be reported to the Student's teachers and the attendance office in writing at attendance@delastudent.com. Additionally, the documented technology issue must be such that it precludes the Student from using the computer and or accessing his or her curriculum*; and
- Prior to an absence, the Administrator may approve any other reason at his/her sole discretion.

* *Lack of internet service* – No excuse will be accepted due to lack of service. There are many alternative locations to obtain internet service. Families should have a plan to access an internet connection in a public place or home of a friend/relative if there is an interruption to service in the home.

Where can I see my student's engagement and attendance?

Ohdela will soon be providing parents with Power School account access which will allow you to view all of your students courses, course grades, course assignment details, and attendance information in one place.

What is Offline Time?

Per the Ohio Department of Education, online/e-schools must document learning opportunities that are not tracked and documented by an online or computer system and that do not take place within a traditional brick and mortar classroom.

At Ohdela, the majority of a student's learning opportunities will occur within the Course Dashboard or within a web-based supplemental resource (iReady, iXL, Reading A to Z, etc...). These types of activities will be captured in existing data. However, there may be times that your student completes a learning activity outside of the online systems, and you will submit the details of that activity through an offline time submission.

You will not need to submit offline time for attendance at face to face testing or school sponsored field trips. School staff will note your sign in and sign out time at these events and enter that time for you.

What kinds of things should I be submitting as offline time?

Within each of your child's courses, there are two types of offline time that can be submitted:

Assigned Time:

A teacher will sometimes set up Assigned Offline Time assignments within his or her course. For example, he or she may assign you to read, or create flashcards. In this case you will see this assignment pop up within your course assignments. When your student submits their assignment, they will also log the time they spent on that assignment. A teacher will then validate if the hours should be approved as is, approved with some modification or rejected. Approved with some modification could mean that a teacher approves 30 minutes of the 60 minutes you submitted based on their expectations for time spent on the task.

Unassigned Time:

This is for offline time that is not tied to a specific assignment within a course. Some examples might be making flashcards, brainstorming on paper prior to beginning to type a writing assignment, writing your spelling words 5 times each to study, re-reading your notes to prepare for a test. A student would log the time they spent towards the independent activity. A teacher would then validate if the hours should be approved as is, approved with some modifications, or rejected. When submitting offline time please make sure you are submitting it within the course it is related to - for example, if studying for a Science test submit within your Science course. If you are practicing your spelling words submit within your English Language Arts course.

A note about Non-Course Specific Offline Time:

Occasionally you may identify instructional opportunities for your student that would be relevant to course content, but occur outside of online systems. For example, your child may be studying the life cycle of a plant in Science class and there is an exhibit on that topic at a local museum. If you would like to take advantage of an integrated event like this you must contact your Assistant Principal or Principal

for approval prior to attending the event. Your student will be expected to make up the online course work and any other teacher assignments from that day. If you receive approval for such a request you will then submit your offline time. Your Principal will tell you what course to use to submit the time when they provide approval.

School Sponsored Field Trips and Face to Face Testing - no offline time needs to be submitted for these activities. Ohdela staff members will ask you to sign in and sign out of any event and will report your engagement hours for that event directly to the attendance department.

When should I log offline time within a course?

Assigned Time:

Since this type of offline time is connected to an assignment your teacher will set deadlines for submission that you will see in the assignment itself.

Unassigned Time:

Unassigned time must be submitted by midnight of the school day the activity was completed. For example if your student spent 30 minutes on a pre-writing brainstorm on Wednesday from 2-2:30, that time would need to be submitted by midnight on Wednesday (same day). Since Ohdela needs to track student attendance each day, and attendance is informed by engagement in the system and offline time, we cannot allow approval of offline time that is submitted beyond midnight on the same day as this changes past historical attendance. A best practice is to submit offline time for an activity as soon as you complete the activity.

How do I log offline time?

Time submitted by a student must be done with a Learning Coach present. A disclaimer is present stating that the time submitted is accurate: "All completed details are applied by parents/guardians, will be verified and validated by teachers on merit. By clicking the submit button, I, parent/guardian of the student listed above, confirm that all submitted details are true."

Submitting Time for Assigned Offline Assignments

Time Entry Restrictions: Students need to enter time within these parameters:

- Start time + time spent must be before the current date and time
- Time spent must be greater than "0h 0m"

Offline Assignments are created by the teacher with the expectation that students are spending time outside of Canvas to complete the assignment. When submitting their assignment, students will also record time spent by click on the "Add Time" button. A pop-up modal will appear for the student to fill out. If a student needs to add more time, they would come to the assignment and click on the button again.

Reading Day

Read About Rain (Offline Tracker Link)

Total Time Spent: **2 hours** Due Date: **Tue, August 13, 2019 @ 11:59** Suggested Duration: **3 hours**

Reading 8/7/19 via offline tracker link

Start Time	Description	Time Spent	Status
Tue, August 6, 2019 @ 2:30		2h	! Not Approved (08/04/2019)

[Add Time](#)

Evidence [Add Evidence](#)

[PRELIMINARY CHAT SHEET.docx](#)

[Rich's Magical Course](#) > [Assignments](#) > [Read About Rain \(Offline Tracker Link\)](#)

Summer Reading Day

Read About Rain (Offline Tracker Link)

Total Time Spent: **2 hours** Due Date: **Tue, August 13, 2019 @ 11:59** Suggested Duration: **3 hours**

Reading 8/7/19 via offline tracker link

Start Time	Description	Time Spent	Status
Tue, August 6, 2019 @ 2:30		2h	! Not Approved (08/04/2019)

[Add Time](#)

Evidence [Add Evidence](#)

[PRELIMINARY CHAT SHEET.docx](#)

New Entry ✕

Start Time: Time Spent (Hour): Time Spent (Min):

Time Spent Description:

All completed details are supplied by parents/guardians, will be verified and validated by teachers on merit. By clicking the submit button, I, parent/guardian of the student listed above, confirm that all submitted details are true.

[Cancel](#) [Submit Time](#)

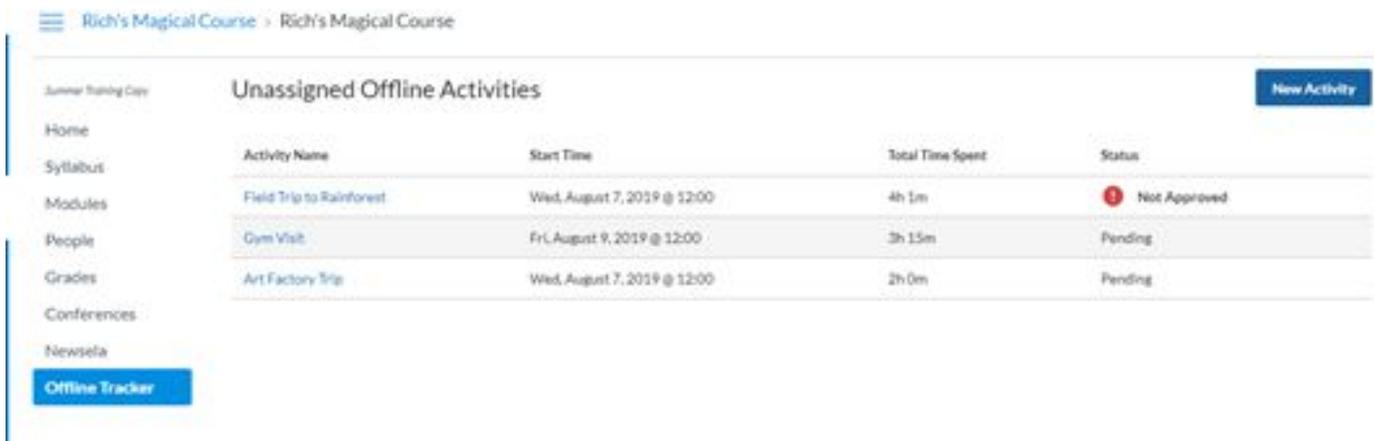
Submitting Time for Unassigned Offline Activities

Time Entry Restrictions: Students need to enter time within these parameters:

- Start time + time spent must be before the current date and time
- Time spent must be greater than "0h 0m"

Click on the "Offline Tracker" link on the left navigation bar.

Students will see a list of all their submitted **unassigned offline activities** that they created with the approval status. Items that have not been seen by teacher are "Pending". Other status' will reflect if the teacher has approved/disapproved entered time.



Rich's Magical Course > Rich's Magical Course

Unassigned Offline Activities [New Activity](#)

Activity Name	Start Time	Total Time Spent	Status
Field Trip to Rainforest	Wed, August 7, 2019 @ 12:00	4h 1m	Not Approved
Gym Visit	Fri, August 9, 2019 @ 12:00	3h 15m	Pending
Art Factory Trip	Wed, August 7, 2019 @ 12:00	2h 0m	Pending

Offline Tracker

Creating New Activity

Click on the **New Activity** button to create an unassigned offline activity for submission and complete the required fields.

uned Offline Activities

New Unassigned Activity ✕

Activity Name* Activity Type

Activity Description

First Time Entry

Start Time Time Spent (Hours)* Time Spent (Mins)*

Time Spent Description

Adding Time to Existing Activity

Click on the **Add Time** button to add more time to this activity.

ROCK'S MAGICAL COURSE - ROCK'S MAGICAL COURSE

Summer Reading Day

- Home
- Syllabus
- Modules
- People
- Grades
- Conferences
- Newsfeed

Offline Tracker

← Art Factory Trip
Edit

Total Time Spent
2h 0m

Activity Type
Art

Went to the Torpedo Factory.

Start Time	Time Spent	Description	Status	
Wed, August 7, 2019 @ 12:00	2h 0m		Pending	✎ 🗑

Evidence

Add Evidence

New Entry



Start Time

Time Spent (Hours)

Time Spent (Mins)

Time Spent Description

All completed details are applied by parents/guardians, will be verified and validated by teachers on merit. By clicking the submit button, I, parent/guardian of the student listed above, confirm that all submitted details are true.

Cancel

Submit Time

Add To