



ATTENDANCE PROTOCOLS

- Homeroom attendance must be completed before 10am. An ALL SCHOOL Announcement made as a reminder at 9:45am. A second announcement is made at 9:55am if there are still 10 or more teachers that have not completed their attendance. If less than 10 classrooms, the office calls individual classrooms.
- If a student is marked absent and comes in late, signs on late or signs off early the main office must be notified. If not the attendance will be incorrect. If the attendance is not corrected, parents will receive a call that their child is absent. If there is any discrepancy the parent will be directed to contact the teacher with their questions. (I know that this is an issue for some families and teachers. Please know that you, the classroom teacher, are the single person responsible for the initial attendance and the office or I do not know the situation/story behind each child.
- **If everyone does their attendance on time, there will be no need for a reminder, meaning there will be no interruptions in your rooms.**

The student can be marked-(At the beginning of Hybrid, Present/Absent was the only option. Now, we have three additional options.)

- Present
- PV- Attending at home
- **TP-Tardy Present - Here or online at least 4 hrs**
- **TA- Tardy Absent - Here or online less than 4 hrs.**
- AB- Absent Full Day

PARENTS RESPONSIBILITY

TARDINESS

- Along with regular attendance, it is expected that every child be prepared to arrive at school on time, VIRTUALLY or IN PERSON.
- In a typical year, we mandate that “If students are late for any reason, the parent must accompany the student to the Main Office upon arrival.” This year we continue to see students being tardy. If your child is tardy, the East Dover Elementary School needs parents to follow up with the main office. If parents do not call the office to confirm

Tardy vs Absent, the child will be marked absent. At that time, the child's tardiness will be noted and the change in attendance will be communicated to the classroom teacher.

- **IN PERSON STUDENTS-** The first school bell will ring at 9:25 A.M. and all children should be in the physical classroom by 9:30 A.M. Homeroom runs from 9:30-9:40am. Period 1 begins at 9:42 am.
- **VIRTUAL STUDENTS-** should be and present in the virtual classroom in between 9:30-9:40 am for homeroom check in and to be marked PRESENT. Period 1 begins at 9:42 am.
- Please be aware that in order for a student to be considered PRESENT, they must be either in the classroom or online for four (4) hours.
- As always, please use the TRRSD Parent Hybrid and Remote Learning Parent/Guardian Handbook for up to date information.
 - https://www.trschools.com/parents/docs/2020/12/TRRS-K_12-Remote_Hybrid-Learning--Parent_Guardian-Handbook.pdf
 - Hybrid Bell Schedule- Page 9
 - Attendance Procedures- Page 15