

## ONLINE LEARNING: STUDENT ATTENDANCE AND PARTICIPATION

### For TEACHERS

- Students will be required to check-in for attendance twice per week, for each of your scheduled class times.
- This can be done in any of the following ways- per your directive to your students. In your weekly overview, make it clear to the students what their attendance expectation is for the entire week. For classes that meet on Monday, please alert the students by Friday of the preceding week what the expectation will be for Monday.
  - Google Meet session
  - A discussion board post and/or replies, with specific deadlines for completion
  - An email Check-In, with a specific deadline for completion
  - A submission of a specific assignment, with a submission deadline
  - The completion of an assessment, with a completion deadline
- We know that some students (as well as some of you) will have responsibilities to care for younger siblings (or children.)
  - We are asking parents to limit this as much as possible.
  - Students are being asked to notify their teachers as to the specific class times that might be impacted.
  - Please work with any student who is working under these conditions to find alternate solutions as needed.
- Attendance will be submitted DAILY.
- Submit through PlusPortals by 4:00 each day for all classes scheduled to meet that day. This can be done class-by-class or all at once.
- Parents are being asked to send notification of an “absence” by 9:00 am on the day of the absence. Carol will send out daily attendance.

### For STUDENTS

We value your education and we know that you do, as well. Your attendance and participation in online learning over the next weeks will be critical for the continuation of your learning. I am asking each of you to make a conscious commitment to remain attentive to the online learning expectations shared by each of your teachers.

- Attendance will be taken for each of your classes twice per week, once for each of your scheduled class times.
- Your teacher will let you know what the specific attendance expectation is for each class on a weekly basis. It might include any of the following:
  - A Google Meet session during your scheduled class time
  - Any of the following- assigned with a specific deadline for completion.
    - A discussion board post and/or replies to posts
    - An email check-in
    - A submission of a specific assignment
    - The completion of an assessment
- If you are unable to meet your attendance requirement,
  - Email your teacher, who will let you know how you can make-up for your absence.

## ONLINE LEARNING: STUDENT ATTENDANCE AND PARTICIPATION

- ❑ Have your parent notify Mrs. Vogel, the Attendance Secretary by emailing [cvogel@maghs.org](mailto:cvogel@maghs.org) by 9:00 am of the day you are “absent”.

### For PARENTS

As we navigate through this extraordinary time in our world, we are grateful to you for your continued prayers and support of our collective efforts to maintain your daughter’s education. We understand and appreciate that some students will have some responsibilities to care for younger siblings while trying to engage in online learning. If this is the case for your daughter, please have her notify appropriate teachers as to the specific class times that might be impacted. We respectfully request that this be limited as much as possible to maximize the continuity of your daughter’s education. If your daughter does have to be “absent” due to these responsibilities, we ask that you communicate this as you would for any other absence, as noted below.

The following parameters have been established regarding student attendance and participation.

- ❑ Attendance will be taken in each class twice per week, once for each scheduled class time.
- ❑ Students will be given directives from each teacher regarding the specific attendance and participation expectations for each class. There are several options, such as:
  - ❑ A Google Meet session during the scheduled class time
  - ❑ Any of the following- assigned with a specific deadline for completion.
    - ❑ A discussion board post and/or replies to posts
    - ❑ An email check-in
    - ❑ A submission of a specific assignment
    - ❑ The completion of an assessment
- ❑ If your daughter is unable to meet her attendance requirement, a parent must notify Mrs. Carol Vogel, the Attendance Secretary by emailing [cvogel@maghs.org](mailto:cvogel@maghs.org) by 9:00 am of the day your daughter is “absent”.