

DISTANCE LEARNING WILL CONTINUE FOR ALL STUDENTS THROUGH DECEMBER 18, 2020.

CHOCTAW TRIBAL SCHOOLS ATTENDANCE MONITORING

GUIDANCE DOCUMENT FOR FAMILIES AND STUDENTS OF CHOCTAW TRIBAL SCHOOLS

NOVEMBER 2020

Due to recent questions and concerns regarding attendance issues and completion of classwork, I wanted to send out this memorandum to clarify responsibilities as we move forward in the second nine weeks. Refer to the Parent and Student Handbook for more information.

Area	Students/Families	School Staff Responsibility
Attendance responsibility	<ol style="list-style-type: none">1. Student or parent must check in daily on the Infinite Campus Portal on the days you are not on campus. All distance learners will get a daily call reminder and all students who are absent will get another call.2. Distance learners and hybrid students (on days not attending school), must log in as present on the portal. The portal is different than Google Classroom.3. Contact the office when you are absent and provide backup for excuses.4. Call the school office to notify of phone number and/or email address changes.5. Call the school to check in for attendance if you are unable to log in on the campus portal.	<ol style="list-style-type: none">1. Provide a campus portal log in to the student and parent and ensure they know how to access the portal.2. Make contact with parents when student is absent.3. Turn in unexcused absences to truancy for referrals to be sent to the court.4. Truancy officer makes contact with guardian to improve attendance prior to court referral.5. Assist parent/student with support to assist with improving attendance and/or academic support.
Classroom responsibility	<ol style="list-style-type: none">1. Sign in to Google Classroom and complete work daily.2. Message or call your teacher if you are unable to log into Google Classroom, have questions or need assistance.3. Go into Infinite campus portal to check your graded work that is entered by your teachers. This campus portal is where your grades will be entered that will go on your report card at progress and end of the nine weeks.	<ol style="list-style-type: none">1. Provide Google Classroom work and make sure student and parents know how to access the classroom.2. Grade work and post in Infinite Campus.3. Make contact with parents when student is not participating in academic work.4. Provide academic support to students who need or who request extra help.
	<ol style="list-style-type: none">1. Join Google Meet and participate in live classes when your teacher invites you.	<ol style="list-style-type: none">1. Provide recorded and live Google Meet lessons for students and ensure students and parents know when and how to access the live sessions.
	<ol style="list-style-type: none">1. If you are not on the internet, complete packets (daily when possible and at a minimum, weekly) and turn them in for grading.2. Pick up and Turn in work at school designated pick up time and location.	<ol style="list-style-type: none">1. Prepare packets for students who are unable to access Google Classroom on the internet.2. Grade and post all grades.3. Follow up with families who are not returning work.
Distance Learning	Distance Learning has been extended for all learners through <u>December 18, 2020.</u> Participate daily.	<ol style="list-style-type: none">1. Provide support to all learners.2.

Student with specialized services such as especially speech, physical, occupational therapy and 504 services will continue to report to the school for their scheduled services.