

## **Blended Learning Attendance Policy**

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

Students are expected to physically attend the school campus by 7:00 am, based on their respective group's schedules. They should also participate actively on EIS web portal and attend Zoom live sessions as per their classes' schedules.

It is important that each student goes over the lessons 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 posted materials on all 5 days whether he/she is attending the 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, and comments
- Submission of assignments via EIS web portal (i.e., homework, project, quiz)
- Participation in Zoom live classes

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

If a student is unable to attend the school and/or participate in distant learning on a particular day, parents should inform the administration office by sending an email to [stud.affairs@eliteintschool.net](mailto: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, parents will be required to meet with the administration before the student returns to school.
- Students who miss an excess of ten or more days, whether excused or not, will be referred to the executive committee to determine if they should continue their enrolment in the school.

## Zoom Etiquette for Students

**Dress Code:** Students should wear the school uniform when attending Zoom online classes. Wearing a uniform gives a psychological edge in committing our students to the learning process.

**Be on time and prepared:** Enter your full name when you join Zoom classes. Be on time for your class. Just like any class at school, it's important to have all of your materials ready. Keep your notebooks, textbooks and stationery close at hand.

**Camera and Microphone:** Switch on your camera. Being able to see you whilst learning gives us reassurance you understand what is being taught. Teachers may ask you to show thumbs up or down to indicate you understand a concept. Plus, it also reassures us, you are alert and engaged. Make sure you mute your microphone when you are not speaking.

**Self-Discipline:** Students can't chat or use inappropriate language; disciplinary actions will be taken according to the school's behaviour policy. Students must follow their teacher's instructions. Wait for your turn. Raise your hand instead of interrupting the class so that the teacher can finish the instructions before you jump in. Don't snack or chew gum during Zoom classes. Turn off the music or the TV in the background. If you need to use the restroom, try to do that before class starts.

If you have any issues logging in to EIS web portal or Zoom, please inform your teacher or contact students' affairs office on 44981133/55.