

## Wbr Virtual Academy Attendance Guidelines and Procedures related to Virtual Learning 2020-2021

### Attendance

- If you are not visibly present in Google Meets/Zoom or logged in for the day, you will be marked ABSENT. Follow the guidelines below to seek an excused absence.

If this happens...	This will happen...
<p>"My camera is broken. I have tech issues so I can't log on:</p>	<p>Problem: The teacher will mark you ABSENT. Follow the normal makeup work procedures for your class</p> <p>Solution: Email a screenshot of the work order to the helpdesk or the technical error message to your _____ to be considered for an excused absence. CC Warren.LeJeune@wbrschools.net</p>
<p>"I cannot attend class because..."</p>	<p>Problem: You will be marked ABSENT by your teachers and should follow normal attendance excuse procedures.</p> <p>Solution: Email or bring in your doctor's excuse to the _____</p>
<p>"My internet is down."</p>	<p>Problem: The teacher will mark you ABSENT. Follow the normal makeup work procedures for your class</p> <p>Solution: If this is a one time issue, it can be handled case by case by emailing....</p> <p>If it is a recurring issue, please email ----- Parents should email detailed information, including student's name, date, and duration of outage.</p>
<p>You log in to begin class and are marked present, but you are not actively engaged during the lesson. *For example, your camera is off and you are not responding to the teacher."</p>	<p>Problem: You will receive a warning from the teacher about being actively engaged during the lesson. You may receive a zero for any classwork/Assignments during that class period.</p> <p>Solution: Stay engaged while your are</p>

	supposed to be online. Respond when the teacher calls on you.
You log in late or leave early.	<p>Problem: If you enter the Google Meet/Zoom late, you will be marked TARDy. If you leave early, you may receive a zero for any classwork/assignments during that class period., you may be marked absent.</p> <p>Solution: If you leave early or arrive late due to a doctor’s appointment, email or bring in your excuse to _____</p>
“I have an appointment during class time...”	Solution: If you leave early or arrive late due to a doctor’s appointment, email _____ or bring your excuse to the school.
“I can’t have my camera on because...”	If you cannot have your camera on to be visible in classes and you believe you have a legitimate reason, you must communicate this to your teachers. They will give you guidance or refer this to an administrator. Otherwise, you may be marked absent and/or receive a zero for graded assignments on this day. If you continue to turn the camera off without explanation or permission, your teacher will contact an administrator. Discipline consequences could be assigned.
You are present in Google Meet/Zoom but do not log into Zearn, Nearpod, Edmentum, IXL, etc... or assignment	You will be marked PRESENT, but you could earn a zero for the coursework for the day. If this continues to be an issue, parental contact will be made.
You are not dressed properly, lying in bed, attending with pets, siblings, family members, etc... when camera is in range	You will receive a warning from your teacher regarding the behavior. If it continues, you may be assigned a discipline consequence. We need your full attention.