

Remote Learning Attendance Policy

Attendance in teacher-led remote learning (synchronous) and/or self-directed remote learning (asynchronous) is defined as evidence of *“engaging with the assigned material at least one to two times per day or session as determined by the teacher.”*

- ❖ Evidence of participation through “engaging in assigned material” will be measured by one of the following ways (include, but not limited to):
 - Attending scheduled classes (as applicable)
 - Logging into Google Meets, Google Classroom, Zoom, ClassDojo, Canvas, Blackboard and other online platforms.
 - Accessing assignments (online or via other methods as determined by the teacher)
 - Completing assignments on time
 - Contacts with teachers via other methods (e.g. phone, in-person, email, etc.)
 - Engaging in classroom activities and assignments, as well as spending time on learning (regardless of mastery)
 - Accessing teacher support (technology – Brian Mahieu; professional development – admin team and Teacher Leader Facilitators; school and classroom learning supports including trainings in google products, Istation Reading-Math-Lectura, Benchmark Advanced Reading Program, MobyMax, Mathseeds, Mathletics, other platforms, conducting virtual settings).
 - Student Contacts with Teachers during office hours and academic support sessions.
 - Student Contacts with administration, educational assistants and other school personnel.
 - Completing and turning in assignments by deadline (uploads, emails, in-person)
- ❖ Student presence is based on the prior week’s attendance. By 4:00pm on each Monday, teachers shall enter remote learning attendance into Synergy. Evidence of participation can include daily logins, student-teacher interactions, and assignment completion. Using assignment completion as evidence of participation must be conveyed to students and must be recorded within ten school days of being assigned or by no more than two Mondays, whichever time is shorter. For example, an asynchronous assignment given in week 2 on a Tuesday cannot be used for attendance/contact purposes if it is due and graded any later than the Monday of week 4 (a total of 9 school days). An assignment given on a Wednesday and due on Friday can be used for attendance/contact purposes the following Monday.
- ❖ It is the parent’s/guardian’s responsibility to ensure that their student participates in the remote learning plan. It is the teacher’s responsibility to track attendance and keep parents informed of any concerns related to academic learning, participation and attendance.
- ❖ Parents can call/email the school to inform the school if their child will be missing a synchronous learning session but it is still the responsibility of the student or the parent to reach out to the teacher to get the materials, make up work or complete assignments on time. If a student is not available for the designated virtual synchronous class time or able to participate in any remote learning activity for a given day the student will be considered absent. It is still possible for the student to make contact and have some type of engagement for that day and the teacher can consider this in determining contact time.

❖ STUDENT CONTACTS, 'CLICKS' and ATTENDANCE REQUIREMENTS

- Attendance can only be taken on Mondays for the prior week and must be done before 4:00pm. Attendance can include any assignments/contacts made up to but no more than ten school days prior to each Monday
- For the sake of consistency, all classes at CDHA will be required to have no less than four opportunities for students to make contact with a teacher in any of their classes per week:
 - All CDHA classes meets 4 times (M-T-W-TH) per week and must have four contacts – this can be a combination of synchronous and asynchronous contacts to meet the 4 contact minimum
 - CDHA tutoring classes will require a minimum of two contacts per week
 - All CDHA classes will require a minimum of four contacts per week. Classes meet two times per week (either M-T or W-TH) so each of these classes will require two contacts per class. There are many ways to cover this – it could be a contact in beginning of class and then a contact following a break later in that same class; it can be a contact in the synchronous portion in the beginning of class and a contact for an asynchronous assignment they get at some other time that day or the next; please ask for additional examples.

The following method of attendance-taking shall be used:

- **C(NC)** - CLICK NO CONTACT will be given when:
 - A student does not participate in any of the learning activities for the time period/class day,
 - He or she has not checked in with a teacher, turns off his/her camera, or is not available when the teacher calls on that person for a response
- **C(1)** - CLICK ONE CONTACT will be given when:
 - A student only attended one class or only made contact for one portion of a class.
- **C(23)** - CLICK TWO to THREE CONTACTS will be given when:
 - A student made two to three contacts in a given week either through attendance; picking up/completing asynchronous assignments, participating in class or turning in homework.
- **C(45)** - CLICK FOUR to FIVE CONTACTS will be given when:
 - A student made the optimal number of contacts with the teacher, either by attending class, completing assignments, participating in class or turning in homework.
- There is no limit to the number of contacts a teacher can allow but clicking C(45) is the most a teacher can award.
- It is up to each teacher to determine what they consider a contact.
- Each teacher is required to explain to their student what constitutes a contact in their class, and contact requirements can vary from class to class. The only thing that won't vary is the number of contacts required.
- Teachers should plan a method of tracking contacts/attendance so that they can easily input their clicks into Synergy on Mondays. This can be done with a spreadsheet, a google form or pen and paper.

Follow up on Attendance will occur in the following manner:

- **C(NC)** – Any student receiving a C(NC) on any Monday must be followed up with a phone call to the parent and this MUST be documented in Student Contact Log. An email should also be sent but a phone call must be made. If a student receives a C(NC) on any Monday this must be reported to Administration (jmoncada@christineduncan.org or jweeks@christineduncan.org) immediately in order to schedule a virtual parent meeting and put student on an attendance contract. Additional consequences including being dropped from either school may occur.
- **C(1)** - Any student receiving a C(1) on any Monday must be followed up with a phone call to the parent (email if phone contact could not be made) and this MUST be documented in Student Contact Log. Attendance reports will be run on Tuesday mornings and any student that receives a C(1) will receive a phone call from an administrator; a virtual parent meeting could also occur and student could be put on an attendance contract. Additional consequences including being dropped from either school may occur.
- **C(23)** – Teachers will not be required to take action on any student receiving a C(23) on any Monday but can make a phone call home, especially if this behavior consistently occurs. These students are safe from administrative intervention unless the teacher requests additional support.
- **C(45)** - Any student receiving a C(45) on any Monday should be considered as doing what is expected and should be applauded for their effort and work. This designation does not make them exempt from intervention should it be required, and this does mean they will not require further assistance or academic support, but it does mean that they are attending class and picking up work. Administration will support teachers as necessary with students in this category.

We understand and acknowledge that all student and family circumstances vary, especially during these pandemic times. We have asked our Homeroom teachers to be available for their advisory students and to establish office hours that will provide opportunities for students to reach out and make contact. The Homeroom teacher is available to assist with the success of your student by supporting them, advocating for them or being available to listen to them.

Should you have any questions about the CDHA Attendance Policy, or remote learning in general, please feel free to reach out to me at jmoncada@christineduncan.org or by phone (505) 839-4971.