

DISTANCE LEARNING ATTENDANCE and GRADING

The following information will help EKA Distance Learning families understand how attendance will be taken and grades posted for their students.

1. Students are expected to spend 5.5 hours per day in their online classes Tuesday - Friday or all non-holiday school days.
2. Attendance will be taken daily through the Distance Learning Management System and weekly through two-way communication electronically with the distance learning student and the EKA Liaison. It will be reported in Infinite Campus once a week.
3. Families may see their student's daily attendance and school engagement minutes in the Distance Learning Management system. It is not available in Infinite Campus.
4. Overall grades for the enrolled classes will be updated at least twice a month in Infinite Campus
5. Families may see their student's active grade for particular assignments in the Distance Learning Management system.
6. If a Distance Learning student is going to be absent for a day or for part of a day, please email parentportal@ekacademy.org with the reason for the absence. Include the date, the time and that the student is a Distance Learning student.
7. If a Distance Learning student wishes to be gone for a vacation or extended amount of time, a Pre-Arranged Absence form will need to be submitted at least one week prior to the absence for administration to review. The Pre-Arranged absence will be evaluated by administration and if approved, an excused absence will show in IC. If it is denied, a student who is absent will see unexcused absences in IC.