

## Steele Elementary Online and In-Person Absence Guide

Our in-person and remote learning instructional models were intentionally created to provide a choice for families. With our instructional models, we needed to create guidelines around illness, vacation and other unknowns. Below are the guidelines at Steele Elementary.

There may be situations and circumstances that fall outside these guidelines. In those cases the principal shall review the situation and work with parents and teachers towards a solution that works for student learning. Please note: anytime a student moves to online learning from the in-person environment, they may be placed with a different teacher for that time period.

In-Person Students: A family that chooses in-person learning is expected to send their child to school in-person. This means in school, on-time, five days a week. An in-person student may choose to enroll as an online student only at the quarter and semester.

In circumstances when a student may become ill and/or their family chooses to go on vacation, an in-person student can access on-line learning during the following situations.

- When a student is required to stay home for their health and safety for a non-Covid19 illness, and needs to be out for more than 3 days, the parent/guardian should provide a doctor's note stating how long the student should be out. The student may join the online environment for that stated time.
- When a student is required to stay home for their health and safety for a COVID19 related situation (student and/or a family member has COVID-19 student needs to be quarantined), they will join the grade level online learning environment within 24 hours, for the rest of the quarantine period.
- If a student leaves for a vacation or has an extended absence for longer than 3 days, teachers may choose between offering work to take along or joining the

online learning students. For EXCUSED absences shorter than 3 days, make-up work will be provided upon return, per district policy.

Online Students: A family that chooses online learning for their child is expected to ensure their child is online five days a week. An online student may choose to enroll as an in-person student only at the quarter and semester.

In circumstances when a student may become ill and/or their family chooses to go on vacation, an on-line student is expected to follow the below guidelines when ill and/or are on vacation:

- The parent/guardian of an ill student is expected to call in just as we would normally to report an absence.
- After 3 days, the parent/guardian needs to provide a doctor's note for further absence time.
- Any online student leaving for vacation, appointments, or events must report their absence to the office.

*Please use our attendance line for reporting absences at 719-328-4703.*