

Mapleton Online Attendance Expectations

Colorado Department of Education states *“Students will be expected to log in to the LMS on each scheduled school calendar day and complete daily assignments.”* [CDE Attendance in Online Schools](#)

To be considered present, students need to meet all 3 requirements:

1. Minimum login time requirements through the school LMS: Minimum of 3 hours each day.
2. Specific task completion for a given time period: Student completes required tasks during the specified amount of time and completes the exit ticket at the end of class.
3. Participation during Teams meetings: Camera is on (not an expectation but encouraged), unmuting or using chat appropriately when called on, using the “raise hand” button when questions arise, and having materials ready.

Technology issues should be resolved within 48 hours. Absences will only be excused for 2 consecutive days due to technology issues

Teachers taking attendance on Infinite Campus:

- Teachers will take attendance at the end of the class/period to ensure task completion is checked.
- All students will complete a teacher created quiz in Canvas at the end of each class/period.
- The teacher created quiz should be set to “automatically graded”. You can do this by setting the quiz to include only choices that do not need manual grading/teacher review (*example [here](#)*). Both “Sync to SIS” and “Count Towards Final Grade” is unchecked. The quiz will have a 5-minute window to complete. Once the quiz window is closed, teachers transfer that information to Infinite Campus.

Specific K-5 Expectations

- Both AM and PM attendance are taken through Infinite Campus by **11:45am** and **2:30pm**.
- Attendance calls go out at **12:30pm** and **5:00pm** each day for UA students.
- Weekly grades need to be updated in Canvas by Monday at 9:00am.
- If a student is marked absent due to participation during Teams meetings, please note reason in IC attendance.
- 5 Absences= teacher calls OR texts, 7 Absences= teacher calls AND emails, 10 Absences= Teacher calls and informs Gayle & Lanaye. Previous calls/texts must be documented in IC before administration reaches out.

Specific 6-12 Expectations

- Attendance is taken at the end of each period through Infinite Campus.
- Attendance calls go out at **12:30pm** and **5:00pm** each day for UA students.
- Teachers sync grades from Canvas to Infinite Campus once a week.
- If a student is marked absent due to participation during Teams meetings, please note reason in IC attendance.
- 5 Absences= teacher calls OR texts, 7 Absences= teacher calls AND emails, 10 Absences= Teacher calls and informs Gayle & Lanaye. Previous calls/texts must be documented in IC before administration reaches out.