



Updated Attendance Taking Process Fall 2020

Face-to-Face (F2F)	Hybrid	Remote
<ol style="list-style-type: none"> 1. No changes in policy/protocol 2. Exceptions made for illness due to quarantine or family quarantine, tardiness due to symptom screening. 3. Nurse excused situations may include isolation room, sent home due to illness, etc. 	<ol style="list-style-type: none"> 1. When physically present in school, the expectations are the same as F2F. 2. When learning remotely, the expectations are the same as full-time remote. 	<ol style="list-style-type: none"> 1. Elementary: <ol style="list-style-type: none"> a. Attendance to be taken twice daily by the teacher, during Reading and Math instruction. b. If a student is not visibly present during synchronous learning times, it is expected that the teacher will attempt to contact the parent/guardian before marking the student absent. <ol style="list-style-type: none"> i. If a student is not able to check in, and the teacher has not been able to make contact, then the teacher will mark the student absent. ii. Work completion and parent/guardian contact may also impact attendance. Parent/guardian must communicate with the teacher regarding the absence and all work must be completed within 48 hours of the missed subject in order to allow for adjustment to the marked absence. 2. Middle School <ol style="list-style-type: none"> a. Attendance will be taken by each teacher during each period. If the student is not visibly present during synchronous learning time, he or she will be marked absent. b. Work completion** will factor into attendance. A student who is not visibly present during Google Meet, but does complete assignment within 48 hours, must be corrected to be marked Present. 3. High School <ol style="list-style-type: none"> a. Same as Middle School

**Work completion: While work completion is not a requirement in a Face-to-Face environment in order to be marked present, there is simply a difference in a full time remote learning environment and a face-to-face classroom environment. We expect that students will be in attendance in their classes

daily, engaged in the remote learning experience, but we also recognize that there will be times that a student may not be able to visually engage in a Google Meet session. In those situations, there is an opportunity for the student to complete the daily assignments in the Google Classroom and still be marked as having attended for the day/class. There will be a requirement that the parent/guardian notify the teacher of the student's absence along with the completion of the assignment within 48 hours of the class.

For example: Sara is unable to attend her 4th period class today due to an issue with internet connectivity. Sara's parent/guardian must notify Ms. Smith (the 4th period teacher) and Sara must complete the assignment that Ms. Smith posted in the Google Classroom for 4th period. Sara must complete this assignment within 48 hours of the class missed. If the parent/guardian notification and Sara's completion of the assignment take place within 48 hours, Sara's attendance can be adjusted to indicate that she was present in the class.