



**Westside High School
Attendance Protocol Update**

Face 2 Face Attendance Protocol

All students that are Face 2 Face students on campus at Westside High School are expected to be at school every day. Attendance is taken every period. If a student is present, they are marked present in Infinite Campus. If a student is absent, they are marked absent in Infinite Campus.

[Click Here for the Face to Face Schedules](#)

Online Learner Attendance Protocol

Online Learners have synchronous classes one day a week and asynchronous classes 4 days a week. Please see the rotation of the synchronous/ asynchronous class schedule below.

- Online Learners are required to login to “Live” sessions with a teacher on synchronous days. If students do not login to a “Live” session on synchronous days, they are marked absent.

- Online Learners must meet one of the following 3 areas to be marked present on asynchronous days.

1. Students are expected to login daily to asynchronous classes in Canvas; or
2. Students are expected to complete work assigned by the teacher and submit this work by the due date; or
3. Contact the teacher during the week via phone, email, or through Canvas about work or assignments to include synchronous day contact.

| Daily Schedule | Online Synchronous | Online Asynchronous |
|----------------|----------------------------------------------------------------------|---------------------|
| 7:30 – 8:20 | Monday (1 st period) | Tu, W, Th, F |
| 8:25 – 9:15 | Monday (2 nd Period) | Tu, W Th, F |
| 9:25 – 10:15 | Tuesday (3 rd Period) | M, W, Th, F |
| 10:20 – 11:10 | Tuesday (4 th Period) | M, W, Th, F |
| 11:15 – 12:05 | Wednesday (5 th period if you have 3 rd Lunch) | M, Tu, Th, F |
| 11:40 – 12:35 | Wednesday (5 th period if you have 1 st Lunch) | |
| 12:40 – 1:30 | Wednesday (6 th period) | M, Tu, Th, F |
| 1:35 – 2:30 | Thursday (7 th Period) | M, Tu, W, F |

Note: This is the daily schedule. We have several schedules that include daily schedule, club schedule, afternoon assembly/ pep, and early release schedule.

[Click Here for the Online Schedules](#)