



## CIRCLE CHRISTIAN SCHOOL

# Dashboard Attendance and Monthly Reporting Guidelines

The information contained in this document is to be used by parents to report student attendance and monthly academic progress via the *Circle Dashboard*. Access to the *Circle Dashboard* requires a username and password assigned by the school. The *Dashboard* and documentation related to monthly reports may be accessed at [circlechristianschool.org/my-circle/report-grades](http://circlechristianschool.org/my-circle/report-grades).

Monthly attendance and progress reports are required for all students enrolled in Circle. The first report is due **September 7** of each year. Subsequent reports are due the seventh (7th) day of each month thereafter.

This document is laid out in a question and answer format in an effort to make it user friendly. Please maintain a copy of this document and refer to it as needed during the monthly reporting process.

### General information

The monthly reporting process includes three key components:

1. Attendance – Daily record of attendance
2. Classes – Course name, curriculum used, and source of instruction
3. Grades – Grade earned, progress achieved, skills covered, notes

#### 1. Attendance

State compulsory attendance laws require the documentation of student attendance. Students are required to attend a minimum of 170 days of school per year (85 per semester). The state sets a maximum of 180 days of attendance.

#### 2. Classes

All courses taken by the student must be listed. Circle prepopulates lower school students (K-6) with minimum required classes (core courses include language arts, math, science, social studies, and Bible). Additional classes taken by the student should be listed by the parent.

All upper school (7-12) and Frameworks (4-6) classes taken from Circle will be populated into the Dashboard via the eLearning Campus (eLC) connection prior to the start of the school year. Parents must supply information related to all non-Circle classes taken by upper school students (7-12).

A complete list of all courses listed in the *Dashboard* is provided at the end of this document to aid in ease of course identification.

In addition to the **Course** name the **Curriculum** (name and publisher) and **Source** of instruction (Dual Enrollment, Florida Virtual School, Non-Circle Class/Program, Parent Instruction, Private Tutor, or Video/Computer/Other) for each class must also be listed in the *Dashboard*. When **Source** of instruction is Dual Enrollment, Non-Circle Class/Program, Parent Instruction, Private Tutor, be sure to enter the **Name** of the provider (For example, if Dual Enrollment is the **Source**, enter the **Name** of the school at which the student is dual enrolled). **Length** of course applies to high school credits and should indicate whether a class is one semester (fall or spring) or both (year long).



### 3. Grades

This section of the report will reflect **Grades** earned, **Progress** achieved, **Benchmarks** covered, and any desired **Notes** the parents wish to enter (The notes section may be used for keeping track of reading lists, student accomplishments, or field trips that the parent may wish to document). Parents will not need to report progress achieved or benchmarks covered for Circle upper school (7-12) and Frameworks (4-6) classes or those classes taken from a source that has an Articulation Agreement with Circle. 80% of each subject's benchmarks must be covered by the end of the class.

**NOTE:** Academic records, including but not limited to, withdrawal forms, report cards, transcripts, and diplomas, will not be released to the parent or requesting schools if monthly/semester reports are not current and up to date.

### Next Step

Parents should log into the system and examine each student's classes making any necessary edits or changes. Parents must also list all curricula for classes not issued a grade by CCS or a source that has an Articulation Agreement with Circle.

## Frequently Asked Questions

### *I am locked out of my account. What do I need to do?*

Call the office or email Robin at [robins@circlechristianschool.org](mailto:robins@circlechristianschool.org) to have your password reset. The system currently does not support changes to the password, so you will not be able to change your password. Your password will be reset to the same one issued to you at the time of your enrollment.

### *Why isn't my login information working?*

In some cases this is due to firewalls and filters on the user's computer or network. If your system has filters (for example, CovenantEyes) or Firewalls, you may need to enable them to allow you to access the dashboard.

Send an email to [info@circlechristianschool.org](mailto:info@circlechristianschool.org) if you do not have a username and password.

### *How do I report Foundations and Explorations classes on my monthly reports?*

#### **When Using Foundations and Explorations as CORE Curriculum**

If using the Foundations or Explorations Home Lesson Plans (HLP) as your **core** curriculum (meaning you will not be teaching from another main curriculum but will be following all directives in the HLP), the curriculum name will be the same as the program name plus any other books or sources you are using to teach the required material in the HLP at home. You, the parent, must provide the grades for each subject taught in either program.

Skills taught for that month from the HLP must be checked.

Parents are responsible for teaching Math and all components of Language Arts not covered by the Core curriculum.

**Foundations** covers the following subjects when used with the Home Lesson Plans as core curriculum.

- Science
- Social Studies
- Bible
- Art/Music/Drama



**Explorations** covers the following subjects when each grade level's book list is used along with the Home Lesson Plans as core curriculum.

- Language Arts - Reading Comprehension
- Language Arts - Writing/Composition
- Language Arts - Grammar
- Language Arts - Vocabulary
- Science
- Social Studies
- Bible
- Art

**When Using Foundations and Explorations as Enrichment**

If using either program as **enrichment** only, the curriculum name will be whatever you are using at home to teach the subject. Indicate in the notes box that the program is enrichment to what you are teaching at home.

***How do I report Frameworks classes on my monthly reports?***

In all Frameworks classes the Circle instructors provide the grades. The parent is only responsible to provide information for the required courses that Frameworks does not cover.

**Frameworks** covers the following subjects:

- Language Arts - Reading Comprehension (Literature)
- Language Arts - Handwriting/Composition (Writing)
- Science
- History

***How do I report Dual Enrollment and Florida Virtual School classes on my reports?***

When a student is enrolled in Dual Enrollment classes or is taking classes from Florida Virtual School or an organization/individual that has an Articulation Agreement with Circle, the **Source** of instruction and **Name** of the organization/individual should be noted. There is no need to identify **Curriculum** for these classes. Grades may be estimated for Dual Enrollment classes since no official grades are available until the end of the semester.

***Which subjects are required on the report?***

	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup> /8 <sup>th</sup>
Language Arts	√	√	√	√	√	√	√	√
Math	√	√	√	√	√	√	√	√ <sup>**</sup>
Science	√	√	√	√	√	√	√	√
Social Studies	√	√	√	√	√ <sup>*</sup>	√	√	√ <sup>***</sup>
Bible	√	√	√	√	√	√	√	√



\* 4<sup>th</sup> grade must include Florida History (option for curriculum: <http://fcit.usf.edu/florida/lessons/lessons.htm> )

\*\* 8<sup>th</sup> grade students may take Algebra 1 for High School Credit

\*\*\* 7<sup>th</sup> or 8<sup>th</sup> grade students must take Middle School US History & Civics

Language Arts should be divided up into categories as listed below to ensure complete coverage of all areas. Additional subjects (arts, physical education, health, etc.) may be added at parental discretion.

Language Arts for grades K-8 should be separated into the following areas:

**Kindergarten**

Phonics/Reading

Handwriting

**Grades 1-2**

Phonics

Reading

Spelling/Vocabulary

Handwriting

Grammar

**Grades 3-6**

Reading Comprehension

Spelling/Vocabulary

Handwriting

Composition

Grammar

**Grades 7-8**

Language Arts

Benchmarks must show that Grammar, Writing, Spelling/Vocabulary, and Literature are being taught.

**Important Note for 4th Graders:** 4th Grade Social Studies must include Florida History. You may use any curriculum you want, but here is a link to an online curriculum if needed: <http://fcit.usf.edu/florida/lessons/lessons.htm>

**Students in grades 9-12**

High school students should follow the grade level appropriate courses required for graduation. Be sure to notify the Academic Department if any changes are made throughout the year so that your student's transcript will reflect the adjustment.

***When do I submit my Monthly Progress Reports?***

The first monthly Progress Report will be due September 7. This submission should include all information for each month you did school prior to September. Following the initial report, Monthly Progress Reports will be due on the 7th day of each month.

***What happens if I do not submit my child's Monthly Progress Report on time?***

Late reports are subject to a \$25.00 late fee. Circle assesses the late reporting fee on the 10th of each month. A child is considered truant according to state law if attendance is not reported in a timely manner. If a report falls 2 months behind, a truancy warning notice will be sent. Failure to resolve the truancy issue in a timely may result in termination from enrollment in Circle.



### ***What if I cannot get my Monthly Progress Report in on time?***

If unforeseen circumstances or an emergency occurs and you are not able to submit your report on time, you must contact the records office to advise of the situation. The office may offer a one-week extension. Circle allows two extensions a year.

### ***What if I make an error or have other issues on my Monthly Progress Report?***

Call the office or email Robin Smith, [robins@circlechristianschool.org](mailto:robins@circlechristianschool.org).

### ***I cannot find a specific course/subject. What should I do?***

First, try again by just typing part of one of the words in the course/subject name. Wait to see if it appears in the drop down menu.

For Dual Enrollment classes, type in the course code. The exact title may not be available, but as long as the course has the correct code, you may use it. If it still does not appear, please call the office or email Robin at [robins@circlechristianschool.org](mailto:robins@circlechristianschool.org) and we will make the course/subject name available in the dashboard.

### ***My 7th/8th grader is taking Circle's Fundamentals English 7/8. Does this cover all of the required Language Arts components?***

Yes, Circle's Fundamentals English 7/8 classes do cover all of the Language Arts components. You do not have to supplement with any Language Arts home instruction.

### ***Am I required to list a curriculum for every single course/subject?***

You are required to list a curriculum for every course subject except for the following:

- CCS Campus High School Classes
- CCS Fundamentals Classes
- CCS Frameworks Classes
- FLVS (list FLVS as the curriculum)
- Dual Enrollment Classes

### ***How do I document chapters and pages for a curriculum that does not use a book? How about for Explorations and Foundations?***

You may indicate lesson #'s, assignment #'s, modules, section #'s, dvd #, etc. Anything that shows progression in that particular curriculum.

To show progress for Explorations and Foundations subjects, enter "HLP" and the subject heading into the Chapters box, then enter the assignment #'s that were covered (in the HLP) into the pages box. You may make multiple entries if needed. You do not need to list chapters and pages from the resources you use to teach the assignments in the HLP. For example, the chapters box may show "HLP Reading" and the pages box may show "3, 4" (assignment #'s under Reading).

### ***I submitted my report, so why did I receive an email saying my report is late?***

If you receive a late notice on your monthly report, that means our system is showing that your report is not submitted. To ensure that a submit goes through, be sure the 3 letter monthly or semester abbreviation on the report summary tab



changes to 1 letter after clicking on the submit button. Even if a window pops up and says it was submitted successfully, try again if the abbreviation did not change to 1 letter.

### ***How are CCS grades (that are issued by CCS) entered into the dashboard?***

They are automatically populated into the current monthly box and will be locked in the 3<sup>rd</sup> of the following month. The active cumulative grade is then transferred to the next month's box and the process repeats. The final locked in December and May grades are also the final semester grades. Frameworks and American Humanities 9 are considered "Block" classes, so only 1 grade will appear in the dashboard.

### ***Why are my CCS grades for the month of August blank?***

Since there are only a couple of weeks in August after CCS classes start, the teacher may not have a monthly grade available. This is fine and you will not need to do anything.

## **Fall and Spring Final Semester Grades for K-12**

### ***What are Final Semester grades and when are they due?***

In addition to monthly progress grades, parents are also required to post Final Semester grades for each subject into the Dashboard, for all grade levels. The column labeled "1st" is for the 1st (Fall) semester final grade and the column labeled "2nd" is for the 2nd (Spring) Semester Grade. A semester grade is an average of all monthly grades for that semester, unless the class is graded cumulatively, such as FLVS.

First Semester Grades are due January 7, and Second Semester Grades are due June 7, for K-11, and the first week of May for 12th graders (A specific due date will be given to you at the Senior Meeting).

**Note:** Fall Semester is from August to December, and Spring Semester is from January to May/June.

### ***For which Classes are families required to post Final Semester Grades?***

Semester grades must be posted for all classes except for Dual Enrollment, CCS High School classes, CCS Fundamentals classes, and CCS Frameworks classes.

### ***Which Grade Levels Require Semester Grades?***

All grade levels, K-12 Require Semester Grades to be posted in January and May/June.

### ***What if I don't post my Semester Grades on time?***

There will be a \$100 late fee assessed for late Semester Grades. The Weekly Update will provide reminders before the due dates.

### ***How are Semester grades submitted for classes with which there is an articulation agreement?***

Semester grades provided by instructors that have an Articulation Agreement with Circle, must email semester grades directly to the Academic Department. You as the parent, must enter them into the dashboard.



## ***What is required for my High School student's Bible credit and how do I list in the Dashboard?***

Every student is required to take at least 1 semester of Bible. For High School students, 70 hours of work equals .5 credit (one semester), and 135 hours of work equals 1.0 credit (2 semesters). Below is a list of the most common Bible course titles along with a brief description:

1. Intro to Bible 1 – Old Testament [1.0 – may be divided up between 2 years at .5 credit each] – Bible study, Theology, thematic study, Bible History, Church History, Biblical Jewish History, etc.
  2. Intro to Bible 2 – New Testament [1.0 – may be divided up between 2 years at .5 credit each]. – Awana, Character studies, Bible studies, Theology, thematic studies, etc
- Note:** Intro to Bible 1 and 2 may be taken in any order
3. Philosophy [.5] -- worldview study
  4. Philosophy 2 Honors 1.0 (prerequisite is Philosophy) -- Worldview study
  5. World Religions [.5] – different religions of the world
  6. Jewish History [1.0] Jewish History beyond Biblical History
  7. Humanities Survey [.5] -- Cultural type Bible study – Notgrass is a popular curriculum for this
  8. Humanities 1 Honors [1.0] (Prerequisite Humanities Survey) – Cultural type Bible Study – Notgrass is a popular curriculum for this.
  9. Semantics and Logic [.5] --Apologetics
  10. Ethics [.5] -- Ethics
  11. Personal and Family finance [.5] --Biblical Finances (Dave Ramsey, Crown Ministries)
  12. Leadership Skills Development [.5 or 1.0] (Leadership Bible studies)
  13. Personal, Social, Family Relations [.5] (Bible study focusing on relationships)
  14. Personal, School, Career Development [.5 or 1.0] (Strengths Finder)

