January 14, 2021

Student Attendance During Full Distance Learning

1. While students are participating in face to face or 100% distance learning, the teacher will mark those in attendance Present. For all distance learning platforms, students not present on days live instruction occurs will be considered absent if assignments are not turned in by the end of the school day. Parents MUST call or email to inform the teacher of the student’s absence.

2. On days when students are unable to attend scheduled classes due to illness, parent work schedule, or child care issues, parents MUST communicate the reason for the student’s absence via email to the student's classroom teacher. Students will be provided with all work assigned during the student’s absence, including links to live recordings and student assignments available via Google Classroom.

3. During distance learning only, technical issues such as broken equipment or internet outages must be immediately communicated to the student’s teacher and designated school staff so support can be provided as soon as possible. Written communication must be emailed to the student's teacher indicating the reason for the student's absence. The student's attendance will be adjusted with a special technology code to indicate that the student was absent from class, but would be considered present for the dates of technological difficulties. The student will have the opportunity to make up missed assignments.

Elementary Schools

a) Teachers will take attendance 10:30 a.m. of each day in SchoolMax.

b) For Pre-K through third grade students who are unable to check in during live instruction, parents MUST ensure that the check in is completed before the next instructional day. If parents are unable to check in that day, they are REQUIRED to contact the child’s teacher via email so assistance can be provided.

Respectfully,

Mrs. Melreta Herring, Principal