



March 30, 2019

**ATTENDANCE DUE TO EXTENUATING CIRCUMSTANCES  
OR SCHOOL DISMISSAL/CLOSURE**

Procedure was introduced and will be put into effect due to extenuating circumstance or school dismissal or closure.

These are the steps that will be implemented and followed until school operations resume its normal school hours and operation.

- Family Check-In page will be created and monitored by teachers, office and admin
- [https://docs.google.com/spreadsheets/d/1Tp\\_C9jBVn472mmW\\_H7XBUKLSniDPpYZmYg5fqJFROIU/edit#gid=0](https://docs.google.com/spreadsheets/d/1Tp_C9jBVn472mmW_H7XBUKLSniDPpYZmYg5fqJFROIU/edit#gid=0)
- Teachers monitor students online attendance
- If students have not participated after 1 full week of online learning, then teachers will input students names into the Check-In page
- Teachers will contact students/families 3 times and input those contact times into Check-In page
- After the 3 contact points have been made, the Office Staff will follow up with families on list
- Teachers are to monitor progress and continue to reach out logging each contact point along the way - *this will allow us to monitor how many times the family has been contacted, and who has made that connection along with comments of the conversation*
- Admin will communicate with teacher to see if Admin intervention occurs whether it's a Social Distance Home Visit or phone call to the student/parent
- If the steps have proved successful then marker will be logged to note progress
- If the steps have proved Unsuccessful, then Admin will make contact parent to discuss outcomes. This includes continued Admin contact, repeat of grade level, withdrawal from PHA

*Procedure will be monitored and adjusted if need be*