



9364 State Route 45, Lisbon, Ohio 44432
330.424.9561
www.CCCTC.k12.oh.us

Remote Learning Attendance Procedures

Remote Learning Virtual Bell Schedule

Level 1 - Juniors		
Remote Learning Class Schedule		
Block	Students	Time Report
Block 1 - Lab	Full-day & Half-Day	7:50 AM
Block 2 - Lab		
Block 3 - Academic 1	Full-Day Only	10:49 AM
Lunch	Full-Day Only	12:15 PM
Block 4 Academic 2	Full-Day Only	12:47 PM
Level 2 - Seniors		
Remote Learning Class Schedule		
Block	Students	Time Report
Block 1 - Academic 1	Full-Day Only	7:50 AM
Block 2 Academic 2	Full-Day Only	9:19 AM
Lunch	Full-Day & Half-Day	10:49 AM
Block 3 - Lab	Full-Day & Half-Day	11:19 AM
Block 4 - Lab		

Ms. Stephanie Coie - Remote Learning Student Liaison

Email: stephanie.coie@ccctc.k12.oh.us

Phone Contact: (330) 424-9561 EXT: 141

Remote Learning liaison Office Hours: 12:45 - 2:10 PM - Daily

Students/Parents can leave voicemails and emails for Ms. Coie at any time.

Student/Parent Contact Information

- We must have the most up to date contact information for students and parents. Please contact Cindy Pugh to update or check your contact information at cindy.pugh@ccctc.k12.oh.us or (330) 424-9561 Ext 110.

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Students with access to internet

Attendance/ Conduct

- Student attendance will be taken for each Zoom lesson daily. Daily attendance will be counted towards the student's state hour requirement.
- Remote Learning students will be required to check in with the Remote Learning Liaison no less than once a week to track progress.
 - Ms. Stephanie Coie
stephanie.coie@ccctc.k12.oh.us
(330) 424-9561 EXT: 141
- Students will be required to follow the attendance guidelines outlined in the CCCTC student handbook and by the state of Ohio.
- All attendance requirements can be found in the [student handbook](#) located on the school website at www.ccctc.k12.oh.us.
 - Participation expectations will be detailed by the instructor to determine attendance.
 - If a student must miss a Remote Learning scheduled class time, they will be required to provide a note for the absence to be excused.
 - The following reasons will be considered excused absences, as stated in the Student handbook.
 - Personal Illness
 - Death of a Relative
 - Quarantine
 - Observance of a Religious Holiday
 - Court
 - College Visit (with proper paperwork filled out)
- If students are absent, they must provide parent/doctor notes to be excused
 - The first ten absences for reasons listed above must come with a parent or doctor's written note to be considered excused.
 - After the first ten absences, all absences must be with a doctor note to be considered excused
 - Parent/Doctor notes will be sent to the CCCTC after each nine weeks
 - it will be the Parents responsibility to call/email the attendance secretary if students are not present
 - cindy.pugh@ccctc.k12.oh.us or (330) 424-9561 Ext 110.
- All students must conduct themselves in a manner appropriate for the school environment, even when utilizing the remote learning option and follow expectations outlined in the Student Code of Conduct.



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Students without access to the internet.

Attendance/ Conduct

- Remote Learning students will be required to check in with the Remote Learning Liaison daily so that progress and attendance can be tracked.
Ms. Stephanie Coie
stephanie.coie@ccctc.k12.oh.us
(330) 424-9561 EXT: 141
- Attendance will be monitored and based on completion of work through the Remote Learning Liaison
- Students will be required to follow the attendance guidelines outlined in the CCCTC student handbook and by the state of Ohio.
- All attendance requirements can be found in the [student handbook](#) located on the school website at www.ccctc.k12.oh.us.
 - Participation expectations will be detailed by the instructor to determine attendance.
 - If a student must miss a Remote Learning Liaison daily check-in, they will be required to provide a note for the absence to be excused.
 - The following reasons will be considered excused absences, as stated in the Student handbook.
 - Personal Illness
 - Death of a Relative
 - Quarantine
 - Observance of a Religious Holiday
 - Court
 - College Visit (with proper paperwork filled out)
- If students are absent, they must provide parent/doctor notes to be excused
 - The first ten absences for reasons listed above must come with a parent or doctor's written note to be considered excused.
 - After the first ten absences, all absences must be with a doctor note to be considered excused
 - Parent/Doctor notes will be sent to the CCCTC at the conclusion of each nine weeks
 - it will be the parent's responsibility to call/email the Remote Learning liaison if students cannot be present for their daily check-in.
- All students must conduct themselves appropriately for the school environment, even when utilizing the remote learning option and following expectations outlined in the Student Code of Conduct.