



**Elementary Virtual Student Attendance**  
**Parent Guidance**  
*(Beginning Monday, August 24)*



We believe that the virtual learning experience is just as important and valuable as in-person learning. Because of this, there must be high expectations for students' attendance and accountability. We also want to provide clarity for marking attendance and guidance on when a student will be considered present or absent. Mississinewa Community Schools will continue to enforce our attendance policy for both in-person and virtual learners. For virtual learners, school office staff and administration will make contact with the parents when attendance is of concern. When a virtual student reaches **ten days of unexcused absence** (no involvement/interaction on Google Classroom or assignment completion), the school will make a referral to the Grant County Probation Office's truancy program.

Procedures for Virtual Students and Families:

- Each virtual student must log into Google Classroom by 12:00 p.m. (noon) daily and respond to the Question of the Day posted by his/her teacher. This will be a simple and short question, that will not require adult assistance for the student.
- As long as the student has responded to the Question of the Day each school day, he/she will be counted as present virtually.
- School assignments may be completed before or after completion of the Question of the Day, but the deadline for responding to the question will be no later than noon each day, unless the parents have made prior arrangements with the virtual teacher.
- Shortly after noon each day, the virtual teacher will provide the office with a list of students who have not checked in (responded to Question of the Day) on Google Classroom. The office staff will attempt to make contact with the student's parents.
- If contact is made, the student will be required to respond to the Question of the Day and will remain marked as present, virtually.
- If the office staff and administration cannot reach a parent and do not receive a return phone call, the student will be marked with an unexcused absence. These will accumulate toward eventual truancy, at ten days unexcused.