



pilotED Schools Hybrid Attendance Policies Fall 2020

****The following policies will take effect at the start of the 2nd quarter on 10/19/2020***

Attendance Procedures

We are committed to working with you to help remove any barriers that may be preventing your student from participating in our hybrid learning. During hybrid learning this year, pilotED Schools will take the following measures to ensure we are working with you and your family to reduce barriers to daily participation:

- **Every absence** = Text message to alert you that your student was marked absent (for in person students only)
- **3 absences this quarter** = Text message to alert you and help you track that your student now has 3 absences.
- **5 absences this quarter** = Text message to alert you and help you track that your student now has 5 absences. Letter sent home to ensure that you are alerted.
- **7 absences this quarter** = Text message to alert you and help you track that your student now has 7 absences. Phone call or home visit from Coordinator of Social and Emotional Health. Is everything ok? How can we help? Every minute matters during school.
- **10 absences this quarter** = Per Indiana State law, a phone call to DCS and potentially an in-person conference regarding possible retention.

***** Important change! Per the Department of Education, all absences must be reported and counted towards your student's total attendance, both excused and unexcused.***

How is Attendance Tracked?

- 1. In Person Learners:** Monday through Thursdays, attendance will be taken by the teacher for students who are present in the building. Those students/families do not need to do anything for attendance on those days. ***On Fridays, all In Person students will be learning virtually, and they will need to submit Seesaw lessons for that day by Sunday evening to be counted present.*** Also, if an In Person Learner has to stay home for any reason (suspension, quarantine due to COVID exposure, etc.), they automatically will become a Virtual Learner until they come back and will need to start following the Virtual Learner Attendance policy below.
- 2. Virtual Learners:** Virtual Learners will be counted present if they submit their Seesaw lessons for the day. There will no longer be attendance assignments starting second quarter. ***Lessons for Monday and Tuesday need to be submitted by Wednesday evening and lessons for Wednesday, Thursday, and Friday will need to be submitted by Sunday evening for a student to be counted present for those days.***

Please feel free to contact me or the front office with any attendance related issues. We will do everything we can to help!

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