

Hammondspport Central School District
K-12 Attendance Procedures for Remote Learning

Fridays During Hybrid Model – All Students

On Fridays, teachers will either assign lessons/work to be done at home independently or in Google Classroom. On Mondays, teachers should use the completion of this independent work or completed work in Google Classroom to determine whether or not a student was present for the day.

All students default to present on Fridays. Once a teacher has determined whether or not a child participated in the at-home learning for Friday, that teacher should contact the building secretary to report any students who did not engage and should be marked absent.

If there is a need for an excused absence on a Friday, parents should follow the usual procedure for reporting legal absences to the school nurse.

Attendance for Full Remote Learners/Temporary Remote Learners

For remote learners, daily attendance is recorded based on student engagement in synchronous (live with staff member) and asynchronous (recordings/assignments) learning that is assigned each day.

For grades K-12, student attendance will default to present for the day. Once a teacher has determined if the student participated in synchronous and asynchronous learning, he/she will report any absences to the building secretary.

If a remote learner has a need for an excused absence on any given school day, parents should follow the usual procedure for reporting legal absences to the school nurse.

Any service providers who work with remote students, should monitor and keep a log of any student who regularly does not attend a session(s).

**The above remote procedures will apply to any student who is temporarily engaging in remote learning due to a public health requirement to remain at home for a specific time period. (ex: Quarantine directed by Department of Health, awaiting medical appointment due to public health requirements)*