



# Teaching & Learning

## Hybrid Learning

### ATTENDANCE

#### REVISED for MP3 & MP4

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#### ELEMENTARY

- Students scheduled for in-person learning attend at school on their assigned days (Monday/Tuesday or Thursday/Friday).
- Students learning at-home are required to be logged on with their classroom teacher Monday, Tuesday, Thursday, Friday during the following times for synchronous (live) instruction:
  - 8:50 am-11:10 am & 12:30 pm-2:15 pm
- Students will be considered *present* in the hybrid learning environment when they log into the scheduled session. If students do not log in to the session, they will be marked *absent*.
- When students are logged into Borderless Classroom the teacher has access to an activity report that shows student access.
- Work completion and quality of work submitted will be factored into the student's grade for the marking period.
- Teachers will document attendance on a daily basis in eSchool for both morning and afternoon sessions. Students only attending one of the two sessions will be marked *Tardy* or *Early Dismissal* according to the session missed. The system defaults to *Unexcused* unless we have a note from a parent for excusal.
- Students are required to complete asynchronous learning activities for social-emotional learning and related arts.
  - These asynchronous learning activities will be available for students by 8:00 am on Wednesday.
  - Attendance will be taken for Wednesday based on submission of asynchronous learning assignments
  - Work completion and quality of work will be factored into the student's grade for the marking period.
  - Students will be required to complete all of their asynchronous learning activities for social-emotional learning and related arts from the previous week by the following Wednesday at 8 am.
- Other asynchronous learning activities will be due based on the direction provided by the teacher. Some activities may need to be completed for a particular day's lesson.

#### MIDDLE & HIGH

- Students scheduled for in-person learning attend at school on their assigned days (Monday/Tuesday or Thursday/Friday).
- Students learning remotely are required to be logged on with their classroom teachers for synchronous (live) learning for each of their block courses in their A/B schedule on Monday, Tuesday, Thursday, and Friday.
  - Students will be considered to be present in the remote learning environment when they log onto their scheduled classes.
  - When students are logged into Borderless Classroom the teacher will have access to an activity report that shows student access.
  - Work completion and quality of work submitted will be factored into the student's grade for the marking period.
  - Teachers will document attendance by course or block class.
- Students will engage in asynchronous learning activities on Wednesday.
  - Two Wednesdays per month will be designated as an A **or** B day schedule. Teachers will have learning materials available for students to access by 8:00 am, Wednesday morning. The alternate Wednesdays will be designated for SEL (Social and Emotional Learning)

- lessons on Suite 360 as well as a 'Catch-Up' day for students.
- Students will be required to submit a work product for each of their classes (e.g., exit ticket, discussion board, work submission, etc.).
  - Completion of the work product assigned by the teacher will be used to document student attendance during asynchronous learning on Wednesdays.
  - Students will have until 11:59 pm on Wednesday to submit their asynchronous work assignments.
  - Teachers will enter student attendance in eSchool for A/B day Wednesdays based on work submissions on Thursday mornings.
  - Counselors, Deans and/or Nurses will enter student attendance in eSchool for SEL/Catch-Up Wednesdays based on lesson engagement within the Suite 360 application on ClassLink.

**PLEASE NOTE**

The same definitions and parameters for excused and unexcused absences apply to online and remote learning attendance. All absences will be considered unexcused unless the parent provides written documentation that meets the criteria for an excused absence as defined in the Student Code of Conduct.

If a student is having issues with internet connectivity, they must notify the school or teacher as soon as possible. This can be done by phone or through email.