



**The following guidelines are effective for students, both In-Person and Distance Learners, at the beginning of the second nine weeks (Q2) on October 27.**

## **In-Person Learning Attendance Expectations**

- ★ Students are expected to attend school on In-Person days (Monday, Tuesday, Thursday, and Friday) and work independently on Virtual days (Wednesday).
- ★ All students will participate in live meets on Wednesdays. Students may also be invited to attend small group or individual remediation sessions on Wednesdays as needed.
- ★ If a student will be absent, his/her parent/guardian needs to notify the school and provide a reason. If the student is absent due to a professional appointment, documentation (professional excuse) should be turned in to the school.
- ★ Students are allowed eight parent call-ins for absences.
- ★ Students who miss five or more unverified days will be flagged for truancy.
- ★ If an In-Person student is absent for an approved reason (illness, death, out of town, etc.), he/she may attend school as a Distance Learner as long as a parent/guardian notifies the school regarding the situation. When this happens, notify faculty that the student will be attending virtually (by email or bulletin). In PowerSchool, mark PAR for the student and add the comment that student attended virtually (if he/she did – teachers should let you know if he/she did not). If students do attend virtually, do not count that PAR in their eight allowable PARs for truancy.

## **Distance Learning Attendance Expectations**

- ★ Students are required to attend Virtual Academy Learning Sessions Monday through Thursday during the allotted time frame set forth by the teacher (after 2:30 Monday -- Thursday). The students must be actively engaged and check in during the allotted time frame for the virtual academy in order to be counted present for the day.
- ★ Teachers will record their Virtual Academy lessons daily and post them to their CANVAS pages for students to access at a later time if needed. If a student cannot attend the 2:30 live meets on a daily basis, they may

work it out on a case-by-case basis with their teacher and school administration to participate using the Virtual Academy recordings accessible through the teacher's CANVAS page. Teachers may track the student's active participation using the "Access Report" feature in CANVAS.

- ★ Attendance does include active student participation during the "LIVE" Elementary Virtual Academy along with the independent completion of assignments. Students must complete assignments and participate in LIVE sessions/check-ins.
- ★ A student will be counted absent if they do not participate in daily Virtual Academy activities.
- ★ Five unverified absences in the Elementary Virtual Academy will result in truancy action being taken by the school.
- ★ Parents are allowed eight parent verified excuses for absences from the Elementary Virtual Academy.
- ★ Wednesdays from 8:00-2:00 are dedicated to "live meets" with their regularly assigned classroom teacher. Distance Learning students and In-Person students may be invited to attend additional small group or individual remediation sessions on Wednesdays as needed.

#### **COMMUNICATION**

- ★ Communication with your child's teacher and the school will be a key component in the success of your child. We are asking parents to treat virtual learning participation just like the regular school day and all absentee requirements will apply.
- ★ Notifying the school if your child is unable to participate in school remains the same even if they have selected distance learning through our Elementary Virtual Academy. **Parents are required to notify the school should any conflict arise with specified teaching and learning times.** For example, if your child is too sick to participate in class, has a medical appointment, etc., please call the school to notify them for the reason for the absence just like you have done in the past.
- ★ Parents should notify the school by phone when problems such as internet connection occur. The school will help to resolve any barriers you may have preventing your child from actively participating that day.
- ★ Keep in mind that daily lack of communication and lack of participation with his/her teacher could result in your child's lack of ability to stay on grade level.

#### **ADDITIONAL INFORMATION**

- ★ Please note that in some instances, your child may have the opportunity to attend live classroom lessons during the school day if they choose to do so and it is offered by the teacher. If your child chooses to attend additional live sessions during the school day, it will be considered remedial/enrichment time and not be counted for attendance.
- ★ Students need to work on assignments independently. Independent practice is crucial to the learning process. Daily grades are just one component of assessing a students' overall mastery of skills. Distance Learning students will also be required to come to school to participate in skill assessments (PALS, SOLs, Reading Diagnostic Tests, and other miscellaneous assessments).