**SMS Attendance Expectations for Remote Learning**

*Note: For the purposes of this document, the expectations contained herein pertains to students participating in Remote Learning beginning on Monday, August 17th, 2020, and moving forward until further notice. In the case that Remote Learning shifts to Face-to-Face Learning, an attendance policy for hybrid Face-to-Face learning will mirror the Attendance Policies stated in the HCS Parent and Student Handbook, pages 8-10.*

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| ***Daily Attendance*** |
| * Attendance will be taken in each class, every day.
* Be sure that you are logging in to your Meet sessions at least five minutes prior to class starting so you are counted as present.
* Remain present in your Meet location until your teacher directs you to do otherwise.
* Students are required to attend Office Hour sessions with teachers each Friday for reflection and review during the opening portion of the Office Hours.
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| ***Attendance Reporting*** |
| C:\Users\jforbes\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\7AC41196.tmp | * During the first few weeks of school, teachers will be meeting with a school-based “CARE Team”, consisting of administration, counselors, and front office personnel, to track daily student attendance.
* Students who are not appearing in class sessions will be noted and CARE Team members will reach out to families to learn more about each family’s situation and to offer support, if needed.
* Students who miss three (3) or more days of instruction will be contacted by a member of administration for follow up conversations and to develop a plan of action for students.
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| ***Absences and Make-Up Work*** |
| * If you know that you will be absent, inform your teacher ahead of time so that a plan for make-up work can be established.
* The day following an absence from Remote Learning, have your parent e-mail our Attendance Clerk, Ms. Maria Koehler, informing her of the reason for your absence.
* Students missing class will need to make-up missed assignments or tests within the same time period of the absence. For example, if a student misses Monday and Tuesday, they would have Wednesday and Thursday to make up work, and can submit without penalty on Friday.
* *Work that is turned in past the make-up due date will be subject to a ten point deduction that graduates for every day past the original due date. Note: It is important to communicate with your teacher if you are having issues at home completing work, we will work with you and your family as necessary.*
* Students who have missed three days of class with an excused absence will need to start providing written documentation for each excused absence from the fourth absence on.
* If a student has a medical condition that prevents regular attendance at school, feel free to contact Dr. Robin Collins to discuss a 504 plan for school.
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\*If you or your family have a hardship or difficulty in accessing Remote Learning courses during this period of instruction, please reach out to your grade level CARE Team Representatives (please contact both):

6th Grade – Mrs. Nichole Wall, Counselor and, Mrs. Thereasa Jay-Elzie, Instructional Personalized Learning Lead

7th Grade – Mr. Leroy Edwards, Graduation Coach and, Mr. Corey Davidson 7th Assistant Principal

8th Grade – Dr. Ntsha Hodge, Counselor and Dr. Robin Collins, 8th Assistant Principal

Or, you can call us at the school at 770-474-5710 and speak with a member of the CARE team.