



JSASD ELEMENTARY STANDARD OPERATING PROCEDURE FOR TRACKING REMOTE ATTENDANCE

- Teachers will have student check-ins during their lessons or videos to verify student participation.
- Students must have all assignments from the previous week completed by Sunday at 5:00 p.m.
- Absences will be tracked and families will be notified of absences via a One Call Message created by the principals.
 - Failure to complete daily check-in for 1-2 subjects = Half day absence
 - Failure to complete daily check-in for 3 or more subjects = Full day absence
 - Subjects= ELA, Math, WIN, Science/S.S./Second Step, P.E., Art, Music, Library, Computer, Health
- Normal attendance policies will be followed when issuing 5-day letters and 10-day letters.
- The principals will call families to schedule an Attendance Improvement Conference (AIC) to create a School Attendance Improvement Plan (SAIP) after 3 unexcused absences occur.