



REMOTE LEARNER ATTENDANCE POLICY

Newman Catholic Schools' attendance policy for remote instruction will follow the 2020-21 school calendar. Remote learners are expected to regularly attend class on scheduled days of instruction. Attendance is determined by each student's online engagement during the school day.

Attendance & Engagement Expectations:

NCS remote learners are expected to login to the online classroom and engage in direct instruction and independent activities during their regularly scheduled classes. Due to potential limitations in parent availability for assistance, lack of necessary technology/equipment, lack of or limited internet connection, etc. alterations to attendance expectations may be necessary. In these situations, students/parents are expected to discuss alternative work plans with their teachers. If agreed upon, attendance can be based on a combination of:

- Attendance is taken in the synchronous event(s),
 - The student is present during the event,
 - The educator collects evidence that the student accessed the event (if recorded),
- System log-in,
- Evidence of daily work,
- Submission or completion of an assignment, module, exam,
- A daily check-in with the student (virtual meeting, email connection, phone),
- Regular weekly check-ins with parents/guardians.

Homework:

Whether receiving in-person or remote instruction, all homework must be turned in within deadlines set by each teacher. Though homework is not a direct reflection of attendance, it does act as an indicator of each student's engagement, participation, and academic mastery.

Assessments:

Along with their in-person classmates, remote learners will participate in all forms of assessment as set by each teacher to determine a student's mastery of content and whether they have met the standards-based outcomes stated within the curriculum.

Planned and Unplanned Absences:

All absences, planned or unplanned, will follow the policies as stated within Newman Catholic School's Parent-Student Handbook.

- **Planned Absences:** parent/guardian must notify their school office at least one week ahead of the planned absence to be approved by the school administrator. Arrangements for makeup work must be made prior to the anticipated absence.
- **Unplanned Absences:** (Illness, family emergency, family tragedy, etc.): On the day of an absence, the student's parent/guardian is expected to call their school's office before 8:30am. Remote learners are not required to engage virtually on days when absent unexpectedly. Homework will be posted to Google Classroom to allow students to stay on track. If unable to access Google Classroom, arrangements must be made with the teacher(s).
- **Unexcused Absences or Truancy:** definition and policy can be found on pg. 31 of the [NCS Parent-Student Handbook](#)