

CLCS Distance Learning Attendance Policy

Daily Participation is defined by the CDE as: Daily participation is used to track attendance and ensure daily engagement by all students in learning activities. However, documenting daily participation may be met through daily live interaction with a teacher or virtual assignments. Daily participation may also be documented through participation in online activities, completion of regular assignments, and contacts between employees of the LEA, including those other than teachers, and pupils or parents or guardians.

1. Attending synchronous instruction or office hours
2. Viewing and commenting on a pre-recorded videos
3. Participating in an online school assigned learning platforms
4. Wellness check
5. Submitting assigned work

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy. A student is considered absent in the following ways:

1. Students miss a synchronous instructional period and virtual assignments have not been submitted.
2. Students did not view or comment on pre-recorded videos and virtual assignments have not been submitted.
3. Students did not participate in online assigned learning platforms and virtual assignments have not been submitted.
4. There has been no contact between an LEA employee and student or family.

A learner's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the learner's immediate household.

5. Participation in religious instruction or exercises in accordance with Charter School Policy:

a. The learner shall be excused for this purpose on no more than four school days per month.

In addition, a learner's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion

Methods of Verification of Absence

1. Conversation, by telephone, between the verifying employee and the learner's parent/guardian or parent representative. The employee shall subsequently record the following:

- a. Name of learner
- b. Name of parent/guardian or parent representative
- c. Name of verifying employee
- d. Date or dates of absence
- e. Reason for absence

2. Email from parent/guardian, parent representative

3. Healthcare provider verification

a. When excusing learners for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.

b. A healthcare provider's note of illness will be accepted for any reported absence. When a learner has had 14 absences in the school year for illness verified by methods listed in #1 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

4. A text message from the parent or legal guardian (screenshot sent to front office)

Insofar as class participation is an integral part of learners' learning experiences, parents/guardians and learners shall be encouraged to schedule medical appointments during non-school hours.

Learners should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Learner absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

Truancy for Distance Learning Attendance

Learners shall be classified as a chronic truant if the learner is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

The Lead Facilitator, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A learner's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on learner attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the learner's attendance problem are unsuccessful, the Charter School will implement the processes described below.

Process for Upholding Distance Learning Attendance

The process for taking attendance should be implemented as follows:

NEA:

K-2: Teachers will take attendance by 4:00pm based on students attending zoom, turning in work, commenting on pre-recorded videos and or engaging with an employee.

Both Schools:

3rd-12th: If a student is present in two out of three zooms, they are marked present for the whole day. To catch absences, office managers will print an absent report and give it to the Distance Engagement Coordinator (ACLC) and the Dean of Students (Nea). The Distance Engagement Coordinator and the Dean of Students will then reach out to

the students/families to see if any work was submitted and or do a wellness check. If work was submitted and a wellness check was made, the Distance Engagement Coordinator and the Dean of students will update the google sheet (to follow this meeting). School Managers will then correct the attendance in Powerschool.