

West Broad Street Elementary School Attendance Procedures for 2020-2021

Due to the COVID-19 pandemic, the District has modified its daily student attendance procedures. The table below describes attendance guidelines for students and parents beginning with the 2020-2021 school year and continuing until normal school operations resume. District policies on student attendance have not changed, and can be viewed here: [Elementary Parent Handbook](#) and [Board policy 204 - Attendance](#).

Reporting Student Attendance

WEST BROAD IN-PERSON STUDENTS		WEST BROAD ONLINE ACADEMY (SAOA) STUDENTS
In-Person School Day	Virtual School Day (student participating from home due to hybrid schedule or quarantine)	
Report to classroom by 8:40 am	Student login to Schoology and completion of attendance task between 8:30 am and 9:15 am	Student login to Schoology and completion of attendance task between 8:30 am and 9:15 am
Arriving late or departing early? Report to school attendance office with parent permission note	Arriving late or departing early? If student does not login to Schoology by 9:15 am and wishes to participate in school day, or cannot complete the entire school day, parent must email attendWBS@soudertonsd.org or call 215-723-1711 (press 3 for attendance office)	Arriving late or departing early? If student does not login to Schoology by 9:15 am and wishes to participate in school day, or cannot complete the entire school day, parent must email attendSAOA@soudertonsd.org or call 215-723-6061, extension 10260
Absent entire day? Parent permission note must be submitted to attendance office <u>or</u> emailed to attendWBS@soudertonsd.org within three days	Absent entire day? Parent permission note must be submitted to attendance office <u>or</u> emailed to attendWBS@soudertonsd.org within three days	Absent entire day? Parent permission note must be emailed to attendSAOA@soudertonsd.org within three days
	Quarantined? If student is quarantined due to doctor's order, county health department order, or recent out-of-state travel, <u>parent</u> must contact attendance office at start of quarantine period. Student will be permitted to participate virtually each day of quarantine and follow attendance procedures above.	