

## **K-8 Attendance Policy 2018/19**

**\*\*Each student must have a minimum of two check-ins each week.\*\***

**Check-in options are as follows:**

**Campus Check-In - At least one check-in MUST be on campus.**

- You must speak with your Teacher (see below).
- You must log into your work.
- You must work on your academics, on campus for minimum of 30 minutes.
- The campus check-in must occur between 8:30am and 2:45 pm unless other arrangements have been made with advisor.

**Email Check-In**

- You will send your email check-in to your Teacher.
- Include your first and last name in the body of the email.
- Include an update for both the reading and math.
  - What days did you access your account and how long did you work on your assignments?
  - Are you ahead or behind schedule based on your individual learning path?
  - Do you need help?
- Emails must be received by Thursday at 2:30 pm
- If you have two or more on campus check-ins for the week, an email is **not** required.

**Teacher:**

- K-3: Meghan Hoque [hoquem@craterlakecharter.org](mailto:hoquem@craterlakecharter.org)
- 4-6: Lexi Powell [powelll@craterlakecharter.org](mailto:powelll@craterlakecharter.org)
- 7-8: Callie McCoy [mccoyc@craterlakecharter.org](mailto:mccoyc@craterlakecharter.org)

In the event a student is needing support to make progress, s/he will be required to check-in to the campus based on principal recommendation.

**Sample of a GOOD Email Check-In:**

Mrs. Awesome,

This is Doogie Howser. This week I completed 2 hours of work on my reading and 1 hour of work on my math. I am working on my research paper and reading my novel, Hatchet and have been reflecting in my journal about the story. I will be coming in to get help with fractions on Thursday. I am having a difficult time understanding how to reduce fractions. I already did my on campus check-in on Tuesday, but I will be coming in on Thursday again because I need some help.

**Sample of a BAD Email Check-In:**

The following email cannot be used as a check in because it does not meet the requirements:

Hi this is Eric checking in.

Student Name: \_\_\_\_\_

Grade \_\_\_\_\_

**I understand the attendance requirements and agree to comply.**

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Student Signature

Date

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Parent Signature

Date

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Advisor Signature

Date



## K-8 Attendance Policy 2017/18

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### Advisor:

- K-3: Meghan Hoque [hoquem@craterlakecharter.org](mailto:hoquem@craterlakecharter.org)
- 4-6: Lexi Powell [powelll@craterlakecharter.org](mailto:powelll@craterlakecharter.org)
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