

**TEMPORARY DISTRICT PROCEDURE FOR DISTRICT POLICY 5020 –
ATTENDANCE FOR REMOTE LEARNING ON A FULL-TIME OR HYBRID BASIS**

ATTENDANCE PROCEDURES.

The goal of this procedure is to ensure that student instructional time is documented daily through consistent attendance-taking practices across schools for the 2020-2021 school year during all intervals of remote/online instruction. A consistent approach will help ensure that students receive the equivalent amount of teacher-student contact as in a typical academic year, and that Adams 12 Five Star Schools adheres to Colorado Attendance Laws and effectively documents instructional time for the October Student Count for funding purposes.

The student expectations and requirements of District Policy 5020, Student Attendance, continue to apply for the 2020-2021 school year. Consistent with District Policy 5020, students are expected to attend and participate in remote learning, whether the student is participating in remote learning on a full-time basis or a hybrid basis.

As always, parents must call the school attendance line to report both full day and partial day student absences. Attendance notifications will be sent to parents (an autodialer or personal phone call).

ELEMENTARY – REMOTE LEARNING ON FULL-TIME BASIS

For remote learners, K-5 Attendance must be taken daily and recorded in Infinite Campus by the conclusion of the regularly scheduled morning meeting.

Students are considered in attendance if:

- Student logs into a live, virtual class meeting and the teacher marks the student as present in Infinite Campus.
- Teacher enters/modifies attendance in Infinite Campus based upon assigned daily classwork completion in SeeSaw and Schoology.
- In case of connectivity issues, parents may call the school to confirm their student is working independently at home, and the registrar or designee will modify the attendance in Infinite Campus.

MIDDLE and HIGH SCHOOL – REMOTE LEARNING ON FULL-TIME OR HYBRID BASIS

On synchronous instructional days, 6-12 Attendance must be taken and recorded in Infinite Campus for every scheduled period of the day within the first 15 minutes of each class period.

On asynchronous instructional days, students are expected to login to Schoology at least once before 11:59 p.m.

Students are considered in attendance if:

- Student logs into a live, virtual class meeting and the teacher marks the student as present in Infinite Campus on a synchronous instructional day.
- Teacher enters/modifies attendance in Infinite Campus based upon assigned daily classwork completion in Schoology.
- Student logs into Schoology before 11:59 p.m. on an asynchronous instructional day.
- In case of connectivity issues, parents may call the school to confirm their student is working independently at home, and the registrar or designee will modify the attendance in Infinite Campus.

K – 8 SCHOOLS

Building administration and teaching staff shall follow the elementary process for K-5 and the middle school process for 6 – 8.

CROSS REFERENCE:
Policy 5020

OTHER REFERENCE:
CDE Policy on Instructional Time and Student Attendance for the 2020-21 Academic Year

Adams 12 Five Star Schools

Most Recent Adoption: September 28, 2020
For Use During Remote Learning/Modified Operations Only