



BACON ACADEMY

Founded in 1803

Colchester Public Schools

From its proud history and rich tradition, Bacon Academy promotes a family-like partnership of students, staff, parents, and community. The Academy fosters a strong foundation for learning; provides comprehensive, rigorous academics; and nurtures personal growth, integrity and respect for all.

8 April 2020

To all Bacon Academy students and parents/guardians,

We are happy to hear that our students are engaging in online learning and working collaboratively with our staff. Now that we have settled into our new system for teaching and learning, we feel it is necessary to introduce a simple mechanism for monitoring students' daily engagement with school. Beginning on Monday, April 20th, every student at Bacon Academy will be required to check in for daily attendance with the school. We realize that they already have a lot of responsibilities with online learning to balance, so we have created a simple procedure to capture all students' daily attendance that will take each student less than two minutes to complete.

Each morning, every student will receive a Daily Attendance Google Form at 8AM in his or her school-issued Gmail account. The form will ask them two questions: (1) their name and (2) what subjects they are working on that day. They will complete those responses and submit the form. We will capture student responses (along with the email address from which the response was sent) and use them for a record of daily attendance. We recognize that a student's daily schedule at home may need to be flexible, so students will have until they go to bed that day to complete the Attendance Form.

The purpose of taking daily attendance is to ensure every student is engaged in school on a daily basis. Teachers are also monitoring student participation in the lessons and completion of tasks that are assigned and collected. If there are concerns at the teacher level or school level about a student's lack of engagement, school personnel will follow up with that student and the family to determine the reason for a lack of engagement.

If a student will be absent from school for a day due to illness or any other reason, the parent/guardian is responsible to call in the absence (indicating the reason for the absence) to our phone line at (860) 537-2378 or email our attendance secretary Mrs. Malcolm at mmalcolm@colchesterct.org, as per our usual procedures. There will be no need to follow up with a handwritten note. If a student has a reason for an extended absence of several days, the student or parent/guardian should also reach out to the student's school counselor through email.

Matthew Peel
Principal

Amy Begue
Assistant Principal

Melissa Cyr
Assistant Principal