



November 16, 2020

Dear Parents and Guardians,

We know that the past month has been extremely challenging as we have had to change our on-campus program to a virtual several times. We understand the impact that this has on your home and work life. We continue to do all that we can to minimize this, but the spread of the COVID virus is high and this greatly impacts what we do. When PDPH informs us that we have to close, we notify you as soon as we receive this information. We know the importance of consistency and routine for your children as well as for you so that you can plan for what is needed.

The quick change from on campus to virtual has also created some confusion related to attendance. Below is our attendance procedure for any student receiving virtual instruction whether they are doing this consistently or when we need to change from on campus to virtual. I hope this information provides clarity and answers your questions. If you need additional information, please let me know.

Sincerely, Jackie Brennan, Superintendent

#### Student attendance for Virtual Instruction

- Students are expected to be engaged in instruction activities throughout the day from 8:15-3:00 Monday through Thursday and from 8:15-1:30 on Fridays.
- Teachers will take attendance in the morning during the first virtual lesson. If students are not present, they will be marked absent.
- Parents must notify the program secretary if a child will be absent from virtual instruction. If the parent hasn't done so, they will be contacted when attendance is turned in to confirm that their child is absent. If the parent can't be reached, a message will be left stating that their child is being marked absent. Once on the absent list, instructional staff and therapists are notified that the child is absent so services will not be provided that day due to the child's absence.
- If the student misses the first session, but plans to participate in the remainder of the day, the parent must inform the program secretary that their child is late and give the time their child will begin for the day. This is essential to ensure that the instructional staff and therapists know that the child will be engaged in their lessons and therapy the remainder of the day.
- The student absentee list will be posted by 10:00 AM every day so that staff know which students are out each day.
- Any therapy or O&M sessions missed due to the child's absence will not be made up.