

SPMS Second Quarter Attendance Update:

As we near the end of the first marking period and begin the second quarter, we want to reiterate to families the expectations and procedures for attendance documentation. Beginning the second quarter, we will be tracking absences and enforcing accountability according to the Attendance Policy and Procedures that can be found in the front of the student's agenda or on our website. Below, you will find a reminder of attendance login procedures for both the hybrid and cyber students.

If your child is experiencing absences due to Covid-19 symptoms or protocol, please reach out directly to our school nurse, Anita Christie, (anita.christie@sparksd.org) or 412-655-3111 (ext.3030). Any other questions may be directed to Stephanie in the middle school office (Stephanie.scruggs@sparksd.org) or 412-655-3111, (ext. 3000).

A) Hybrid Students:

- a. Attendance is recorded on **in-person** days by the HOMEROOM teachers
 - i. In the event a student is absent on an in-person day, an excuse must be submitted for that absence within 3 days (see the next page for electronic submission directions).
 - ii. If a student is expected in school, they should NOT login to canvas for attendance. We need to maintain an accurate record of students who are PHYSICALLY PRESENT in the building on in-person learning days and the teacher will be recording them as absent.
 - iii. A student MAY ask for and complete assignments given by the teacher if they are feeling well enough to stay on top of the schoolwork while they are at home.
- b. On **at-home** learning days, students should login to his/her canvas page to complete daily attendance. **This MUST be completed from 7:50 am - 8:20am.**
 - i. If the student logs in late, they will be marked "**absent**" until an excuse is submitted to change the absence to a "tardy" (see next page for electronic submission directions).
 - ii. In the event a hybrid student does not complete attendance on an at-home learning day, he/she will be marked "**absent**" and an excuse will need to be submitted (see the next page for electronic submission directions). These days are counted as school days with the Department of Education and must be treated as such.

B) Cyber Students:

- a. Attendance should be submitted through the canvas page from **7:50am - 8:20am** every day. The homeroom teacher responsible for all cyber students in that grade level is required to submit attendance in school at the same time as all other homeroom teachers.
 - i. If a cyber student logs in late, they will be marked "**absent**" until an excuse is submitted to change the absence to a "tardy".
 - ii. If a cyber student does not login, an **absence** is recorded **AND an excuse is needed.**
 - iii. If a cyber student is not well enough to complete work, they need to communicate with their team of teachers regarding the inability to participate in class sessions that day(s).

District Attendance Policy indicates that a student is permitted 10 days of absence with parent excuses before a medical excuse is required. A medical excuse submitted prior to the accumulation of 10 days does not count toward the 10 day total. Failure to provide a medical excuse after the 10-day threshold results in an illegal absence recorded for that day. All types of excuses are due within 3 days of a student's return to school or an illegal absence is issued. After 4 illegal absences, an Attendance Improvement Plan will be started through the SAP program. After 6 illegal absences, a magistrate referral MAY occur. Please refer to the following page for step-by-step instructions for submitting electronic notes and excuses to our office.

We look forward to beginning a new grading period with more supports in place to help everyone adjust a little more. We are all working to use our resources most efficiently in order to do what is best for the students. Please feel free to reach out at any time with questions or concerns.

Sincerely,



Lynn C. Como, Middle School Principal

Electronic Submission of Excuses and Notes for the Office:

For all student absences, late arrivals and early dismissal requests, we ask that you complete the appropriate form on the middle school web page. Car Rider notes may be EMAILED to (stephanie.scruggs@sparksd.org).

To access middle school attendance forms, please log onto the middle school web site and follow the steps below.

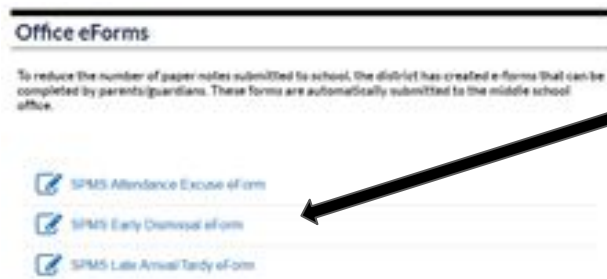
- 1) Click the parent tab at the top



- 2) Click the Office eForms on the left hand side



- 3) Choose the appropriate form for your request. Complete and Submit the form.



Through electronic means, we can ensure the correct message is communicated and documented, and also reduce paper transfer from one party to another. Moving forward, please refer to the website or utilize the QR codes on our front door windows. Thank you for helping in doing your part as we strive to maintain a safe and healthy environment and also improve the efficiency of school office procedures.