Student Attendance

REMOTE LEARNING GUIDELINES FOR FAMILIES

One of the most important ways that families and caregivers can partner with CMSD on strong student attendance during remote learning is to ensure families have accurate and up-to-date contact information on file at their school—especially email addresses that are least likely to change during the school year.

Teachers and families will communicate frequently to ensure your child’s success and help each child reach his or her full potential this year. It is important that families know and understand that your child’s active participation is critical, and it will take a strong partnership between our educators and our students’ families to ensure all CMSD students are connected and actively engaged with their teachers, their classroom and their lessons every day.

Recording & Reporting Student Attendance or Absence

For Remote Learning and Remote Portions of a Hybrid scenario:
A remote learner is considered “present” when engaged in a learning opportunity supported by the teacher or educator, and when there is evidence of the student’s participation.

- Remote learners working with or without technology will be considered present if paper/packet assignments or projects are submitted on time.
- If your child misses the ‘live class’ in the Learning Management System, your child has until the end of the school day to log in and watch the recorded lesson for the day. Your child’s login will be used as evidence that he or she was present.

Teacher-led Remote Learning (Synchronous):
- Teachers will track student attendance in one-hour increments. For example, if a student participates in two hours of synchronous, web-based instruction, that would equal two hours of attendance.
- During Synchronous Instruction, the student is present when the teacher is present. Assignment completion will be used to meet the required time that is required for the balance of the school day.
Self-directed Remote Learning (Asynchronous):

- Teachers will track and document evidence of student participation and engagement on Asynchronous tasks.
- Evidence will include, but not be limited to:
  - daily login to learning management systems by the student.
  - daily interactions with the teacher to acknowledge his or her attendance.
  - daily interactions between teachers and students will include, but not be limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students about their lessons, concerns and progress.
  - completion of assignments: Teachers will determine the number of hours an assignment is likely to take for a typical student to complete an assignment, then use it to gauge the student’s attendance in completing the assignment to the nearest hour.

Reporting a Student’s Absence from School during Remote Learning:

- Parents and caregivers should notify their schools by phone, email or message to the teacher in the Learning Management System.
- If your child is ill, but still able to attend class and complete assignments, your child will be marked present.