THOMASTON HIGH SCHOOL

JOHN PERRUCCI
PRINCIPAL

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ASSISTANT PRINCIPAL

MEMO: Remote Attendance Policy

Parents/Guardians,

Recently, the Connecticut State Department of Education (CSDE) offered guidance on attendance policies.

While we will continue to ask the students to log in for attendance while learning remotely, this is no longer considered an adequate measure for attendance by the CSDE. Therefore,

- Attendance will be gathered as typical if a student is present at school during their in-person learning days. If they are present, they will be marked as such. If they are absent, please contact the school to notify us of the absence. Please note; according to the CSDE guidance, if a student is expected to be in-person they can not be absent from school and complete work from home to avoid being marked absent for that in-person day.

- For remote learners, whether they are full time distance learners or remote learners for that day, attendance will be determined by guidelines recently implemented by the CSDE. For detailed information, please see the attached document.

In short, a student will be considered present on a remote learning day if they complete enough assignments, as determined by their teachers, for that day. Teachers will communicate the new attendance policy to students today, Friday 9/18/2020.

Thank you,

Gianni Perugini
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Thomaston High School
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Tracking Daily Attendance on Remote Days in 2020-21

State Board of Education Policy (2008):

"A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day."

A remote student can be considered as being 'in attendance' on a particular day if the total time spent on one or more of the following activities equals at least half the school day.

Synchronous virtual classes	**+**	Synchronous virtual meetings	**+**	Time logged in electronic systems	**+**	Assignment submission/ completion	**=**	At least half the school day

Synchronous virtual classes are live classes that are streamed real time to students using a videoconferencing platform like Google Meets, Zoom, Microsoft Teams, etc.

Synchronous virtual meetings may be with a teacher, counselor, social worker, paraprofessional, etc. using a videoconferencing platform or via telephone. They may be homeroom opportunities, daily routine check-ins, or other synchronous conversations.

Time logged in electronic systems can be used to identify *any time over and above the synchronous virtual classes and meetings* that the student may have participated in during the school day.

Assignment submission/completion time can be determined by the teacher by starting with an estimate of time it will take for a typical student to submit/complete that assignment, and using that estimate to gauge the attendance time for the day that should be allotted to each student.

Notes:

- If a student is absent on a given day (either in-person or remote), they cannot make up for that absence on another day.
- Districts should track membership and attendance *separately* for a student's in-person *vs* remote days.