

Attendance Policy & Guidelines for Virtual Learning 2020-2021

Below you will find the attendance guidelines followed for marking students absent during our time of virtual learning. Please refer to this document for any attendance questions and contact me if you have any questions regarding attendance.

When is attendance submitted?

My attendance is submitted at 3:00 PM. I do this in order to give parents time to contact me in regards to their students' attendance for that day. If your child is absent for any part of the day please send me a message on ClassDojo, email (jsleaford@mcas.k12.in.us), or call/voicemail/text (219-402-0516) with the reason for the absence.

What counts as an absence?

The following incidents count as an absence:

- ***The student's camera is not on during our Zoom meeting.*** If the camera is broken or sporadically working, please contact our **Technology Department** at **(219) 873-2141** during school hours. They can assist you with fixing/replacing any broken technology.
- ***The student is only present during half of the day.*** Again, if there's something going on that is preventing the student from attending (i.e. broken technology, internet issues, family issues, illness, etc.) please contact me ASAP. Communication is key here. If I am unaware of an issue that is out of your control and prevents your student from attending class, I have to mark them as absent.
- ***The student is not present during any part of the day.*** This counts as a normal absence, as it would if we were in person. If

there is a reason for the absence (i.e. medical, family, or otherwise), contact me and your child's home school.

- ***The student is logged into Zoom, but is not participating or completing work.*** If the student isn't participating and is disengaged from what we're doing, they're not learning. We want your child to be a part of our classroom community, therefore we want them to work with us and talk with their classmates.

How can I prevent my child from being marked absent?

Communication. Please reach out as soon as you can if there's something preventing your child from coming to school. Now, more than ever, communicating with your teacher and the school is EXTREMELY important. We want to help you help your child become a successful student and we can't do that if they aren't at school. Your partnership and cooperation with us makes that task easier and shows your child the value you put into their education.

Recurring Absence Reporting

Students with recurring attendance issues will be reported to the office. This is not a punitive measure, but a way for us to help you find a way to help your child attend school. We want to work with you, not against you. To do that our office and guidance staff will be informed of students' families who may need assistance getting their kids to school during this time of virtual learning. We're here for you and your students and we'll do what we can to help.