



February 4, 2021

Attendance Policies and Procedures During Remote Learning

Greetings All,

Please read and discuss the following with your child so that we can maintain optimum communication between home and school.

1. **Daily attendance:** If your child will be absent from or late to school, please call or email Ms. Maria, (marmenta@stphilipneribronx.org) Only parents/guardians may report an absence.
2. **Temporarily switching to remote:** If a student is attending school two or five days a week and decides to stay home and attend virtually for the day, a parent/guardian must email or call Ms. Maria (marmenta@stphilipneribronx.org and your child's teacher)
3. **Remote learning:**
 - a. **Taking attendance:** Students working remotely are still responsible for being in, and participating in, class. A teacher must be able to do the following in order to mark a student present/attending virtually:
 - See the student on camera during the entire class
 - Hear the student responding or commenting
 - See the student participating frequently by writing in the chat
 - b. **Lateness:** If a student enters class virtually within the first ten minutes, the student will be marked tardy. If the student enters class virtually after the first fifteen minutes, she will have already missed attendance and will therefore be marked absent.
 - c. **Virtual breaks:** Bathroom breaks for virtual students should follow the same procedure as in-person students – ask the teacher for permission, take no more than five minutes, return. If a student is gone for more than five minutes of a 35-minute class, the student will be marked tardy. If the student does not return, he or she will be marked absent.
 - d. **What to do when you are experiencing technological issues:**
 - i. **Zoom issues:** If you have the correct Zoom link /code and cannot get into class, please email or ClassTag your child's teacher, and continue to attempt to enter the call, either on your Chromebook or on a smartphone or tablet if necessary. *Please do not get upset with the main office nor the teachers, we will try our best to troubleshoot zoom from the teachers end, but please know we have no control over Zoom's technical issues.* Please note that we are half way through the year and there should be very few issues. Friendly reminder: *Falsifying identities is a federal offense and is taken seriously. Please review the parent and student handbook with your children.*
 - ii. **Wi-Fi connectivity issues:** If you are experiencing difficulty with your Wi-Fi connectivity and you call to report this to the main office, your child's absence will be recorded as Absent-Excused. This simply means that you as a parent/guardian have let us know that you are aware of the absence. It does not mean that the absence will be erased. New York State is still holding all schools

accountable for our attendance data during remote instruction, and if students are not in class, they will officially be marked absent regardless of being remote or in person, or the reason for their absence.

- **Alternatives:** Although we prefer for students to use their Chromebooks, students may also use smartphones or tablets to access their Zoom meetings only in cases of Wi-Fi/Chromebook issues.
- **Expectations:** If all else fails and students are not able to access their Zoom class meeting, that student/parent is expected to communicate with his or her teacher to explain the absence and get any needed information about class- and homework, as well as checking Google Classroom and ClassTag.

4. Daily expectations for all students:

- a. Morning Prayer/Announcements: All students must be present for these morning meetings so that they are aware of all scheduling changes and any other important matters. Students do morning prayers in their classroom, as well as Dreambox while teachers are taking attendance.
- b. Google Classroom: All students should be checking their Google Classroom accounts daily and emailing teachers with any questions regarding assignments and grades.
- c. Email: All students should be checking their emails daily for communication from their teachers and the administration.

5. Specific policies regarding COVID-19:

- a. **Daily questionnaire:** Every student and staff member must complete the daily questionnaire in order to be admitted into the school building.
- b. **Travel:** All students must abide by the NYC/NYS travel policies and restrictions included in the attached letter. Therefore, if you plan to travel to such an area, the student must quarantine for the appropriate period of time and submit a COVID-negative test before returning to in-person instruction.
- c. **COVID exposure:** If a student or staff member has been exposed to someone who has tested positive or tests positive himself or herself, the school MUST be notified IMMEDIATELY so that contact tracing and appropriate measures can take place.
- d. **In-person students returning from quarantine:** will need to submit a negative PCR test result to return to in-person learning to help keep everyone safe.

6. Assignments:

- a. Students are given assignments and reinforcement work to assist teachers in measuring your child's progress. This is also an opportunity (not optional) to assist in improving grades.
- b. Classwork is expected to be completed in a timely manner, along with homework assignments for classes, including specials.
- c. Late work or not turned in will be subtracted from your grade! Don't let an incomplete assignment fail you! Parents, please review the assignments your children are assigned and follow up with them to see it is completed. Parents it's okay to say let me see what you are working on when your child is on Google Classroom.

