

BLACK ROCK SCHOOL

JONATHAN KOZLAK
PRINCIPAL

September 15, 2020

Dear Black Rock School Staff,

This letter is intended to summarize the new attendance reporting protocol being implemented in our school and district. As a result of a recently adopted mandate (see attached CSDE document “Tracking Daily Attendance on Remote Days in 2020-2021”), we must now determine attendance based on students “attending” school remotely. Since we begin remote learning in March of 2020, we have used the “Question of the Day” to record attendance, which is no longer acceptable as a measure of attendance based on CSDE guidance.

Using the aforementioned CSDE document, you must determine whether a student has attended school remotely in an adequate manner each day. Certainly, each student is unique and there is a degree of judgment on the part of the teacher. This fact has been recognized by CSDE. Please do your best to review each student’s remote attendance in an equitable manner, which in this case means to consider each child’s unique personal learning style, educational program, and family situation, all of which will vary from student to student.

You are expected to record remote attendance no later than Wednesday for the preceding Wednesday, Thursday, Friday, Monday and Tuesday. You may choose to do so more frequently than this weekly requirement, however attendance must be recorded by the end of the day on Wednesdays.

Please remember that this does not apply to in-person students. In-person students are marked for attendance strictly based on their actual attendance in school. In other words, in-person attendance has not changed from pre-pandemic practices.

This protocol was developed in collaboration with team leaders here at BRS and is intended to provide you with a way to meet CSDE guidelines in the least cumbersome manner. Thank you for all you are doing to make school a success as we navigate through the start of the 2020-2021 school year. Please do not hesitate to contact me with any questions you may have.

Sincerely,



Jonathan Kozlak
Principal

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 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.