

September 15, 2020

**To:** Spectrum Parents/Guardians

**Re:** Clarification of Attendance Expectations

Dear Parents/Guardians,

As we begin the third week of school and people are adjusting to their chosen Learning Model, we feel this is a good time to clarify attendance expectations. We hope this helps to answer a number of the questions the school has received. Please find your student's chosen Learning Model in the chart below, review the expectations, and ensure that he or she understands and follows the guidance on a daily basis. Please contact the Attendance Clerk at your child's building with questions (see contact information below).

### **General Attendance Expectations**

1. If your student is not going to be in class when expected, whether on campus or online (based on their Learning Model), a parent/guardian must contact the Attendance Clerk at their student's building in the morning. If a student is scheduled to be in class (either on campus or online) and they are not present during class time, they will be considered absent from that class.
2. If a student is unable to be on campus on their scheduled day and their parent/guardian has contacted the Attendance Clerk, they are encouraged to still attend class online synchronously (at their regularly scheduled time) if they are able to do so. If they attend synchronously, they will not be considered absent.
3. Students whose chosen Learning Model is full-time synchronous learning are expected to attend every class every day at their scheduled times. They have not received administrative approval to miss classes and complete work later in the day (asynchronously). If there are unique circumstances that require a switch to asynchronous learning, the parent/guardian should contact the student's School Counselor to discuss whether the asynchronous option would be possible.
4. While the recorded portion of the class, which the synchronous students are required to attend (where teachers are taking attendance, interacting with students, and providing instruction), may be shorter than the 90 minute period, each class still lasts for 90 minutes and synchronous students are expected to utilize the rest of the class time to work on the assigned work off campus.

### **Contact Information for Attendance Clerks**

6<sup>th</sup> Grade Building – Joyce Emmel @ (763) 450-9857 or [jemmel@spectrumhighschool.org](mailto:jemmel@spectrumhighschool.org)

7/8 Building – Sara Burfeind @ (763) 450-9860 or [sburfeind@spectrumhighschool.org](mailto:sburfeind@spectrumhighschool.org)

High School Building – Michele Newberger @ (763) 450-9804 or [mnewberger@spectrumhighschool.org](mailto:mnewberger@spectrumhighschool.org)

### **Contact Information for School Counselors**

Grades 6/7/8 – Sadie Snodgrass @ (763) 450-9807 or [ssnodgrass@spectrumhighschool.org](mailto:ssnodgrass@spectrumhighschool.org)

Grades 9/10 – Angela Scott @ (763) 450-9022 or [ascott@spectrumhighschool.org](mailto:ascott@spectrumhighschool.org)

*Note: Sue Matheson is no longer working at Spectrum. We wish her well in her new career and are excited to welcome Ms. Scott to our school counseling team.*

Grades 11/12 – Blake Mayes @ (763) 450-9853 or [bmayes@spectrumhighschool.org](mailto:bmayes@spectrumhighschool.org)

**ATTENDANCE EXPECTATIONS**

Learning Model Chosen		Hybrid Student ( <i>On campus 2 days and off campus 3 days.</i> )	Full-time Synchronous Student ( <i>Online full-time. Must be in class via Zoom/Google Meet every day at their scheduled class times.</i> )	Asynchronous Student ( <i>Not required to be in class at specific times. However, must watch recorded portion of classes by 11:59 p.m. each school day and complete required work on time.</i> )	
<b>School Days</b>	<b>Sting Time Advisory (Every Monday) @ 10:00 a.m.</b>	<u>Must attend</u> entire Sting Advisory starting @ 10:00 a.m. via Zoom/Google Meet.	<u>Must attend</u> entire Sting Advisory starting @ 10:00 a.m. via Zoom/Google Meet.	<u>Encouraged</u> to attend entire Sting Advisory starting @ 10:00 a.m. via Zoom/Google Meet. <i>Encouraged to maintain a connection with Advisor.</i>	
	<b>Sting Time Advisory - Tuesday through Friday (12:39-1:09 p.m.)</b>	Middle School	<u>Must attend</u> entire Sting Time (Tue.- Fri) in person on scheduled days on campus and online on other days.	<u>Must attend</u> entire Sting Time (Tue.- Fri) online.	<u>Encouraged</u> to attend Sting Time (Tues.-Fri.) to maintain a connection with Advisor and gather important information. Many sessions may be recorded and posted with important information.
		High School	<u>Must attend</u> entire Sting Time (Tue.- Fri) in person on scheduled days on campus. When off campus, must check in via Zoom/Google Meet at beginning of Sting Time for direction.	<u>Must check in</u> via Zoom/Google Meet at beginning of Sting Time for direction.	<u>Encouraged</u> to attend Sting Time (Tues.-Fri.) to maintain a connection with Advisor and gather important information. Many sessions may be recorded and posted with important information.
<b>Tues. (A)/Wed. (B) Periods 1-4 and Th. (A)/Fri. (B) Periods 5-8</b>	<u>Must attend in person</u> on assigned days. On other school days, <u>must attend entire recorded portion</u> of each class at the scheduled start time via Zoom/Google Meet (see attached Bell Schedule). Expected to use the remainder of the class time offline to complete work.	<u>Must attend entire recorded portion</u> of each class at the scheduled start time via Zoom/Google Meet (see attached Bell Schedule). Expected to use the remainder of the class time offline to complete work.	<u>Must watch recordings</u> (which will be posted by 3:10 p.m. each school day) and <u>complete work</u> for each class by 11:59 p.m. on the day the classes were held. <i>Exception: Friday work must be completed by 11:59 p.m. on Sunday.</i>		

**2020-2021 BELL SCHEDULE (CLASS TIMES)**

Tuesday or Thursday (A Day)		Wednesday or Friday (B Day)	
Period	Times	Period	Times
1 <sup>st</sup> Period	7:40-9:07 a.m.	5 <sup>th</sup> Period	7:40-9:07 a.m.
2 <sup>nd</sup> Period	9:11-10:40 a.m.	6 <sup>th</sup> Period	9:11-10:40 a.m.
3 <sup>rd</sup> Period (+ lunch)	10:44 a.m.-12:35 p.m. <i>Lunch time varies by class. If the class goes to lunch first, the class will start 20 minutes later.</i>	7 <sup>th</sup> Period (+ lunch)	10:44 a.m.-12:35 p.m. <i>Lunch time varies by class. If the class goes to lunch first, the class will start 20 minutes later.</i>
Sting Time	12:39-1:09 p.m.	Sting Time	12:39-1:09 p.m.
4 <sup>th</sup> Period	1:13-2:40 p.m.	8 <sup>th</sup> Period	1:13-2:40 p.m.