

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning  
Environments**

**General**

Overall, as prospective leaders of our nation's schools, are be expected to exhibit the social emotional skills, knowledge, and dispositions of a leader from the first day of your first class. Effective leaders need to be "present" at all times in class whether in-person or remotely. To be "present," one is to be acutely attuned to yourself, others, your environment, and the tasks at hand. This requires one to be physically, emotionally, socially and intellectually focused at all times.

Our courses are rigorous, fast-paced, and cohort-based. Missing one class is akin to missing 20% of a course. While one may be able to do the readings, you will not be able to replicate the dialogue and team learning.

**A. Attendance Policy**

1. You are expected to be on time and "present" for the entirety of every class session of every course.
2. Course Attendance:
  - a. No student may miss the first day of any course for any reason unless they believe and can validate that they have COVID or mandatory quarantine.
  - b. No student may miss more than two classes of any course for any reason unless they believe and can validate that they have COVID or they are subject to mandatory quarantine. In this case, students will be withdrawn from the course and be allowed to makeup the course at a later date.
3. Documenting COVID excused absences.
  - a. Students who believe they have COVID must document their positive results on a PCR or NAAT test are required to contact Diane Burke at the CITE office before the next scheduled class meeting.
  - b. Students who are required to be quarantined/isolated by a local health department are required to contact Diane Burke at the CITE office before the next scheduled class meeting.
  - c. Students who have tested positive for COVID or who are under a mandatory quarantine/isolation will be able to continue in the course and they will:

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning**  
**Environments**

- i. Be responsible for all work missed and course assignments
    - ii. Be required to complete a course related assignment (provided by the course instructor) approximating 8 hours of work which is due prior to the last day of the course.
    - iii. Will *not* receive a final half grade deduction (ex. A= A-, A- =B+)
  - d. Should a student who did not attend the first class whose PCR/NAAT test proves to be negative, they will be disenrolled and will take the course the next time it becomes available.
4. Students who miss any class other than the first class of a course, for reasons ***other than*** a documented case of COVID or mandatory quarantine:
- a. Must contact their instructor who will record the reason for the absence and report it to CITE.
  - b. Will be responsible for all work missed and course assignments
  - c. Will be required to complete a course related assignment (provided by the course instructor) approximating 8 hours of work which is due prior to the last day of the course.
  - d. Will receive a final half grade deduction (ex. A= A-, A- =B+)
5. Students who miss two classes *due to a documented case of COVID or mandatory quarantine/isolation*:
- a. Must contact Diane Burke at CITE *and* their instructor will review their expectations and the manner in which said student will be required to complete all coursework.
  - b. Will be responsible for all work missed and course assignments
  - c. Will be required to complete a course related assignment(s) (provided by the course instructor) approximating 8 or more hours of course-related work which is due prior to the last day of the course.
  - d. Will be eligible for an extra help session for the second missed class only with an appropriate tutor in a remote setting to review relevant course work missed.
    - i. If available, students may be offered class materials in an asynchronous format to make up part of a class.

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning  
Environments**

- e. Will **not** receive a final half grade deduction (ex. A= A-, A- =B+)
- 6. Seat time in any other in-person or virtual class is not an accepted substitute for a missed class.

**B. COVID Considerations for Face-to-Face coursework:**

**1. General**

The College of St. Rose guidance in COVID safety precautions closely mirrors those enforced by the Albany County Health Department, the state of New York, SUNY, and the Center for Disease Control. Our procedures for CITE courses consider guidance provided by the NYCDOE which the majority of our students are already familiar.

We know how important it is to keep our schools and classrooms open for learning, and we have and will continue to do everything we can to make sure our classrooms are equipped to be safe learning environments.

## **College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning Environments**

### **2. Vaccinations**

Effective January 1, 2022 all\_CSR/CITE students must be vaccinated or have an approved exemption processed by the Health Services Office at the College. Proof of vaccination or exemption is required for admittance to all coursework. It is also anticipated that the College will soon require proof of a COVID Booster shot as soon a student becomes eligible. It is highly recommended by CDC as well.

### **3. Physical Distancing in Classrooms**

Physical distancing is an important part of our multi-layered strategy to keep our school communities safe. The Centers for Disease Control and Prevention (CDC) “recommends schools maintain at least 3 feet of physical distance between students within classrooms to reduce transmission risk. CITE classrooms will follow this protocol.

### **4. Face Coverings and PPE**

All students and staff must wear a face covering indoors when in class at the College and in other facilities used for CITE coursework, regardless of vaccination status, unless they have a documented and approved medical exemption pertaining to this policy specifically.

### **5. Positive Cases: Closure and Quarantine**

As of January 1, 2022, we will follow current CDC and NYSED policies regarding quarantine periods and close contact and which no longer automatically closes an entire classroom when there is a positive student case in that class. Students who are wearing face coverings and have maintained at least 3 feet of distance in a classroom from a student who tests positive **will not** be considered close contacts and will not have to quarantine. (<https://www.cdc.gov/media/releases>)

#### **a. How Long Does a Close Contact Have to Quarantine?**

Fully vaccinated CITE students who are identified as close contacts should get tested 3-5 days after their exposure. However, they do not **do not** have to quarantine provided that they remain symptom-free. Results of any required testing must be provided to Diane Burke at CITE before the next scheduled class. Students should periodically look to the CITE website to see any changes in the COVID protocols.

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning**  
**Environments**

CDC has updated the recommended quarantine/isolation period for anyone in the general public who is exposed to COVID-19.

- People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter.
- For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days.
- Alternatively, if a 5-day quarantine is not feasible and , it is imperative that an exposed person wear a well-fitting mask at all times when around others for 10 days after exposure.
- Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure.
- Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others.

**C. Individual Impact of Quarantine on Face-to-Face coursework:**

Given our program design and the facilities we use for face-to-face instruction, options for making up coursework are very limited. Instructors are unable to record classes or have the technology to live-stream a class. As a result, the Attendance Policy will be enforced as stated in section A. above.

1. If you are officially quarantined as a result of a documented COVID related diagnosis or exposure to another individual, you must provide documentation from the authorized agency requiring you to be quarantined and the dates of your quarantine to Diane Burke at the CITE office who will notify your instructor.
2. Should a documented quarantine require you to miss the first class of a course Attendance Policy see Attendance Policy.

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning**  
**Environments**

3. Should a documented quarantine require a student to miss *no more than one class* within the span of classes two (2) through five (5) in any course, this will be treated as a normal absence but the student is responsible for the missed work.
  - a. The student will complete a course related assignment (provided by the course instructor) approximating 8 hours of work which is due prior to the course.
  - b. The student will *not* receive a half grade reduction in the final grade.

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning  
Environments**

**D. Remote Learning Considerations:**

Our course work is designed and approved by the NYSED to be a face-to-face program. As you all know, due to the uncertainties surrounding COVID, we have previously gone remote in the interest of the health and safety of our students and faculty. Obviously, this is a fluid environment and, should our normal F2F program be required by qualified authorities to go remote, the following expectations are in effect.

The decision to return to Remote Instruction from Face to Face will be made on a Section-by-Section basis. In other words, an entire cohort would not return to Remote Instruction unless data indicated that would be required.

1. If five (5) or more students in any course section have documented cases of COVID, that section will go into a synchronous Remote Learning environment until the number of those affected drops below five (5) as documented by additional medical testing.
2. If a student is too ill to complete the course, they will be withdrawn without penalty and will make up the course at a later date.

In the event a College Instructor contracts COVID, class may be held remotely if the instructor is well enough to conduct the class or a substitute may be provided and the face-to-face setting will be held.

Should remote courses be necessary, very effort will be made to provide a synchronous remote learning environment that resembles the in-person courses as closely as possible. The content and assignment(s) will be consistent no matter the learning environment.

1. The attendance policy applies to in-person and remote coursework.
  - a. The following expectations for being “present” will be expected of all students for all coursework whether scheduled to be delivered face-to-face or remotely.
  - b. To be “present,” one is to be acutely attuned to yourself, others, your environment, and the tasks at hand. This requires one to be physically, emotionally, socially and intellectually focused at all times.
2. The same expectations that we have for students to be in-person apply to our remote learning environment.

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning**  
**Environments**

- a. Students should locate a suitable learning space that minimizes distractions which allows you to create a classroom environment akin to being face-to-face.
- b. Students must be physically present on screen at all times. No emoji or cardboard cut-outs – yes, we have seen it all.
- c. Should a student need to leave the screen, cameras should remain on unless you have communicated with your instructor in advance of a special circumstance which they have acknowledged and permitted.
- d. Remote classes are to be attended in a setting deemed to be appropriate by your instructor. You cannot be in your car, in a store, walking through the park, attending a child's sports event, getting a massage or lying in a recliner or in bed, etc. while attending class.
  - i. It is expected that students are professional and considerate and minimize outside distractions both for themselves and the others on screen.
- e. Practice wait time to avoid speaking over others.
- f. Students who continually violate these basic tenets of remote learning will be removed from the course.

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning  
Environments**

**College of St. Rose/CITE Attendance Policy for Face to Face and Remote Learning  
Environments**

**If You Test Positive for COVID-19 (Isolate)**

**Everyone, regardless of vaccination status.**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

**If You Were Exposed to Someone with COVID-19 (Quarantine)**

**If you:**

Have been boosted

**OR**

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

**OR**

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

*If you develop symptoms get a test and stay home.*

**If you:**

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

**OR**

Completed the primary series of J&J over 2 months ago and are not boosted

**OR**

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

*If you develop symptoms get a test and stay home*