

## **Responsibilities of students during remote instructional days**

It will be the responsibility of students to log into their LMS at 8:00 AM for AM session and 12:30 PM for the PM session.

**Students working online, please complete the following 4 steps:**

1. Message your teacher to let them know that you have logged into class
2. Open the appropriate folder containing the day's lesson
3. Read all included materials, watch all provided videos, and complete all written parts of the assignment that apply. If there is anything you do not understand, please message your teacher. This is a real time system and they should be responding relatively quickly.
4. After you have completed the assignments in their entirety and before you log off, message your teacher to let them know that you have finished. They should respond and clarify everything that they may need and dismiss you from class for the day.

**Students working offline on learning packet assignments follow these 3 steps:**

1. Call, text or email your FCAVTS teacher prior to the start of your session to confirm participation and your assignment.
2. Complete you are assigned instructional packet assignments stored on your flash drive.
3. Submit your assignment to your teacher as they have directed you to do so. Attendance will be credited according to your communication with your teacher and lesson completion. Students that require accommodations may have extended time to complete assignments and assistance if needed.

## **The procedure for tracking student participation (i.e., attendance) during remote instruction**

Daily student attendance data must be collected in the FCAVTS Student Management System, which is required to be submitted annually to the Pennsylvania Department of Education via the Pennsylvania Information Management System (PIMS), regardless of instructional delivery model.

When students are learning in person, FCAVTS standard attendance policy and procedures are followed. When instructional delivery models include hybrid or full remote learning, attendance measurement must include data that allows FCAVTS to assess whether the student is engaged in the assigned learning activity. Capturing student login or contact with school staff is not enough to truly assess exposure to the learning activity. FCAVTS must account for both student's daily access to and completion of assigned learning activities. Daily contact between assigned school staff and students/families is important to student success.

**Evidence that the student has access to the resources required for the assigned learning activities may include:**

- Confirmation by the teacher affirming access to resources required for assigned learning activities
- Calling, texting or emailing and confirmation by the teacher that student downloaded or picked up weekly flash drive containing learning packet of assigned learning activities
- Student participation in "office hours" offered by teacher where teacher confirms student access to resources required for assigned learning activities
- The count of student logins to assigned coursework in Schoology, our Learning Management System (LMS)
- Confirmation by teacher that student is connected through phone conferencing system at designated time

**Evidence that the student completed the assigned learning activities**

- Track student participation throughout the lesson using chat/email or polling feature
- Teachers may embed a "question of the day" in the assigned learning activity and use it as an answer to one of the practice questions at the end of the lesson
- Submit an exit ticket, video, audio recording, portfolio, or a project upon completion of the learning activity

In the event that a student plans to be absent during remote instruction, parents must call or email the attendance specialist, April Harman at 717-485-5813 Ext.201 or [aharman@fcavts.org](mailto:aharman@fcavts.org) before 9:00 a.m. on the day of the absence. If contact is not made on the day of the absence, the absence may become unexcused. The FCAVTS will document in its attendance records for the student whether the absence is considered excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the FCAVTS is not required to excuse any absence, even if the parent provides a note explaining the absence.