



Hartly Elementary Attendance Guidelines **During Virtual Learning**

- During hybrid or remote learning, a school day shall consist of an average of 3.5 to 5 hours daily of synchronous (delivered same time) or asynchronous (not delivered same time) programming.
- Attendance will be recorded daily by the classroom teacher in eSchool.
- Student attendance will be recorded from Zoom attendance OR the completion of a daily check-in assignment for the class.
- Students must complete the daily check-in assignment on days when Zoom sessions are not offered.
- The daily check in assignment (warm-up, quick check, or exit ticket) will be assigned through Schoology (Grades 2-4) or SeeSaw (Grades K-1) and must be completed by 11:59 (Midnight) in order to be marked as present for the day.
- Families must still communicate about absences on any school day when the student is not able to engage in either Zoom or complete the check-in assignment.

Ways to Communicate: Excused Absence, Tardy, and/or Early Dismissal

- When students miss school, their absences are considered unexcused until a note is presented. The note must be emailed or brought to the office within three days of the absence or the absence will remain unexcused (see below).
- Email: hartlyattendance@capital.k12.de.us
- A handwritten or emailed note, with specific reason and date(s) of the absence, tardy, and/or early dismissal. A maximum of 12 absent, tardy and early dismissal days can be excused by parent note.
- A professional note from a doctor, dentist, health care provider, mental health service, etc. All of these notes are excusable.

What Will Happen if Your Child Has Too Many Unexcused Absences, Tardies, and/or Early Dismissals?

- Your child misses a valuable education!
- Your child could miss exciting virtual time with their teacher and classmates.
- After 3-5 unexcused absences –the school will contact home via email or phone call.
- After 6-9 unexcused absences-a conference is scheduled with the school and district truancy liaison and/or a home visit will occur to assess and assist family virtual learning concerns.
- After 20 unexcused absences-the school district will file truancy charges.
- After 25 unexcused absences-the child may have to repeat the grade.

If you are concerned about your child's attendance, please contact the school at 492-1870 or 492-1871.