

**Hazlet Township School District  
Districtwide Attendance Protocol For In-Person Students**

**For In-Person Students who have an unexpected absence (sick day, etc)**

A parent/guardian must notify the school nurse at least 30 minutes before the start of school if the student is ill or will not be attending school and must include specific details. If a student is ill or required to quarantine, virtual/remote instruction may be attended in lieu of in-person instruction [documentation may be required]. The nurse will then notify the Attendance office or building Principal that the parent is requesting the student to be virtual. Teachers will be able to mark students present, absent, virtually present and virtually absent in our Real Time system. For the middle and high school, each teacher will take attendance for each of his/her blocks.

If a student is scheduled for in-person learning but attends virtual instruction and has not notified the school about illness or quarantine, the following procedures will be followed.

1. **1st Time Occurrence-** Teacher marks student **virtually present (VP)**. Students and parents will be contacted by the school.
2. **2ndTime Occurrence-** Teacher marks student absent. Students and parents will be contacted by the school. Warning issued to student.
3. **3rd Time Occurrence-** Teacher marks student absent. Administrator contacts parent/guardian. Student may lose the privilege to be marked present during remote learning when home sick/ill.

Note: **First Time Occurrence:** Student assignments may not be posted until after the in-person school hours as the teacher cannot stop live instruction in school to suddenly post student work. Students will receive their posted work after 1 pm.