



Attendance Policy for Option 4

Regular attendance is critical for student success. There is a direct correlation between attendance and student achievement. This applies to remote learning opportunities as well as in-person attendance. Students on full remote learning plans through the North Baltimores (due to parental choice or physical or mental health needs) are required to engage in learning activities as directed below:

- 910 annual hours for students in full-day kindergarten through grade 6 (approximately 25 hours weekly)
- 1,001 hours for students in grades 7-12 (27 hours weekly)
- Weekly hours are calculated Monday through Sunday of each week

Attendance hours are calculated based on time students spend on:

- Preparation, review or practice of daily lessons
- Computer activities/modules assigned by the instructor
- Additional hours submitted on the log as reviewed and approved by the school district

Hours will be monitored and school district policies on attendance, truancy and absence intervention plans will be followed.

- Attendance administrators track online attendance hours per the NB Virtual Academy.
 - Powell Elementary School – Jonelle Semancik: jsemancik@nbbs.org
 - North Baltimore Middle/High School – Chad Kiser: ckiser@nbbs.org
- Families will need to track **offline attendance hours** on the remote learning attendance log and email to the attendance administrator. Please see the form below to complete and send to your students' building principal.
- Families can print and scan the log or click “make a copy” and share to log via email.
- If an attendance log is not submitted, only online hours in the program will be used to calculate attendance hours for that week.
- Attendance administrators will input attendance.
- If the student is unable to participate in classes due to an illness or other reason, this should be noted on the log sheet.
- After ten (10) absences, a doctor's note will be required to be turned in with the log sheet for the absence to be excused.
- If students are demonstrating a trend of absences and are falling behind, each building will run names through the weekly/monthly/quarterly attendance team meetings to put supports in place.

