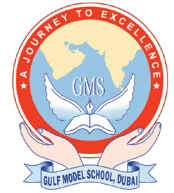


# Distance Learning Plan Unexpected School Closure

## مَدْرَسَةُ الْخَلِيجِ النَّمُوذَجِيَّةِ Gulf Model School



## DISTANCE LEARNING ATTENDANCE POLICY



In GMS attendance is always considered as the most valuable tool for a good school. Attending school regularly helps our children feel better about school—and themselves. Even during distance learning we have incorporated the best methods to see that the students are active participants in all the session The DL attendance policy focusses on smart learning and is flexible to students taking into account the various parameters of DL.

## **RESPONSIBILITIES:**

Attendance responsibilities is shared by students, parents, and the school staff.

### **A. Student Responsibility:**

- Attend assigned classes every day that school is in session.
- Students who have access to the internet will earn attendance through google classroom.
- Students who are unable to join will be given attendance as per the completion of the errands.

### **B. Parent/Guardian Responsibilities:**

- Encourage and require your child to contact the teacher of a specific class daily and on time.
- Inform the class teacher by email or through google classroom the absence of the child.
- Inform the school if something is occurring that is preventing your student from attending school regularly.
- Work cooperatively with school personnel to solve any attendance problems that may arise due to the current situation.

### **C. Teacher Responsibilities:**

- Take accurate daily attendance and maintain accurate attendance records for each Class and sessions handled
- Communicate attendance policies to students and apply those procedure uniformly.
- Report any attendance problems that may arise to the SLT and work constructively with administration, parent/guardian, and the student to help the student get back on track to class.



#### D. SLT Responsibilities:

- Require all students to attend assigned classes.
- Inform parents, students, and staff of school attendance policies and communicate the importance of being present in the class.
- Supervise and administer the attendance policy and regulations.
- Maintain accurate records on student attendance.
- Inform students and their parent/guardian of student's absences through use of telephone, personal conference, e-mail, or mail.
- Work constructively with the student and parent/guardian to achieve regular attendance. Initiate attendance awards to motivate students.

## II. ATTENDANCE PROCEDURES

### A. ABSENCES:

#### 1. Definition:

**Absence:** A student will be considered absent when he/she does not check in with teacher on the class's assigned instructional day

#### 2. Procedures for Reporting Absences:

- a. If a student does not check in during the instructional time, teachers will attempt to make contact with the student. If no contact is made with the student, the parent will be informed of the absence.

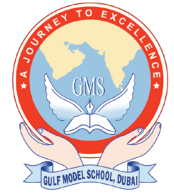
## ATTENDANCE PROCEDURES:

### For Students

- Teachers will take attendance through google classroom, class dojo and school portal during the class period. If a student is absent, teachers will mark the student "A" in school portal at the beginning of the day.
- Class teacher will check daily attendance and begin to contact families of absent students, whenever necessary.
- After three consecutive absences, class teacher will notify the SLT and necessary action will be taken.

### For teachers

- Teachers are requested to be present five minutes before the class begins.
- Incases where there is absence the class is either substituted by another flow teacher of



the students move to asynchronous class.

- 24-hour prior notice is required to avail a leave.
- Work to be assigned for the class.