

Support During Absences



Contacting the School

Given that we are all being very careful around symptoms of any illness, students could potentially miss more school than in a normal year. To support this cautionary behavior, we have a proactive plan for supporting students who are staying home - whether sick, or riding out an exposure, or anything in between. To keep us all informed about student absences, we have established these procedures:

1. Parent calls the Front Office (parent hotline) by 8:30am on the morning of an absence with a reason for absence. (This includes a call each day if the student will be out multiple days)
2. Karen Schuler or Ann Chan will be notified by the Front Office of the absence.
3. Karen/Anna will contact parents, unless it is a non-health related absence. Parents may be asked to consult with a doctor and may then need to take further actions. Parents will keep the school informed about their child's status and timeline for return.
4. Karen/Anna will contact the family on the second day of absence to confirm the duration of absence. Staff will pass on the duration information to the teachers and Wanda.

Supporting Primary and Elementary Learning During Absence:

1. Teachers will make contact with the family/student on the second day of absence, no matter the duration of absence.
2. If the duration of absence is not longer than 3 days, the teacher will offer suggestions for reading, research or ongoing online classes to be done until their imminent return.
3. If the child is ill and is expected to be absent for more than 3 days, the teacher will make a care call at the end of the second day with no work plans expected. The teacher will wait to provide materials until receiving a call from parents that the child is well enough to work at home. At that time, support measures will be put into place including preparation of materials for home, a work plan, and a time to connect in a 1:1 Zoom meeting. Teacher and parent will arrange any material pick up needed.
4. If the duration of absence is longer than three days and the student is well, the teacher will call at the end of the second day and the teacher will prepare materials. Parent and teacher will arrange any pick up needed. The teacher will have a 1:1 meeting via Zoom to support a plan and answer questions. The teacher may arrange Zoom-ins for a morning/planning circle or read aloud, or any other simple way to connect the student with the class and curriculum. Any ongoing on-line classes can be attended. This will vary depending on age of student, support in the classroom, and the changing plans in each pod's school day.
5. For prolonged absences, the materials packets and work plans will be updated for the additional days.
6. Upon return, the teacher will work with the student to catch up on what is needed.

Exception for Lower Elementary, in addition to the above:

For the Lower Elementary hybrid program, no matter the duration, the student will be able to join all classes given on the off-site days. The teacher will have a 1:1 Zoom meeting of about 15 minutes with the student when peers are on-site. This will be to discuss questions and keep up with the student's plan. The teacher and parent will arrange for materials to get home. Students in these pods will be able to continue their daily work during their pod's on-site days.

Exceptions for Middle School:

Given the continued core use of Google classroom during on-site learning, MS students have their assignments and most materials available at all times and can continue to work via Google Classroom.

When a student is well enough to participate, they can email the teachers to set up a 1:1 meeting to check-in during Advisory. Teachers and students can collaborate on setting needed meetings. The teacher will assure connection. Students may follow up on assignments on Google Classroom, join Spanish and any regular on-line classes held.

Students may occasionally be Zoomed-in, if the option and experience is manageable to the teachers and students involved. Teachers will work with the student when they are healthy and back in school to ensure they can be caught up with their peers.

For All Levels- Planned Vacation:

In the case of a planned family vacation, the teacher may provide work options for the student at their discretion. While on vacation, students will not be included remotely in classroom activities. As a student must follow quarantine rules upon return from a vacation, the extended absence plans kick in. For questions about self-isolating requirements after travel, or "breaking your bubble," please contact Anna Chan in the Business Office to discuss guidelines.