



ATTENDANCE PROCEDURES 2020 - 2021 (updated 11/23/2020)

Regular daily attendance is very important. It assists children in their academic progress and helps them to be more secure in their school group. Establishing a sense of structure and reliability is even more important when some or all of your student's learning occurs remotely. We continue to follow the District Attendance Policy, as well as recent State guidance.

- [District Attendance Policy - Policy 5113](#)
- [Tracking Daily Attendance on Remote Days in 2020-21](#)

When students are physically present, teachers will follow all regular attendance procedures. The addition of remote learning, whether on remote days for hybrid learners or fully remote through the Remote Learning Academy has created the additional need to track attendance when students are "virtually present."

September 1, 2020, CSDE guidance states: A remote student can be considered as being 'in attendance' on a particular day if the total time spent on one or more of the following activities equals at least half the school day:



Please note that being 'in attendance' does not necessarily reflect a student's active participation in or engagement with the lesson. Participation and engagement are important parts of the learning process and may impact a student's ability to master content and skills.

High School: On remote learning days, students "check-in" Infinite Campus to indicate they are virtually present for each scheduled class period. Students who "check-in," but do not attend synchronous classes/meetings, do not log in to assigned programs (e.g. Google Classroom), and/or do not complete assignments may be marked absent. Teachers may override that check-in (Absence Unexcused), if the student does not demonstrate a sufficient combination of the four activities above.

Middle School: Students will log into a Google Meet at the start of each class period, following their daily schedule, Monday through Friday. Logging into the Meet will allow that period's teacher to take attendance for ALL students. No need to check in via IC at home. A parent/guardian needs to contact the attendance line for any class absence. If a student is not in the Meet, they will be marked absent.

Elementary School: Students (or their parents/guardians) only need to "check-in" Infinite Campus on any fully remote days (i.e., planned early dismissal days). Otherwise, activity for the remote portion of any regular school day will be tracked through Google Classroom and students (or their parents/guardians) do not need to do anything special to "check in."

Quarantined Students: Students who cannot attend school in-person due to COVID-19 quarantine or isolation requirements will be able to remote into their current class and be marked present, if they are well enough to participate.

Attendance will be tracked for both Hybrid and Remote learning models, as follows:

HYBRID MODEL ATTENDANCE PROCEDURES				
		Students	Parents/Guardians	Teachers
ECC	In-person or remote	--	Call Warde or Stratfield attendance line.*	Track attendance
Elementary Hybrid	In-person or remote	--	Call school attendance line.*	Track attendance
Middle Hybrid	In-person	--	Call school attendance line.*	Track attendance
	On Remote Days	Loginto Google Meet at the start of each class period Monday through Friday** 8:00 am - 2:10 pm	Call school attendance line.*	Track attendance
High Hybrid	In-person	--	Call school attendance line.*	Track attendance
	On Remote Days	"Check-in" Infinite Campus once for each scheduled class** 7:00 am - 11:30 pm		--

*Call attendance line for absence, tardy, or early dismissal.

** Parent/Guardian OR Student check-in, not both

Parent/Guardian Video for checking-in their students on remote learning days: <https://jwp.io/s/gl4zvCtO>

Student Video for checking-in on remote learning days: <https://jwp.io/s/CiGfm9Ba>

REMOTE LEARNING MODEL ATTENDANCE PROCEDURES			
	Students	Parents/Guardians	Teachers
ECC Remote	--	Call ECC Warde attendance line.*	Track attendance in IC
Elementary Remote Learning Academy	--	Call RLA attendance line before 8:55 am.*	Track attendance in IC
Middle School Remote Learning Academy	--	Call RLA attendance line before 7:55 am.*	Track attendance in IC
High School Remote	<i>“Check-in” Infinite Campus <i>once for each scheduled class</i></i> 7:00 am - 11:30 pm	Call school attendance line before 7:25 am.*	--

*Call attendance line for absence, tardy, or early dismissal.