



DRAFT

revised October 9, 2022

TFS Temporary Policy on Time and Attendance for the 2022-2023 School Year

In the 2020, 2021, and 2022 school year, the schools of Third Future provided in-person learning with social distancing every scheduled school day. In the 2020-2021 school year, 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.

We returned to full, in-person learning in the 2021-2022 school year. We will do the same in the 2022-2023 school year. Exceptions will be made on a case-by-case basis and only if required by a federal law.

This temporary policy outlines Third Future Schools' time and attendance requirements for the 2022-2023 school year.

School Calendar

The Third Future Schools Board has adopted the school calendar developed by CEO Mike Miles at Appendix B for the 2022-2023 school year.

The school calendar shall be no less than 160 days as specified by state law. The TFS 2022-2023 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 2022-2023 academic year, student contact days may include remote learning days as implemented as a result of public health and safety measures. Remote learning days will also count toward student contact days.

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.

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 900 hours per year in kindergarten (only full day offered), 990 hours per year for students in grades 1 through 5, and 1080 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 2022-2023 school year.

2022-2023 Instructional Hours			
Grade	Times	Hours	Annual Total
K	8:00 to 3:00	6.5	1209
1	8:00 to 3:00	6.5	1209
2	8:00 to 3:30	7	1302
3	8:00 to 4:00	7.5	1395
4	8:00 to 4:00	7.5	1395
5	8:00 to 4:00	7.5	1395
6	8:00 to 4:00	7.5	1395
7	8:00 to 4:00	7.5	1395
8	8:00 to 4:00	7.5	1395

Remote learning

Students who have been authorized to do temporary 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 as required by law. 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 self-isolate 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.

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 need for 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:

2022-2023 Instructional Hours			
Grade	Times	Hours	Annual Total
K	8:00 to 3:00	6.5	1209
1	8:00 to 3:00	6.5	1209
2	8:00 to 3:30	7	1302
3	8:00 to 4:00	7.5	1395
4	8:00 to 4:00	7.5	1395
5	8:00 to 4:00	7.5	1395
6	8:00 to 4:00	7.5	1395
7	8:00 to 4:00	7.5	1395
8	8:00 to 4:00	7.5	1395

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 2022-2023 Academic Calendars

2022-2023 Yearly Calendar

JUNE 2022						
S	M	T	W	R	F	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		

JULY 2022						
S	M	T	W	R	F	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						
S	M	T	W	R	F	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			

SEPTEMBER 2022						
S	M	T	W	R	F	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	

OCTOBER 2022						
S	M	T	W	R	F	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					

NOVEMBER 2022						
S	M	T	W	R	F	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			

DECEMBER 2022						
S	M	T	W	R	F	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

JANUARY 2023						
S	M	T	W	R	F	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				

FEBRUARY 2023						
S	M	T	W	R	F	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				

MARCH 2023						
S	M	T	W	R	F	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	

APRIL 2023						
S	M	T	W	R	F	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						

MAY 2023						
S	M	T	W	R	F	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			

JUNE 2023						
S	M	T	W	R	F	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	

JULY 2023						
S	M	T	W	R	F	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 2023						
S	M	T	W	R	F	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			

Coperni 2

C2 2022-2023 Daily Schedule

C2 2022-2023 Daily Schedule

	7:45	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00									
Kinder 1				Read/Write		Recess		Math		Lunch		Intervention		Elective		Literacy		Recess		Science																			After-school Activity		Kinder 1						
Kinder 2				Read/Write		Recess		Math		Lunch		Intervention		Elective		Literacy		Recess		Science																				After-school Activity		Kinder 2					
First 1				Read/Write				Math		Recess		Elective		Intervention		Lunch		Recess		Literacy		Science																		After-school Activity		First 1					
First 2				Read/Write				Math		Recess		Elective		Intervention		Lunch		Recess		Literacy		Science																			After-school Activity		First 2				
2nd -- ELA/ ADT				Read/Write (2-1)				Elective		Read/Write (2-2)		Recess		Lunch		ADT (2-1)		Recess		ADT (2-2)																					After-school Activity		2nd -- Read/Write				
2nd -- Math/ Science				Math (2-2)				Elective		Math (2-1)		Recess		Lunch		Science (2-2)		Recess		Science (2-1)																						After-school Activity		2nd -- Math			
3rd/4th -- Read/Write				Read/Write (3-1)				Read/Write (4-2)		Lunch		Elective		Recess		Read/Write (4-1)		Recess		Read/Write (3-2)																							After-school Activity		5th/6th -- Read/Write		
3rd/4th -- Math				Math (3-2)				Math (3-1)		Lunch		Elective		Recess		Math (4-2)		Recess		Math (4-1)																								After-school Activity		5th/6th -- Math	
3rd/4th -- Science				Science (4-1)				Science (3-2)		Lunch		Elective		Recess		Science (3-1)		Recess		Science (4-2)																								After-school Activity		5th/6th -- Science/SS	
3rd/4th -- ADT/Dyad				ADT/Dyad (4-2)				ADT/Dyad (4-1)		Lunch		Elective		Recess		ADT/Dyad (3-2)		Recess		ADT/Dyad (3-1)																								After-school Activity		5th/6th -- ADT/Dyad	
5th/6th -- Read/Write				Read/Write (6-1)				Read/Write (5-2)		Study		Elective		Lunch		Read/Write (5-1)		Recess		Read/Write (6-2)																								After-school Activity		5th/6th -- Read/Write	
5th/6th -- Math				Math (6-2)				Math (5-1)		Study		Elective		Lunch		Math (5-2)		Recess		Math (5-1)																									After-school Activity		5th/6th -- Math
5th/6th -- Science				Science (5-1)				Science (6-2)		Study		Elective		Lunch		Science (6-1)		Recess		Science (5-2)																									After-school Activity		5th/6th -- Science/SS
5th/6th -- ADT/Dyad				ADT/Dyad (5-2)				ADT/Dyad (5-1)		Study		Elective		Lunch		ADT/Dyad (6-2)		Recess		ADT/Dyad (6-1)																									After-school Activity		5th/6th -- ADT/Dyad
7th/8th -- ELA/ ADT				Read/Write (7)				Read/Write (8)		Study		Lunch		ADT (8)		Elective		Recess		ADT (7)																								After-school Activity		7th/8th -- Read/Write	
7th/8th -- Math/ Science				Math (8)				Math (7)		Study		Lunch		Science (7)		Elective		Recess		Science (8)																								After-school Activity		7th/8th -- Math	
7th/8th -- SS														SS (7) -- online						SS (8) -- online																								After-school Activity		7th/8th -- Science/SS	

Coperni 3

C3 2022-2023 Daily Schedule

C3 2022-2023 Daily Schedule

	7:45	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00				
Kinder 1				Read/Write	Recess	Math	Lunch	Intervention		Elective										Literacy	Recess	Science																	After-school Activity	Kinder 1		
Kinder 2				Read/Write	Recess	Math	Lunch	Intervention		Elective										Literacy	Recess	Science																		After-school Activity	Kinder 2	
Kinder 3				Read/Write	Recess	Math	Lunch	Intervention		Elective										Literacy	Recess	Science																		After-school Activity	Kinder 3	
First 1				Read/Write		Math	Recess	Elective		Intervention	Lunch	Recess								Literacy		Science																	After-school Activity	First 1		
First 2				Read/Write		Math	Recess	Elective		Intervention	Lunch	Recess								Literacy		Science																		After-school Activity	First 2	
First 3				Read/Write		Math	Recess	Elective		Intervention	Lunch	Recess								Literacy		Science																		After-school Activity	First 3	
2nd -- Read/Write				Read/Write (2-1)		Elective		Read/Write (2-3)	Recess	Lunch										Read/Write (2-2)	Recess	ADT (2-1)																	After-school Activity	2nd -- Read/Write		
2nd -- Math				Math (2-2)		Elective		Math (2-1)	Recess	Lunch										Math (2-3)	Recess	ADT (2-2)																		After-school Activity	2nd -- Math	
2nd -- Science				Science (2-3)		Elective		Science (2-2)	Recess	Lunch										Science (2-1)	Recess	ADT (2-3)																		After-school Activity	2nd -- Science	
3rd/4th -- Read/Write				Read/Write (3-1)		Read/Write (4-2)	Lunch		Elective		Recess									Read/Write (4-1)		Read/Write (3-2)																		After-school Activity	5th/6th -- Read/Write	
3rd/4th -- Math				Math (3-2)		Math (3-1)	Lunch		Elective		Recess									Math (4-2)		Math (4-1)																			After-school Activity	5th/6th -- Math
3rd/4th -- Science				Science (4-1)		Science (3-2)	Lunch		Elective		Recess									Science (3-1)		Science (4-2)																			After-school Activity	5th/6th -- Science/SS
3rd/4th -- ADT				ADT (4-2) MWF		ADT (4-1) MWF	Lunch		Elective		Recess									ADT (3-2) MWF		ADT (3-1) MWF																			After-school Activity	5th/6th -- ADT/Dyad
3rd/4th -- Dyad				Dyad (4-2) TTh		Dyad (4-1) TTh	Lunch		Elective		Recess									Dyad (3-2) TTh		Dyad (3-1) TTh																			After-school Activity	5th/6th -- ADT/Dyad
5th/6th -- Read/Write				Read/Write (6-1)		Read/Write (5-2)	Study		Elective		Lunch									Read/Write (5-1)		Read/Write (6-2)																			After-school Activity	5th/6th -- Read/Write
5th/6th -- Math				Math (6-2)		Math (6-1)	Study		Elective		Lunch									Math (5-2)		Math (5-1)																			After-school Activity	5th/6th -- Math
5th/6th -- Science				Science (5-1)		Science (6-2)	Study		Elective		Lunch									Science (6-1)		Science (5-2)																			After-school Activity	5th/6th -- Science/SS
5th/6th -- ADT				ADT (5-2) TThF		ADT (5-1) TThF	Study		Elective		Lunch									ADT (6-2) TThF		ADT (6-1) TThF																			After-school Activity	5th/6th -- ADT/Dyad
5th/6th -- Dyad				Dyad (5-2) MW		Dyad (5-1) MW	Study		Elective		Lunch									Dyad (6-2) MW		Dyad (6-1) MW																			After-school Activity	5th/6th -- ADT/Dyad
7th/8th -- Read/Write				Read/Write (7-1)		Read/Write (8-2)	Study	Lunch		Read/Write (8-1)										Math (8-2)		Math (8-1)																			After-school Activity	7th/8th -- Read/Write
7th/8th -- Math				Math (7-2)		Math (7-1)	Study	Lunch		Math (8-2)										Math (8-1)		Math (7-2)																			After-school Activity	7th/8th -- Math
7th/8th -- Science				Science (8-1) MWF		Science (7-2) MWF	Study	Lunch		Science (7-1) MWF										Science (8-2) MWF		Science (8-1) MWF																			After-school Activity	7th/8th -- Science/SS
7th/8th -- SS				SS (8-1) TTh		SS (7-2) TTh	Study	Lunch		SS (7-1) TTh										SS (8-2) TTh		SS (8-1) TTh																			After-school Activity	7th/8th -- Science/SS
7th/8th -- ADT				ADT (8-2) MWF		ADT (8-1) MWF	Study	Lunch		ADT (7-2) MWF										ADT (7-1) MWF		ADT (7-2) MWF																			After-school Activity	7th/8th -- ADT/Dyad
7th/8th -- Dyad				Dyad (8-2) TTh		Dyad (8-1) TTh	Study	Lunch		Dyad (7-2) TTh										Dyad (7-1) TTh		Dyad (7-2) TTh																			After-school Activity	7th/8th -- ADT/Dyad

