

SLT Minutes 09.01.2020

The meeting commenced at **8:15am** via Teams.

Copies of the August 11 minutes were sent via e-mail and are available on the school website. A motion was made to approve the minutes. The motion passed.

Old Business

None

New Business

Several departments asked questions about student attendance in terms of how it could efficiently be reported. Dr. Seagraves shared that attendance records will be a live and fluid document this 9 weeks. As a reminder, the [SEHS Remote Daily Schedule and Expectations](#) outlines attendance expectations as outlined by the district. Here are those items for clarification:

Attendance

- Teachers will take daily attendance. Students are considered present
 - If they attend live instruction or
 - If they have a daily check-in (two-way communication) with their teacher or
 - If they access the day's recorded lessons or
 - If they submit the day's work (on the due date or later).
- Simply not logging in virtually is not a sufficient reason for considering a student absent. If there is no contact with a student/parent or no evidence of engagement, the student should be marked absent.
- Teachers must attempt to make contact before marking students absent.
- A teacher may change a student's attendance based on evidence of student engagement that is collected after the current day due to the completion of work that is turned in at a later date.
- Even if a school is completely virtual, attendance must be taken each day of the school year regardless of instructional delivery.

Questions about taking attendance on Friday were raised and until we get further clarification from the district, a student should be counted present each Friday if they have completed the week's work.

Departments asked about implementing a tardy policy for live instruction since admitting students to the meeting can interrupt instructional time. While SLT understood the challenge tardy students present, they were not ready to adopt a schoolwide policy. However, to be as flexible and as accommodating as possible, teachers can enforce their own tardy policy since students can access recordings later. They may also consider allowing students into the meeting at a natural transition or even allowing credentialed students to bypass the lobby which is a meeting option in MS Teams.

Southeast needs to choose a representative for the Superintendent's Teacher Advisory Committee. Vaughn and Muirhead were nominated. Seagraves will send out a ballot for SLT to vote.

The Math Department asked if zeroes could be entered after the 7-day window for work submission as passed. Zeroes should definitely be entered so that student grades are accurately reflected as this is outlined in the [Falcon Fundamentals-Remote](#). As a best practice, teachers should provide a comment within Canvas letting students know they can still submit the work.

Clarification was provided about Friday's instructional purpose. As a reminder, no new content can be taught, and no assignments are to be due. Students can and should be expected to work on Friday. Per the [SEHS Remote Daily Schedule and Expectations](#), "Each Friday will be a flex day for teachers and students to meet as needed. Flex Friday's are built into the schedule to allow students to work as needed and meet with their teachers as needed. While work can be turned in on Friday, there will be no assignments due and no new content taught."

Parent and Student Questions / Announcements

None.

The meeting adjourned at **8:58am**.

The next meeting will be October 6 at 8:15am via Teams.