

FMES Attendance Policy

Welcome to the 2020-2021 school year. Due to the COVID-19 Pandemic, we are initiating the 2020-2-21 School Year in a distance learning mode. Please know that even though we are in the distance learning mode, we are here to guide you through this process. With that said, you are still an FMES Student and all behavior, academic standards and expectations still apply. Once we move into a hybrid model, we will be sending you updates for on campus policies and expectations. For now, we are focusing on distance education:

Schedule

M/T/W/TH – 8:00 AM – 2:00 PM

Friday – 8:00 AM – 12:00 PM

Attendance

Even though you are not on campus, attendance will still be taken every day for AM and PM sessions. **You are required to log in at the start of each day and after lunch.** If you are late, a *tardy* will be recorded and if you are *absent*, an absence will be recorded. Ms. Mahle will be contacting your parent/guardian immediately for a class absence.

- Teachers will take attendance at the beginning of day (AM Session) and after lunch (PM Session).
- Log into each session ON TIME. The log in time for the AM Session is 8:00 AM. The log in time for the PM Session is 12:30 PM. A late log in is still a tardy tracked in attendance.
- If you cannot make a class for the day, a parent/guardian must call or email Attendance, Ms. Mahle at FMES phone number 928-737-2581, as usual and before class.
- If you are absent without the proper verification, Ms. Mahle will be calling a parent/guardian
- Always stay in communication with your teachers.

The student will receive an unexcused absence when:

- A student does not participate in any part of the learning activities for the day.
- A student does not check in with the teacher
- When the student's parent does not contact the Attendance Office and teacher to report your absence.

Non participation procedures:

- Teacher will make daily contact to ensure student has all information needed to be successful. (Log-on credentials, classwork assigned, and materials available).
- After second day of absence or non participation – Teacher will call parent/guardian and will submit FMES attendance/non participation form to Lead Teacher.
- After third day of absence or non participation – Lead Teacher will call parent to set a meeting.
- After fourth day of absence or non participation – Parent, Teacher, Lead Teacher and CSA Meeting.
- After seventh day of absence or non participation – CPS referral.

With all of that said, we want you to know that we understand this is a challenging time and that this will not always be perfect, even attendance, but we ask that you respect the schedule, and the time and effort that has gone into making this work.

Academic Integrity Policy

Academic Integrity means that student work submitted is truly their own.

Academic Dishonesty includes, but is not limited to:

- **Direct Plagiarism** – A word-for-word transcription of a section of someone else’s work, without citation and without quotation marks. This also includes allowing another student to copy your work.
- **Mosaic Plagiarism** – Sometimes called “patchwriting” and happens when someone borrows phrases, as opposed to complete sentences, but doesn’t use citation.
- **Using an Academic Broker** – Allowing another person to complete coursework on your behalf

Self-plagiarism – submitting work that is the same or significantly the same as you previously submitted for another class without approval from our teacher.

All of the above and other forms of Academic Dishonesty are violations of FMES Policy.

The following are guidelines for violations of this policy. The consequences may vary from these guidelines based on the facts and circumstances of each case.

- **First Offense:**
 - Complete online module “Understanding Academic Integrity at FMES”
 - Parent contact by teacher

- Resubmit assignment for full credit or complete alternative assessment for full credit.
 - Offense will be noted in the school's disciplinary system.
- Second Offense:
 - Parent contact by teacher and CSA/Lead Teacher
 - Redo the original assignment with academic integrity. Receive reduced grade (50%) on assignment.
 - Write a one page essay at least 150 words, on the topic of academic integrity. The student's teacher will work with the school's lead teacher for details.
 - Offense will be noted in the school's disciplinary system.
- Third Offense:
 - Automatic zero on assignment
 - Parent contact by CSA
 - Offense will be noted in the school's disciplinary system
 - Voluntary withdrawal or expulsion.