CCCS Virtual Learning Attendance Protocols

The CCCS virtual learning plan includes requirements related to school attendance, including how the school will document participation in learning opportunities. CCCS will be *reporting* attendance within the learning sessions and platforms utilized by teachers and students. Attendance tracking will comprise several approaches to account for the differences between *in-school activities*, *teacher-led virtual learning*, and *self-directed virtual learning*.

1. **Teacher-led virtual learning:** Active participation in virtual classroom activities and discussions in all assigned live or recorded sessions are mandatory for any student enrolled in virtual learning. Failure to attend assigned virtual class sessions in any given subject area may result in an unexcused absence for the individual course session or the entire school day unless a valid excuse is provided within three (3) calendar days to the homeroom teacher and the Attendance Department.

2. **Self-directed virtual learning**: Evidence of participation in assignments and schoolwork outside the live virtual classrooms may include, but is not be limited to:

   - Daily login to the (Schoology) learning portal each school day.

   - Daily interactions with the teacher(s).
     Examples of daily interactions between teachers and students could include, but are not limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students.

Tracking Absences:
1. **Excused absences:** Any circumstances for which an excuse note is received, regardless of whether the particular time frame covered by the excuse is part of an in-school experience or a virtual experience, should be recorded based on past practice and policy.

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2. **No evidence of exposure, engagement or participation:** If there is no evidence that the student participated or engaged in any way in virtual learning, then the student will be marked absent.

Online/Remote Learning Attendance Expectations

It is expected that parents/guardians shall, to the maximum extent possible, ensure that their child participates in the virtual learning program. If a student will not be able to participate in any learning activities that day, a parent can email or use all appropriate contact methods to communicate with the student's homeroom teacher and/or the student's assigned building.

Students who attend CCCS as Virtual learners will meet attendance requirements by logging into the (Schoology) learning portal each school by 8:15 AM and attending all remote learning sessions.

Elementary Buildings K-5:

Monday through Thursday

1. Daily morning attendance will be taken between 8:30 am and 9:30 am and reported by teachers in eschool by 10:15 am. Attendance will then be monitored by teachers throughout the school day.

2. Afternoon "check-in" attendance is re-taken between 1:30 pm and 3:00 pm. If a student was marked "present" in the morning and then was not present throughout the day, the teacher is expected to go back into eschool and correct the attendance record to "absent" before 5:00 pm that day. Likewise, if a student misses the morning check-in, but then attends the majority of classroom sessions across the day, the teacher is expected to go back into eschool before 5:00 pm and correct the originally entered "absence" to "present."

Flipped Friday

3. Every Friday, a touch-base meeting will be scheduled for between 8:30 am and 9:00 am to review the asynchronous work for the day. It will be an opportunity to briefly review the day's assignments, work due by the end of the day, ensure all students understand their assignments, etc.
   - This touch-base session will be used to enter attendance in eschool.

   - Before 5:00 pm, teachers should correct attendance in eschool in cases where they have evidence that students who were not present at the morning touch-base session completed their daily assignments.

Middle School 6-8

Monday through Thursday

1. Daily morning attendance will be taken between 8:30 am and 9:30 am and reported by homeroom teachers in eschool by 10:15 am. Attendance should then be recorded **by period** throughout the school day.

Flipped Friday

2. Every Friday, a homeroom touch-base meeting with students will be scheduled for between 8:30 am and 9:00 am (the responsibility of the homeroom teacher) to review the remote work for the day. It will be an opportunity to briefly review the day's assignments, work due by the end of the day, ensure all students understand their assignments, etc. Homeroom teachers will need to coordinate with their students' subject-specific teachers the afternoon before or the morning before the touch-base meeting to ensure that students are given all relevant information about the day's assignments in each of their courses.

   - Based on attendance during this touch-base session, attendance should be recorded in eschool.

   - Before 5:00 pm, teachers should correct attendance in eschool in cases where they have evidence that students who were not present at the morning session completed their daily assignments. They will need to communicate with students' subject-specific teachers to make this determination.

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