



# JENNINGS COUNTY HIGH SCHOOL

## HOME OF THE PANTHERS

January 13, 2021

JCHS Students and Parents,

Student attendance tracking procedures at JCHS have been modified in accordance with updates released by the Indiana Department of Education. Specifically, the definition of virtual attendance has been updated and we are reaching out to you today to clarify and explain the procedures we will use to track virtual/online attendance moving forward.

Please review and adhere to the following attendance policies and guidelines for these three online learning scenarios:

### Virtual Models

**Hybrid Schedule** (the current JCHS schedule- the attendance policy will be followed for the two days students are online)

**Online Students** (Students in *all* online classes taught by JCHS teachers)- **these students NO LONGER need to post attendance to the grade level Google Classrooms.**

**Temporary Virtual Students** (Quarantined Students, School Closure Due to COVID):

### Attendance Expectations for Virtual Models

- Students who meet 2 of 3 attendance criteria (see below) will be counted present.
- Students who do NOT meet 2 of 3 attendance criteria within 2 days of class will be counted unexcused.
- If a student completes 2 of 3 attendance criteria within 2 days of class, teachers are to change the student's attendance in Skyward to present.

### **Explanation of Attendance Criteria for Online/Virtual Students**

In general, as long as students are engaged and completing work when in a virtual setting, they will be counted present. In order to be considered "engaged" and counted present, teachers and staff will monitor students for completion of 2 of 3 possible attendance criteria. The criteria are as follows:

#### **1. Check-In**

- Google Form/Classroom Question
- Google Meet Attendance
- Other

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### **JENNINGS COUNTY HIGH SCHOOL ADMINISTRATIVE TEAM**

**Principal – Dustin Roller**  
**Athletic Director – Cory Stevens**  
**Guidance Director – Ed Ertel**

**Asst Principal – Johnny Bright**  
**Asst Principal – Stephanie Ebbing**  
**Asst Principal – Taryn Kent**

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2. **Work Completion**
  - Class/Google Meet Participation
  - Assignment Completion
  - Task Completion
  - Other
3. **Communication**
  - Email from student/parent
  - Phone call/voicemail from student/parent
  - Discussion boards
  - Other

### Students Enrolled in Edgenuity (E2020) Online Courses

- Attendance will be taken by the teacher to whom the student is assigned.
- Students must prove daily work completion and communicate with the teacher to be marked present.

### Attendance Codes in Skyward

We have received several questions from parents and guardians regarding student attendance codes in Skyward. The following are three common attendance codes and a short explanation for each.

- **3-VC-** student is virtual due to Covid (This does not mean the student has been marked absent; it simply means that the student is virtual that day).
- **3-19-** student is absent due to quarantine situation (positive Covid test, close contact to a positive case)
- **A-** web absent, student is unexcused (student did not meet 2 of the 3 attendance criteria)

### Reporting Absences for Virtual/Online Students

- If a student is unable to be engaged on a virtual learning day due to illness, personal appointments, or any other reason that constitutes an excused absence, a parent/guardian must still call the JCHS Attendance Office to report the absence. This is the same absence reporting policy used with students expected to be in attendance during traditional, in-person school days. The JCHS Attendance Office may be reached directly at (812) 346-4081 or by dialing (812) 346- 5588 and choosing Option 1.

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