

Statement on Attendance, Teacher-Pupil Instruction, and Bell Schedule Equivalency

For the 2020-21 School Year, CMA will expand the way it takes attendance to include the following:

In-person attendance will be taken by the teachers and recorded in PowerSchool as before.

Attendance for Online Learning will be logged in PowerSchool by the Online Program Manager. The Program Manager will check work done by student, time spent on the system (Edgenuity), tests taken in the system to show progress, and communication with parents through email in order to document attendance.

The Dean of Instruction and the Online Program Manager will determine course equivalency for time spent and credits to parallel classroom schedules.

Remote Learning may be engaged for a short-term issue such as COVID quarantine of a cohort. Teachers will take attendance using participation in the online curriculum (Edgenuity), attendance at Zoom /Google Meets meetings, or time spent and work completed in Teacher-created activities and assignments to document attendance. Attendance will be recorded in PowerSchool. If possible, teacher check-in and office hours will be created. If a teacher is ill or unable to provide that connection, another staff member will be assigned to assist the students in that cohort.

The Board of CMA intends that flexibility be given in quarantine or other special circumstances. Difficulties notwithstanding, school administration will ensure that attendance hours for the school year meet CDE requirements including:

- A minimum of 12.5 hours per week or 450 hours per year in kindergarten
- 27.5 hours per week or 990 hours per year for students in grades 1-5
- 30 hours per week or 1,068 hours per year for students in grades 6-12

based on an 180 instructional day school calendar year.

The following additional methods for documenting elementary hours may include, but are not limited to:

- Completion of lessons assigned through the learning management system as documented with student login and lesson participation
- Completion of assignments provided through external sites with access and login only available through direct links
- Completion of offline work documented by parent
- Attendance at a synchronous live session
- In-person testing such as CMAS, PARCC, CoAlt, or other required state exams
- Online assessments such as Scantron accessed through students accounts
- In-person attendance in which attendance is taken by the teacher on-site.

For secondary students it may include:

- Reports are used to show school login data, in addition to each unique course log-in and time spent in course.
- Synchronous class attendance is monitored by each teacher and also logged into reports.
- Attending 5+ hours daily in their online course curriculum
- Course progress in curricular assessments
- Attending live class sessions for each course as per the schedule.

An unexcused absence would occur when:

- The Online Program Manager is not notified that the student is sick or out for the day
- No work on the online program is recorded