



Attendance Policy Addendum August 2020

Belmont CS & Inquiry CS

Attendance matters for the overall success of student outcomes. In a Virtual environment attendance will be tracked differently but students still must attend school and parents/guardians are responsible for ensuring their child attends school regularly.

In Pennsylvania, all children of “compulsory school age” – i.e., children between the ages of eight (8) and seventeen (17) – must attend school. In Philadelphia, the School District of Philadelphia requires students to begin attending school at age six (6). Once a child enrolls in kindergarten, the child must continue to attend even if she or he has not yet reached age eight (8).

The Belmont Charter Network schools will be holding synchronous (at the same time) and asynchronous (on an individual schedule) lessons. Teachers will be marking attendance for the synchronous sessions and the asynchronous work completed.

Attendance is defined as either:

- Logging into synchronous sessions and engaging in participation (e.g. answering teachers questions, using the polling/chat function); or
- Completing the work that was missed in the synchronous lesson (e.g. exit ticket, worksheet etc.); or
- Both of the above.

Attendance will be collected in Powerschool daily and students will be marked as follows:

Possible Access/Completion Combinations	Confirmation of Access	Timely Submission of Assignment	Attendance Decision
Evidence of Access and Completion	Yes	Yes	Present
Evidence of Completion, but not Access	No	Yes	Present
Evidence of Access, not Completion	Yes	No	Absent
No Evidence of Access or Completion	No	No	Absent

What does this chart mean?

Evidence of Access and Completion means the student was logged on and participated in their learning session. The student participated to the best of their ability and completed work assigned during the session (e.g. exit ticket, worksheet etc.).

Evidence of Completion but not Access means the student did not attend the synchronous lesson but that they completed the assigned work for a learning session by Friday at 5pm of that week. This work must be successfully submitted to their teacher.

Evidence of Access but not Completion means the student demonstrated the ability to log into a session but did not successfully complete the session. Examples could be: leaving early without an excuse, not participating in the session, not completing work, or not responding to questions/prompts from the teacher. The student will be marked absent.

Not evidence of Access or Completion means the student did not log in or complete any work. Students and family made no attempt to contact teachers or school. The student will be marked absent.

Daily Attendance Tracking:

Attendance will be taken in each Zoom session. Students who are marked absent during their morning sessions will receive a call by Noon each day through ParentSquare. A second call will be placed at the end of the day to students who missed pm sessions. Students who log in after

the attendance is taken in the am sessions will be marked late. Students who are present in the am but absent in the pm session will be marked early dismissal.

Students will need to complete assignments in any lessons that they miss to receive credit of completion.

Attendance Interventions:

2 Unexcused Absences: Student Placed on Attendance Tracker

3 Unexcused Absences: Letter Sent via Parent Square by School Office

4 Unexcused Absences: Phone Call by BSS

6 Unexcused Absences: FSS Phone Call/Virtual Conference and an attendance plan

8 Unexcused Absences: Home visit FSS/BSS staff

10 Unexcused Absences: Official certified letter sent to home. Project Go notified.

FAQ's

What happens if I need to miss school?

Excused absences will be marked following the policies outlined in our regular student handbook. We will be accepting scanned copies/photos of documentation (e.g. doctor's notes) to excuse absences.

What if my child can't attend the live zoom session?

Students have the option to watch a recording of the live lesson and complete the assignment to be marked present. Teachers will post the video of their work on the designated platforms (i.e. Seesaw, Google Classroom) by 5pm that day for guardians/students to access and review. Students will need to complete all work by Sunday at 5pm to make up for any missed sessions/work during the week. Please contact your child's teacher with any questions about work completion.

Can my child make-up assignments after the Sunday at 5pm deadline?

Yes, students are encouraged to make up any work that they missed. Although they will be marked absent they will receive credit which will be applied to the students grade for the class.