



VIRTUAL ATTENDANCE AND TARDY POLICY

Students are expected to be in all synchronous virtual classes scheduled each day school is in session, for the entire period. Students are expected to be fully engaged in the Digital Learning class as they would be in an in-person class. **Students who are not in the virtual classroom when class begins will be marked absent.**

The ATTENDANCE Policy in the Parent/Student Handbook, under STUDENT CONDUCT REGULATIONS AND PROCEDURES shall remain the guidelines, with minor modification, for attendance in Distance Learning:

- **Absence Policy**

When a student is absent from school, parents are required to call the Attendance Office (916-733-3625) before 9:30 a.m. on each day the student is absent. If a parent does not contact the school, Christian Brothers considers the absence unexcused until a parent contacts the Attendance Office to clear the absence.

- **Excused Absences**

Absences are excused for the following reasons:

- 1. Illness, medical/dental appointments, etc.*
- 2. Religious obligations, funerals etc.*
- 3. CBHS related activities (see section on school-related absences, page 10)*
- 4. Pre-planned personal absences*
- 5. Special personal circumstances reviewed by teacher, counselor, or administrator (virtual learning only)*

- **Unexcused Absences**

Christian Brothers considers absences which do not meet the above requirements for excused absences (items 1-5) to be unexcused absences. Students receive full credit for makeup work only for excused absences. Any missed coursework due to an unexcused absence is considered late. The teacher will reduce late coursework due to an unexcused absence by a minimum of 15% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.). If students are suspended from school for disciplinary reasons, their absences are unexcused and subject to the above academic consequences for late work.

Virtual Class Tardy Policy:

Being present on-time and ready to participate in a virtual class is essential for student success. If a student arrives late to a virtual class, the teacher may mark the student tardy. Any time a student is marked tardy, an email/text notice will be sent to parents. If a student is marked tardy **three** times, the student and/or parent will be contacted by a counselor or administrator to review the tardies in hopes of correcting the problem. If a student is marked tardy **five** times, the student will be required to attend a **30-minute virtual detention** including a written assignment due at the end of the detention period. Consequences for six or more virtual tardies, will involve additional parent contact, additional virtual detention and may result in loss of class participation grade.