



Hello Discovery Lower School Families,

We are very excited about our new online learning program. Our students and teachers have really stepped up to the challenge and are making strides in posting and completing work online during this unexpected time of separation. **Just as attendance is a critical component of traditional education, it is equally important in non-traditional, online school.** Online attendance, for our program, is based on participation in the entire process.

Here is a brief breakdown of our attendance procedures:

- Students will receive attendance credit for doing assigned online classwork.
- Teachers will mark student attendance in OnCourse based on work submitted and contacts made with them.
- Students should use Google Classroom to determine what is expected each week and ensure those things are completed by the deadlines provided by each teacher.
- Administrative Assistants will verify attendance and note any contact made with families and feedback received.
- Deans or Administrators will contact students and parents/guardians when students have shown little or no participation each week.
- A plan will be implemented to ensure the student completes online assignments, including counseling services as appropriate.
- Administrators will follow up with students and parents/guardians with major concerns of non-participation.
- If a family has an unusual circumstance where a student is unable to participate for a given time, the parent should contact one of these individuals to explain the circumstance and provide documentation, as appropriate.

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From our virtual HEART,

KDHSA Lower School Administration Team