

Term II Attendance Procedures, 2020-2021

Four things you need to know:

1. Mondays, Tuesdays, Wednesdays, and Thursdays begin with **Morning Meeting (MM)** from 8:30 to 8:55 a.m. MM is a required class, and teachers take attendance.
2. Teachers take **attendance throughout the day** at the beginning of each Zoom class.
3. Parents and students **do not have to check in on Infinite Campus** (yay!). Instead, parents can help their children to show up on time for MM each day.
4. On **Fridays, there is no MM**. The school counts students present on Fridays unless you notify us of illness or other circumstances. Use [Report an Absence](#) to report absences.

For Zoom security, students must properly identify themselves:

- A Lower School student must enter their **full first and last name** when joining Zoom classes.
- A Middle School student must use their **Yinghua email account** to log in when joining Zoom classes.

What do students need to do?

1. Prior to class time, enter the Zoom waiting room for your class. Use your full first and last name for Lower School or your Yinghua email address for Middle School.
2. Turn on your camera.
3. Wait for your teacher to check the screen names. Teachers check their rosters to verify that each student is checking into the correct class. This will take longer if you are not sharing your full name or using your Yinghua email account.
4. The teacher will not admit a student whose identity is unknown.
5. Teachers record attendance in the school database, Infinite Campus.
6. Teachers admit students from the waiting room and “lock” the class, which means that no intruders may join. This is a security measure.

The following page provides more detail about these attendance practices.

Attendance details, 11/30/2020-1/15/2021

Absences

Teachers alert the Dean of Students if they notice any students with a concerning pattern of absences.

Fridays

There are no Morning Meetings on Fridays, and students do not need to check in on Fridays. Use Fridays to chat with teachers, complete assignments, and engage in Dragon Life activities. The school counts students present on Fridays unless you notify us of illness or other circumstances. The “Friday-no-check-in” practice was adopted on October 16, 2020, in response to family feedback.

What does the law require?

By law, schools must maintain attendance records, and public-school funding is allocated based on enrollment and attendance. During the 2020-2021 school year, the Minnesota Department of Education requires schools to report average daily membership counts, even during distance learning.

Reporting an absence

Attendance and participation are expected during distance learning. Use the [Report An Absence or Tardy](#) to inform the school of any absences. You can access this form by clicking on the blue/green button on the right side of www.yinghuaacademy.org.

Using a Family Day for an absence

Students have up to 5 excused “Family Day” absences per school year for pre-approved family functions, events, vacations, and the like. The Executive Director, or a designee, must approve the absence ahead of time. To send your request to the Executive Director, use this form: [Family Day Absence Request Form](#). Family Days may not be used at the end of a term or on final-exam days.