

Blended Learning Attendance Policy

Students' attendance, physical as well as online, is mandatory during blended and distant learning education.

Students are expected to physically attend the school campus by 7:15 am, based on their respective group's schedules.

Furthermore, students should participate actively on EIS web portal and attend the zoom live sessions as per their classes' schedules.

It is important that each student goes over the daily plan and studies all the resources on a daily basis, even on the days in which he/she is in school. This means that the student is responsible for all the material on all 5 days on the learning plan, whether he was attending school or learning at home.

Attendance in distant learning is defined as evidence of "engaging with the assigned material" on a daily basis.

Evidence of attendance will be measured in the following ways

- Students' daily EIS web portal log in report
- Participation on EIS web portal activities, discussions, comments
- Submission of assignments via EIS web portal (i.e.: homework, project, quiz)
- Participation in Zoom live classes schedules

Parents should ensure that their child/children are regular for their school classes as well as the online lessons (zoom live classes and web portal activities), on daily basis, based on the schedules provided.

If a student is unable to attend the school and/or participate in distant learning for a particular day, parents should inform the administration office by sending an email to stud.affairs@eliteintschool.net mentioning the reason of the student's unavailability.

Otherwise, the student will receive an unexcused absence when he/she does not participate in any part of the learning activities for the day.

Absences

- A student should only be absent in case of emergencies such as illness or death in the family.
- An absence due to sickness will be considered excused if the student submits a doctor's report to the school.
- For students absent for two or more days due to illness, only doctor's report will be accepted.
- For students absent for more than three days without a doctor's report, the parents will be required to meet with the administration prior to returning to school.
- A student who misses an excess of ten or more days, excused or not, will be referred to the executive committee to determine if they should continue their enrolment in the school.

Zoom Etiquette



Be prepared. Just like any class at school, it's important to have all of your materials ready. Keep your note books, text book, worksheet and stationery close at hand.



Be on time. Be on time for your class (or even a few minutes early).



Smartly dressed. While school uniforms aren't required for virtual schooling, you do want to make sure you look presentable for class. Wear a decent dress, brush your hair and look presentable. Make sure any shirt you are wearing doesn't have any offensive graphics or text on it.



Mute your microphone. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. When your microphone is not muted, avoid activities that could create noise.



Position your camera properly. If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps to create a more direct sense of engagement with other participants.



Use headphones with a mic. It's easier for the class to hear from you when you need to talk if you are wearing headphones with an external microphone. Also, headphones will help you block out the distractions around you.



Stay in one spot during your class. It's distracting to your teacher and classmates to see you moving around during the class. Remember, you are in class so lounging on your bed is not a good option. Sit at a desk table so you can have more focus.



Eliminate distractions. Keep in mind that class time is class time even when you are at home. Don't snack or chew gum during class. Turn off the music or the TV in the background. If you need to use the restroom, try to do that before class starts. Don't text or play on your cell phone during the class meeting.



Skip the virtual backgrounds. While some programs have fun options to add a virtual background, that can be distracting to the other students. So do not keep virtual backgrounds.



Wait for your turn. Raise your hand instead of interrupting the class so that the teacher can finish the instructions before you jump in.



Respect your teachers! This is the most important rule of all! Respect your teachers and the best way to do this is with good behaviour in the virtual classroom.