



## ATTENDANCE GUIDELINES DISTANCE LEARNING

### Distance Learning Attendance Policy

- Attendance will be measured by the full day. Attendance in our Distance Learning Program is defined as evidence of “engaging with the assigned material” at least one time per day.
- Evidence of attendance will be measured in at least one of the following ways (including, but not limited to):
  - Google check in forms
  - Assignments submitted that were due on that day
  - Questions to answer on Google Classroom
  - Participation in an online discussion
  - Google Form requesting receipt of assignment or instructions
  - Class participation during the scheduled class time
  - Student participation during scheduled related services
  - Phone call with the teacher or Related Services provider
- It is expected that parents shall, to the maximum extent possible, ensure that their child participates in the distance learning program.
- Parents do not need to call if their child is unavailable for the designated class time, as long as the student completes the daily assignment.
- If a student will not be able to participate in any learning activities that day, a parent can email the student’s homeroom teacher and cc: [absences@ie-academy.org](mailto:absences@ie-academy.org). The absence will be considered excused.
- The student will receive an unexcused absence when:
  - a student does not participate in any part of the learning activities for the day,
  - or has not checked in with the teacher, and
  - when the student’s parent does not contact the teacher.

*We are aware that all family and student circumstances may vary, especially during these unprecedented circumstances. Your child’s team is available to ensure the success of your child during this time. Should you have any questions about this policy, or distance learning in general, please feel free to reach out to your child’s team members, or Director of Education, Michelle Andrews at [mandrews@ie-academy.org](mailto:mandrews@ie-academy.org).*