

CAFA, Inc. dba

Learning Foundation / Learning Foundation and Performing Arts Alta Mesa
Learning Foundation and Performing Arts Gilbert / Learning Foundation and Performing Arts Warner

Procedures to Maintain Enrollment During Online Distance Learning

ATTENDANCE:

Students are required to be academically engaged in distance learning daily and are encouraged to participate in their virtual learning classes during normally scheduled class time. State law requires student attendance to be recorded every day. **A student will be recorded as present only when academically engaged in virtual class.**

Academic engagement includes, but is not limited to:

- Assignments attempted and completed
- Participation in live instruction
- Documented access of pre-recorded instructional videos
- Email, phone or other communication with the teacher constituting virtual instruction
- Minutes logged on online learning platforms such as Google Classroom or other online applications

Students will be recorded as absent if they have not demonstrated academic engagement for the day. Parents/guardians will be notified of the absence via phone if they have not previously called the school attendance office to report the student absent. K-6th grade teachers will report attendance daily. Junior high and high school teachers will report attendance each period. In the event that a student is marked absent but did engage in class instruction after attendance was reported, the student's attendance will be adjusted the next school day and he/she will be marked present.

Parents/guardians may call the school's attendance office to report a student as absent if they are unable to academically engage in class that day. All normal school policies regarding make-up work and grading apply. Reasons for excused absences may include:

- Lack of computer access or internet connectivity
- Illness
- Bereavement
- Family emergencies
- Observance of religious holidays of the family's faith

If your student is unable to engage in remote learning due to a lack of computer access or internet connectivity, please contact the school to request technology assistance.

PARENT/GUARDIAN RESPONSIBILITIES:

- Commit to participation in your student's online distant learning.
- Confirm student has logged into learning program.
- Call the attendance office as soon as you know student will be absent.
- Provide an area for student to study free from distraction.
- Supervise student's use of materials; Chromebook, workbooks, textbooks, etc.
- Review classwork and homework assignments with student before submission.

- Assist the student with the following when needed:
 - Logging into programs and navigating
 - Understanding lessons and completing lessons and activities
 - Submitting lessons

Please provide the school office with 48 hours advance notice if the student decides to return to campus after the building is open for in-person learning.

STUDENT RESPONSIBILITIES:

- Participate in all assigned lessons and activities daily (Monday-Friday).
- Submit classwork and homework on time to the teacher.
- Use materials properly; Chromebook, workbooks, textbooks, etc..
- When no longer engaged in distance learning return all materials to the school in good condition.

TEACHER RESPONSIBILITIES

- Monitor student participation and record for attendance.
- Report daily attendance to office.
- Record grades for completed assignments in grading system.
- Record virtual meeting attendance.
- Connect with each student regularly to determine individual student needs.
- Post office hours for parent and student communication and support.