



## **FSMA Attendance Policy Addendum**

### *20-21 School Year*

The following addendum to our attendance policy applies while FSMA is operating in the distance and hybrid instructional models. All other attendance practices and policies as outlined in the family handbook remain in effect.

Attendance is expected of all students each day, both when students are physically present in the building and when they are participating remotely.

#### **Distance Learning Attendance Procedures:**

On days when students are participating remotely, either as part of the remote or hybrid instructional models:

- Students will receive a combination of synchronous instruction (teacher and students all logged on and participating at the same time), and asynchronous instruction (teacher recorded lessons, activities, or assignments that can be viewed and completed at a time chosen by the student), while also completing independent work.
- Teachers will take attendance at each synchronous (live) class.
  - If a child attends all synchronous classes each day, they will be marked present.
  - If a child attends the earlier classes and then does not attend later classes, they will be marked as an early dismissal.
  - If a child misses an earlier class but attends later classes, the child will be marked tardy.
  - If a child only attends a class in the middle of the day, the teacher will determine if it is an early dismissal or tardy based on the time the absence occurs.
- For distance learning attendance, it is important to note that 5 unexcused tardies or early dismissals will count as 1 absence. The attendance policy regarding absences and truancy will be in effect.
- If there are circumstances that prevent synchronous attendance during a specific class meeting, it is the responsibility of the student and family to communicate directly with the teacher and make alternate arrangements to view the lesson at a later time. In these cases, review of the lesson asynchronously and completion of related coursework within 24 hours will ensure the student is considered “present” during the missed class. If a student is absent and does not complete related coursework, the absence will be considered unexcused unless a note is provided.