



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 of each class period to confirm completion. Lessons have been structured to include questions or assignments for students to answer or complete during class to ensure engagement throughout the class period. A student's Daily Attendance will be updated based on their Meeting Attendance. If a middle school student is absent from Advisory, but attends four or more of their eight classes, their Daily Attendance will be updated to tardy. If a high school student is absent from Advisory, but attends two or more of their four classes, their Daily Attendance will be updated to tardy. Similarly, if a student attends Advisory, but does not meet the aforementioned Meeting Attendance threshold for their school, the student's Daily Attendance will be updated to absent.

On Wednesday, Daily Attendance will be taken by 8:15AM via email communication with the student's Advisory Teacher at the middle school and at 8:45AM via Schoology/Zoom at the high school. Failure to submit or attend 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 at the middle school and 4:15PM at the high school to confirm their access and completion for the day. Failure to 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 the day after the student was absent or tardy. For an absence to be excused, a student's parent must email the following contact their student's school:

Middle School Administrative Assistant
Director of Enrollment

Mia Waters
Janet Ortiz-Cosby

mwaters@boyslatin.org
jcosby@boyslatin.org

Students and parents are encouraged to regularly monitor the student's attendance in PowerSchool. To access PowerSchool, go to www.powerschool.boyslatin.org and enter the student's Username and Password on the Sign In screen. Please note that parents access PowerSchool using their student's Username and Password.

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