



## SY2021 Distance Learning Attendance Policy

During periods of distance learning the school will operate the modified attendance policy, outlined here.

On Monday/Tuesday/Thursday/Friday, Daily Attendance will be taken in Advisory. If a student is late to Advisory, they will be marked tardy for the day. If a student is absent from Advisory, they will be marked absent for the day. Meeting Attendance will be taken during the first five minutes of each class period to confirm access and again in the last five minutes to confirm completion of each class period. Lessons have been structured to include questions or assignment for students to answer or complete during class to ensure engagement throughout the class period.

On Wednesday, Daily Attendance will be taken between 7:30AM and 8:15AM via email communication with the student's Advisory Teacher. Failure to submit this communication on-time will result in a tardy and failure to submit at all will result in an unexcused absence. Students will be given assignments to complete and submit to their Advisory Teacher by 3:30PM to confirm their access and completion for the day. Failure to complete and submit the assignment will result in an unexcused absence.

Please see the table below for the attendance codes used during distance learning.

MONDAY/TUESDAY/THURSDAY/FRIDAY		WEDNESDAY	
Attendance Type	Code	Attendance Type	Code
Present Remote Synchronous	PRS	Present Remote Asynchronous	PRA
Absent Remote Synchronous – Excused	ARSE	Absent Remote Asynchronous – Excused	ARAE
Absent Remote Synchronous – Unexcused	ARSU	Absent Remote Asynchronous – Unexcused	ARAU
Tardy Remote Synchronous – Excused	TRSE	Tardy Remote Asynchronous – Excused	TRAE
Tardy Remote Synchronous – Unexcused	TRSU	Tardy Remote Asynchronous – Unexcused	TRAU

Parents of absent and tardy students will receive a call from the school on the day the student was absent or tardy. For an absence to be excused, a student's parent must email their student's school administrative assistant.

Middle School Administrative Assistant  
High School Administrative Assistant

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The School reserves the right to modify the Attendance Policy as needed. Any modifications will be promptly communicated to students and their parents.