

## **LFNO Patton Attendance Policy: Distance Learning 20-21**

This policy is designed in alignment with Louisiana Department of Education's attendance requirements while also recognizing the unique challenges families face at this time. We have consulted with other schools in creating these virtual school attendance policies.

In a virtual setting, student attendance is defined by all minutes students spend in a school context, whether synchronous or asynchronous and evidence of "engaging with the assigned material". In order to assess student attendance via these participation channels, Lycee will be marking attendance on a daily basis.

### **Attendance Documentation**

Attendance Determination:

- Student Attendance is determined by the first whole group daily session in French and ELA and completion of activities assigned for these sessions.
- We are aware that all student and family circumstances may vary, especially during these unprecedented circumstances. Our team is available to ensure the success of our students during this time.

Attendance Documentation

- Students may earn session attendance by watching asynchronous sessions that teachers have marked as an assignment on the Google Classroom.
- Students must have completed all asynchronous videos by Sunday at 11:59pm for the previous week to allow for student schedule flexibility.

School-Family Follow up:

- Teachers will be the first line of contact for student attendance via email.
- The Patton Student Care Team will contact parents/families weekly regarding attendance concerns to verify the student has access to virtual content, resources for support and referral to the school leadership team, social worker, and school counselor if necessary.

### **Excused Absences**

Similar to in-person schooling, absences may be excused with appropriate documentation. Please note that excusing an absence does not excuse work and content missed. Excuse documentation should be sent to Patton' Office Manager, Katie Bolni, via email at [kbolin@lfno.org](mailto:kbolin@lfno.org)