



## ATTENDANCE POLICY

### DEFINITIONS

#### SYNCHRONOUS INSTRUCTION

Live interaction between the teacher and student(s) each day at a scheduled time

**ASYNCHRONOUS INSTRUCTION** is defined as instruction and learning opportunities that do not feature students and teachers interacting at the same time.

### DAILY ATTENDANCE CODES

- P** = present for in-class attendance
- A** = absent for in-class attendance
- O** = present for remote attendance
- M** = absent for remote attendance

### POLICY

#### IN PERSON

Student is physically present in the classroom/school learning environment for instruction during the scheduled school day.

#### REMOTE

Student is virtually present and on-time for synchronous sessions OR completes asynchronous academic work during the scheduled school day between 8:30 AM - 2:00 PM.

For asynchronous academic work, completing only the morning message question of the day in the class stream is not sufficient. Students must attend to assignments in the classwork section.

Please note that Pre-K programs are required to limit screen time to 20 minutes per day and much of the remote learning day should be spent on asynchronous activities.

#### ABSENT FROM IN-PERSON

If a child stays home when they are supposed to be in school, they may complete asynchronous assignments to be marked as present. If that child wishes to join a live synchronous session, it is not guaranteed. If the teacher is messaged via ClassDojo with sufficient notice they *may* be able to make an accommodation.

### COMMUNICATION

#### Notification of Absences

Reach out to your child's teacher regarding all absences via ClassDojo. Please understand that because teacher's work load is full, they may not be able to reply for 24 hours.

#### Attendance Team Calls

Our attendance team will continue making support calls when your child is absent to determine how we can assist you. Remember the best education is when your child is live with a teacher, either in-person or remote. We must do everything in our power to ensure that participate in synchronous activity daily.