

# Spring Valley High School

## Distance Education Attendance Policy 2020/21



**A student is considered present for a period based on the following definitions:**

1. The student participates in a real-time class session (e.g., attends the live Google Meet).
2. The student makes progress in their classwork leading toward mastery of the Nevada Academic Content Standards and/or a course's completion that can be verified through a learning management system or other means.
3. The student meets with or otherwise communicates with a licensed teacher or licensed substitute teacher who is able to discuss the student's progress in a particular course.

**Teachers will record attendance in Infinite Campus for each period at the conclusion of their synchronous (real-time class session).**

If a student **misses** the synchronous portion of the class or they **log off** before the synchronous session is complete they will be marked absent for that period.

### **Procedures for students that miss all or part of the synchronous session**

1. Students that miss the synchronous session may still complete the assigned work in Canvas for the day of the absence.
2. Students will fill out the Google Form located on your teacher's Canvas page.
3. This form must be submitted before 11:59 pm of that school day.
4. If a student can not access the form they may call their teacher during office hours to discuss the module and their progress in that class.
5. If a student fails to complete these steps they will be marked absent for the periods missed that day. To excuse your absence you will need to turn in an attendance note (electronically) to the school's attendance clerk within 3 days of the absence. The electronic attendance note can be found at <https://www.springvalleyhs.com/>. The note must be sent using the parent/guardian's email address on file in Infinite Campus.