

# CCS Attendance Guidance for Families

Effective January 4, 2021 - Early College High Schools  
Effective January 19, 2021 - Traditional Schools



## To be counted present during your assigned On-Site Day:

- Your child must be present at least half the school day on the student's assigned on-site day.
- Your child will still receive a tardy if your child arrives late or leaves early on his/her assigned on-site day.

## Attendance Notes:

- A student/parent *may not* choose to be remote on a CCS assigned on-site day for that student. If a student/parent chooses to be remote on a CCS assigned on-site day, but joins via Teams, they are still marked absent *except* for COVID related symptoms (see quarantine section).
- A student/parent *may not* choose to be on-site on a remote learning day for that student.

## Quarantined Students:

- A student required to go into quarantine *that remains engaged (participates)* in remote learning will be counted present following remote learning guidelines.
- A student required to go into quarantine *that cannot remain engaged (does not participate)* in remote learning will receive an excused absence.

## To be counted present during your Remote Learning Day:

Your child's learning is extremely important to us. It is the goal of CCS for all students who are in Plan B on their assigned off-site/remote learning day (not in-person) and students who are in Plan C (100% Remote) to be present on Microsoft Teams and actively participating in live synchronous instruction for the entire session.

1. For your child to be counted present during his/her assigned remote learning day, the student must be present on Microsoft Teams the *entire session* or class period. Attendance will be monitored during the entire session. Teachers have the authority to modify attendance if your child is not present for the entire session. Teachers will consider any technical issues or reasonable interruptions that may occur.

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CCS takes into consideration technical issues, privacy concerns, and other urgent personal matters. Therefore, on occasion, your child may be marked present on his/her assigned remote learning day if he/she:

2. Views the recorded lesson(s) for each subject/period missed and completes the Recorded Lesson Demonstration Form on the Teacher's Canvas Course for their assigned remote learning day. Your child is expected to complete this form confirming they watched the entire lesson(s) and to reflect on the instruction provided.
3. Or parent has two-way communication with staff (email, phone, text app, communication app, Canvas message) regarding specific technology or instructional resource access on their assigned remote learning day. Communication must take place the day of the issue or by the end of the following school day.
4. Or parent notifies staff regarding specific technology or instructional access (regardless of the staff member's response on that day). Communication must take place the day of the issue or by the end of the following school day.
5. Completes assignments that are assigned and due the day of their assigned remote learning day by 11:59 p.m. Monday through Friday. This includes both synchronous and asynchronous instruction.

**Attendance Concerns/Questions:**

- If you notice an error in attendance, please contact the teacher so he/she may double check and correct if necessary.
- If you have any questions, please contact your child's teacher or school.