

**SHERIDAN ELEMENTARY SCHOOL**  
**Letter to Parents about attendance**  
**PHASE 1 Hybrid Learning**

Date February 2021

Dear Parent/Guardian,

Everyone at Sheridan is committed to safely ensuring your child's success, whether in a digital or in-person learning environment. I'm writing to remind you of the 2020-2021 Attendance Guidelines for students and share what you can do to help your child continue to learn and grow in these unprecedented times.

The Pennsylvania Department of Education (PDE) has published guidance for SY 2020-21 that includes the following:

**“Any school entity that includes time spent in a remote learning environment toward instructional time requirements must implement a system that accurately tracks out-of-school instructional time similar to attendance in the school building.”**

The Pennsylvania Department of Education requires School District's to implement attendance procedures that allow us to document and report true and meaningful attendance information for all students, including those engaging in remote learning. SY 2020-21 attendance protocols for our District are outlined in this [Guidance for Attendance and Truancy](#) document.

Here are some of the ways students and parents can support success in school:

**Hybrid Learning:**

1. Attend school daily.
2. Be prepared each day.
3. Be ready to learn and engage in instruction.
4. Complete assignments on time each day for each class.
5. Adhere to the Student Code of Conduct at all times while engaged in digital learning.
6. Abide by all internet policies and procedures.
7. Submit their work assignments for each day, on time as communicated by the teacher.

During 100% Digital Learning parents are expected to:

1. Have their children ready to engage every day in digital learning
2. Support their children in logging into the system, if necessary.
3. Assist with contacting support from teachers if their child is struggling.
4. Contact the teacher each time their child is unable to attend school on any day and provide the reason.
5. Share with the teacher or school-based staff any barriers to their child's continuous attendance that could impact the student's educational achievement.

## **COVID-19 Building Pre-Entry Screening Form for Students**

**Parents/Students:** All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves taking temperatures daily and monitoring for the symptoms identified below. If *any* of the following are true, the parent/guardian must keep the student at home and contact the school nurse for further instructions.

**Name of School: Sheridan Elementary School      School Phone Number: 215-400-7160**  
**Name of School Nurse: Mrs. Denise McColl**

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In the past 24 hours, has your child had one of the following symptoms unrelated to a pre-existing medical condition: frequent cough or shortness of breath?

- Yes  No

In the past 24 hours, has your child had TWO of the following symptoms unrelated to a pre-existing medical condition: sore throat, chills, headache, muscle pain, new loss of taste or smell? \* Required

- Yes  No

In the past 24 hours, has your child experienced a fever of 100.4°F or above? \* Required

- Yes  No

Has your child been in close physical contact with someone who tested positive for COVID-19 within the past 14 days? \*Close contact: Within six feet of a Covid positive person for a total of 15 minutes or more over a 24-hour period during the 48 hours before the positive person exhibited symptoms or if asymptomatic, 48 hours before the Covid test was administered.

- Yes  No

Has your child traveled outside of Pennsylvania in the past 10 days?

- Yes  No

Thank you for your partnership in your child's education.

Sincerely,

*Awilda Balbuena*

Awilda Balbuena

# Hybrid Learning Parent Agreement

(Complete, sign and return on 1st day of in-person classes)

Date: \_\_\_\_\_

I, \_\_\_\_\_ the parent of \_\_\_\_\_ commit to do the following:

- Review with my child all safety guidelines to be followed at school (hand washing, use of hand sanitizer, social distancing, mask wearing, and moving within the building).
- Ensure my child follows attendance policy for hybrid learning, attending on the days specified in their schedule, either AA or BB days.
- Complete the pre-entry screening form for my child daily to look for COVID-19 symptoms before leaving the home.
- Ensure my child has a mask on daily and throughout the school day.
- Ensure my child maintains a 6ft distance with peers and adults.
- Communicate with school immediately if my child develops COVID-19 symptoms after returning from school.
- Ensure my child arrives at school with a fully charged laptop, charger and headphones.

\_\_\_\_\_ (initial) **I DO consent** for my child to be tested for COVID-19 at school if s/he develops symptoms.

\_\_\_\_\_ (initial) **I DO NOT consent** for my child to be tested for COVID-19 at school if s/he develops symptoms.

## In case of emergency, please contact:

Legal Parent/Guardian (PRIMARY) \_\_\_\_\_ Relationship: \_\_\_\_\_

STUDENT GRADE: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Family Relative (SECONDARY) \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

**We are the Sheridan TIGERS.**

**T**rustworthiness **I**ntegrity **G**rit **E**mpathy **R**eflection **S**ervice

*And as a school community - we*



