## DRAFT

THIRD FUTURE

# TFS Temporary Policy on Time and Attendance for the 2021-2022 School Year 

In the 2020-2021 school year, the schools of Third Future provided in-person learning with social distancing every scheduled school day. Between $15 \%$ and $20 \%$ of the students, however, chose to learn remotely from home. Those students received synchronous instruction and followed the same schedule as the in-person students.

Building on our experience, our primary delivery method will be in-person instruction for the 2021-2022 school year. We will allow fully-remote learning as an exception due to valid health and safety concerns. These exceptions will be made case-by-case and determined by the Principal or Executive Director of Schools. Students who had poor attendance in the 2020-2021 school year or who are not at grade level and did not show adequate growth during the 20202021 school year will have to attend in-person or may be held back one year. However, in rare instances, the principal may allow a student to receive instruction remotely if the parents can provide evidence from a medical official that attending in-person instruction will put the child's health at great risk (due, for example, to relevant comorbidities).

We anticipate no more than $3 \%$ of the student body to be eligible for fully remote learning.
This temporary policy outlines Third Future Schools' time and attendance requirements for the 2021-2022 school year.

## School Calendar

The Third Future Schools Board has adopted the school calendar developed by CEO Mike Miles at Appendix B for the 2021-2022 school year.

The school calendar shall be no less than 160 days as specified by state law. The TFS 20212022 academic calendar will have 186 student-teacher contact days. The school calendar also has 15 professional development days for teachers and learning coaches. Seven PD days will take place during summer orientation and 8 PD days will take place during the school year.

A copy of the calendar shall be available to all parents/guardians of students enrolled in each TFS school.

Any change in the calendar except for emergency closing or other unforeseen circumstances shall be preceded by adequate and timely notice. Each time a calendar is amended, an updated copy shall be submitted to the school's authorizer.

For the 2021-2022 academic year, student contact days may include remote learning days as implemented as a result of public health and safety measures. For approved students, remote learning days will also count toward student contact days for that student.

If a school is closed due to medical or health emergencies, which results in student-teacher contact time being reduced below the minimum hours/minutes allowed by state law and provided for in the calendar, the CEO shall adjust the calendar to make up for the lost time. Notification by email shall be made to the authorizer on the dates that the school closed and the planned make up dates.

## Instructional Time

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a teacher, including:

- Classroom instruction time
- Individual student work time while at school, including study hall and library research
- School-related field trips
- Independent study and research
- Assemblies

For in-person instruction, calculations for contact time may include passing periods between classes. Time calculated as "actively engaged in the educational process" shall not include:

- Lunch
- Teacher preparation time
- Passing between lunch and a class.

For selected students during the 2021-22 school year, and in response to COVID-19 and the flexibilities made available by the state, the Board expands its definition of "educational process" to include:

- Instruction delivered electronically
- Independent, remote work time for students that is directed and monitored by educators

For remote instruction, calculations for contact time may be based off of academic content covered, student demonstrations of learning, estimated times for students to complete independent work, and/or other methods identified by the school to compare in-person learning to remote learning.

Additional information about how teacher-pupil instruction will occur during remote learning days as well as a bell schedule equivalency statement shall be further detailed in the TFS reentry document (The TFS Solution) and in this policy.

## Attendance

Schools will complete the minimum hours per year of instructional time. These are 450 hours per year in kindergarten, 990 hours per year for students in grades 1 through 5, and 1068 hours per year for students in grades 6 through 8 . The following chart details the planned instructional hours for our in-person students in the 2021-2022 school year.

## 2021-2022 Instructional Hours

| Grade | Times | Hours | Annual Total |
| :---: | :--- | :---: | :---: |
| K | $8: 00$ to $3: 00$ | 6.5 | 1209 |
| $\mathbf{1}$ | $8: 00$ to $3: 00$ | 6.5 | 1209 |
| $\mathbf{2}$ | $8: 00$ to $3: 15$ | 7 | 1302 |
| $\mathbf{3}$ | $7: 30$ to $2: 30$ or <br> $9: 00$ to $4: 00$ | 7.5 | 1395 |
| $\mathbf{4}$ | $7: 30$ to $2: 30$ or <br> $9: 00$ to $4: 01$ | 7.5 | 1395 |
| $\mathbf{5}$ | $7: 30$ to $2: 30$ or <br> $9: 00$ to $4: 02$ | 7.5 | 1395 |
| $\mathbf{6}$ | $7: 30$ to $2: 30$ or <br> $9: 00$ to $4: 03$ | 7.5 | 1395 |
| $\mathbf{7}$ | $7: 30$ to $2: 30$ or <br> $9: 00$ to $4: 04$ | 7.5 | 1395 |
| $\mathbf{8}$ | $7: 30$ to $2: 30$ or <br> $9: 00$ to $4: 05$ | 7.5 | 1395 |

## Remote learning

Students who have been authorized to do fully remote learning will follow the same schedule as the in-person students. Remote students take core courses at the same time as their peers. They will log-on to the class (via Zoom) at the same time that the course is being taught to in-person students. In this way they will receive live, synchronous instruction and participate in instruction with the regular teacher and their peers. Students will receive the same amount of instruction. Remote students may substitute individual work time for an hour of specials or electives.

Online students will thus accrue instructional hours by attending synchronous live sessions. To account for unique circumstances of some remote learners (such as lack of Internet access, homelessness, frequent change of lodging, prolonged illness, or familial circumstance preventing
attending a specific course at the designated time) and to provide greater flexibility during this pandemic, remote students may also accumulate hours through the following methods:

- Watching a recorded lesson and taking and scoring a minimum score of an S1 on the daily Demonstration of Learning
- Completing the assigned lesson or activity (LSAE work) provided in Google Classroom or in a packet provided by the teacher
- Completion of assignments provided through approved electronic media such as IXL, Lexia, Zearn, and Newsela
- Completion of offline work documented by the parent
- In-person testing such as NWEA, DIBELS, CMAS, PARCC or other required state exams


## Tracking attendance

The school will track the attendance for each in-person and remote student at least once daily. Teacher will use Infinite Campus to record and track attendance. For K-1 students, attendance will be taken once in the morning and once in the afternoon. For 2 through 8 students, attendance will be taken every period.

For remote learners, the following examples of attendance are permissible:

- Logging onto classroom instruction remotely
- Login to an approved online learning platform
- Email, text, or phone correspondence with the teacher

Schools will follow the attendance procedures and requirements outlined in the parent-student handbook. Parents must contact the school office by phone whenever a child is going to be absent, and send a written excuse to the teacher when the child returns to school. Remote learners must also follow these procedures. The school may request submission of a doctor's note if absences become chronic.

## School closures

If the school should close due to an emergency or because of health and safety reasons, all students will immediately move to a fully remote learning plan. Essentially, students will have the same schedule and attend live, synchronous courses remotely. If the school is unable to provide live, synchronous instruction for any amount of time, the CEO will decide whether the school year must be extended in order to meet the minimum instructional hours.

## Appendix A: Other Submissions to CSI

As noted above, Third Future Schools will provide in-person learning, allowing for rare exceptions due to valid health and safety concerns. For those students authorized to learn remotely, we will use the " $100 \%$ remote learning option." All instruction, except for specials and electives, will be conducted synchronously.

In some short term instances specific students may have to learn remotely due to need to selfisolate or quarantine. In these select cases, the school will use the "temporary remote learning option." Again, instruction will be synchronous. Students will follow the regular, in-person schedule except they will be at home.

## An Explanation of Teacher-Pupil Instruction During Remote Learning

Third Future Schools has developed an instructional model that requires all teachers to teach "simultaneously" - both in-person and remotely at the same time.

Simultaneous instruction is already being implemented well at our four schools. At the core of this instructional model is still our engaging instruction that combines direct instruction with highly differentiated activities and lessons. Indeed, the key is to continue to use our effective educational program and use technology to mirror that experience for the on-line learners. With simultaneous teaching, the students on-line and in the classroom have very similar learning experiences: both groups do bell work, are engaged by the teacher, see the same content on the board, can ask questions, participate in small groups, demonstrate their learning in a DOL, are provided the same differentiated activities, and more.

Teachers use Google Classroom and Zoom as the platform for simultaneous teaching. This is a requirement throughout the network in order to minimize the number of various platforms that parents and students have to learn to navigate.

Regardless of the choice of in-person or remote learning, all students have the same schedule as their peers except that remote learners receive live, synchronous instruction at home. All instruction is provided synchronously.

Still, we understand that some of our families are challenged by unique circumstances (such as lack of Internet access, homelessness, frequent change of lodging, prolonged illness, or familial circumstance preventing attending a specific course at the designated time) that make it difficult to engage in all of the synchronous instruction we provide every day. Additionally, we want to provide some families greater flexibility should specific conditions warrant.

Thus, on a limited basis, a school may develop a learning plan for a student that provides for some asynchronous learning. This type of plan could include some or all of the following methods for remote, asynchronous learning:

- Watching a recorded lesson and taking and scoring a minimum score of an S1 on the daily Demonstration of Learning
- Completing the assigned lesson or activity (LSAE work) provided in Google Classroom or in a packet provided by the teacher
- Completion of assignments provided through approved electronic media such as IXL, Lexia, Zearn, and Newsela
- Completion of offline work documented by the parent


## Bell Schedule Equivalency Statement

Third Future Schools follow a semester calendar structure. The bell schedule for each grade is attached in Appendix C of this document.

The schedule for in-person students provides for the following teacher-pupil contact hours:

| 2021-2022 Instructional Hours |  |  |  |
| :---: | :---: | :---: | :---: |
| Grade | Times | Hours | Annual Total |
| K | $8: 00$ to $3: 00$ | 6.5 | 1209 |
| $\mathbf{1}$ | $8: 00$ to $3: 00$ | 6.5 | 1209 |
| $\mathbf{2}$ | $8: 00$ to $3: 15$ | 7 | 1302 |
| $\mathbf{3}$ | $\begin{array}{l}7: 30 \text { to } 2: 30 \text { or } \\ 9: 00 \text { to } 4: 00\end{array}$ | 7.5 | 1395 |
| $\mathbf{4}$ | $\begin{array}{l}7: 30 \text { to } 2: 30 \text { or } \\ 9: 00 \text { to } 4: 01\end{array}$ | 7.5 | 1395 |
| $\mathbf{5}$ | $\begin{array}{l}7: 30 \text { to } 2: 30 \text { or } \\ 9: 00\end{array}$ | 7.5 | 1395 |
| $\mathbf{6}$ | $\begin{array}{l}7: 30 \text { to } 2: 30 \\ 9: 00\end{array}$ | to $4: 03$ |  |$)$

Because remote students have the same bell schedule, their instructional hours are equivalent to those of an in-person student. Remote learners may substitute an hour of individual work time for an hour of specials or electives if approved and verified by the parent or guardian.

For a small percentage of students who have an approved learning plan for asynchronous learning, equivalent teacher-pupil instructional time will be given for the following activities:

- Watching a recorded lesson and taking the Demonstration of Learning
- Completing the assigned lesson or activity (LSAE work) provided in Google Classroom or in a packet provided by the teacher
- Completion of assignments provided through approved electronic media such as IXL, Lexia, Zearn, and Newsela
- Completion of offline work if approved by the teacher and documented by the parent


## Appendix B: TFS 2021-2022 Academic Calendars

## Academy of Advanced Learning -- Academic Calendar | 2021-2022

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| 27 | 28 | 29 | 30 |  |  |  | 25 | (26) | (27) | (28) | (29) | (30) | 31 | 29 | 30 | 31 |  |  |  |  |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 |  |  |  |
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5th Quarter (summer 2021)
Voluntary summer courses June 22 - July 27
[Mandatory for some students]

## All staff induction and

 preparation

July 26 - August 3

## Recess (no classes)

Fall Recess - Oct. 14 - 15
Thanksgiving - Nov. 24-26
Winter Recess - Dec. 20 - Jan 3
Spring Recess - Mar. 14-18
Academic Recess - Apr. 28-29

Parent-teacher
Conferences
Oct. 18-19
Feb. 16-17
Jun. 1-2

## Field Trips

K-3 - Apr. 25-27
4-8 - May 19 - 27

Holiday (no classes)
Sep. 6 - Labor Day
Nov. 25 - Thanksgiving


Jan. 17 - MLK Jr. Day
Feb. 21 - Presidents' Day
May 30 - Memorial Day

First day of School August 4

Last day of School (with no make-up days)
June 3

## Staff PD (no classes)

Aug. 27, Sep. 7, Oct. 14, Nov. 12, Jan. 3, Jan. 18,
Feb.18, Apr. 28, Jun. 6 - 7

## Possible make-up days

June 6 - June 15

$1^{\text {st }}$ Qtr - 45 days - Aug. 4 - Oct. 8
$2^{\text {nd }}$ Qtr - 44 days - Oct. 11 - Dec. 17
$3^{\text {rd }}$ Qtr - 50 days - Jan. 4 - Mar. 25
$4^{\text {th }}$ Qtr -47 days - Mar. 28 - June 3

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| AUGUST 2021 |  |  |  |  |  |  |
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|  |  |  | 1 | 2 | 3 | 4 |  |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |  |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |  |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |  |
| 26 | 27 | 28 | 29 | 30 |  |  |  |
|  |  |  |  |  |  |  |  |


| JULY 2022 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\mathbf{S}$ | $\mathbf{M}$ | $\mathbf{T}$ | $\mathbf{W}$ | $\mathbf{R}$ | $\mathbf{F}$ | $\mathbf{S}$ |
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  |  |  |


| AUGUST 2022 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\mathbf{S}$ | $\mathbf{M}$ | $\mathbf{T}$ | $\mathbf{W}$ | $\mathbf{R}$ | $\mathbf{F}$ | $\mathbf{S}$ |
|  | 1 | $\mathbf{P}$ | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |
|  |  |  |  |  |  |  |

5th Quarter (summer 2021)
Voluntary summer courses June 22 - July 27
[Mandatory for some students]

## All staff induction and

 preparation

July 26 - August 3

## Recess (no classes)

Fall Recess - Oct. 14 - 15
Thanksgiving - Nov. 24-26
Winter Recess - Dec. 20 - Jan 3
Spring Recess - Mar. 21 - 25
Academic Recess - Apr. 28-29

## Parent-teacher

 ConferencesOct. 18-19
Feb. 16-17
Jun. 1 - 2

## Field Trips

K-3 - Apr. 25 - 27


Holiday (no classes)
Sep. 6 - Labor Day
Nov. 25 - Thanksgiving


Jan. 17 - MLK Jr. Day
Feb. 21 - Presidents' Day
May 30 - Memorial Day

First day of School
August 4
Last day of School (with no make-up days)
June 3

## Staff PD (no classes)

Aug. 27, Sep. 7, Oct. 14,
 Nov. 12, Jan. 3, Jan. 18,
Feb.18, Apr. 28, Jun. 6 - 7

## Possible make-up days

June 6 - June 15

$1^{\text {st }}$ Qtr - 45 days - Aug. 4 - Oct. 8
$2^{\text {nd }}$ Qtr - 44 days - Oct. 11 - Dec. 17
$3^{\text {rd }}$ Qtr - 50 days - Jan. 4 - Mar. 25
$4^{\text {th }}$ Qtr -47 days - Mar. 28 - June 3

## Appendix C: Bell Schedules for the Academy, Coperni 2, and Coperni 3

The Academy of Advanced Learning

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## Coperni 2

C2 2021-2022 Daily Schedule
C2 2021-2022 Daily Schedule




## Coperni 3

## C3 2021-2022 Daily Schedule

 $\square$



