

BOARD AGENDA ITEM

August 25, 2020

SUBJECT:

Addition of new temporary Administrative Rule JE-R Student Attendance

BACKGROUND INFORMATION:

State law requires all children of compulsory attendance age to regularly attend school. Regular attendance is necessary if students are to make the desired and expected academic progress. Therefore, administration must implement procedures to ensure student attendance is maintained during the pandemic (COVID-19), ensuring that absences are recorded, and truancy is reported in accordance with policy JH, *Student Absences and Excuses*.

ADMINISTRATIVE CONSIDERATION:

The Administrative Rule JE-R provides guidance to ensure student attendance is maintained and recorded for students who participate in onsite, virtual, or the hybrid schedule. The administrative rule provides guidance to determine when a student is truant and the appropriate response.

RECOMMENDATION:

Approve temporary Administrative Rule JE-R Student Attendance

ATTACHMENTS:

Administrative Rule JE-R Student Attendance

PREPARED BY:

Salvatore Minolfo

STUDENT ATTENDANCE

Code **JE-R** Issued **08/20**

State law requires all children of compulsory attendance age to regularly attend school. Regular attendance is necessary if students are to make the desired and expected academic progress. Therefore, the board authorizes the administration to implement procedures to ensure student attendance is maintained during the pandemic (COVID-19), ensuring that absences are recorded, and truancy is reported in accordance with policy JH, *Student Absences and Excuses*.

Onsite Attendance

Attendance is determined by whether a student is physically present in a classroom on school grounds or school property. Staff members will take attendance following the normal procedures set forth in district policy.

Students who are not sick, but who are required to quarantine or self-isolate will be provided the opportunity to participate in virtual instruction utilizing various instructional strategies as determined by the district. While under quarantine or self-isolation, such students will be subject to the attendance procedures as set forth below for students regularly receiving virtual instruction.

Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JH. If the illness is prolonged, such students will be eligible for medical homebound instruction as set forth in policy IHBF, *Medical Homebound Instruction*.

Virtual Attendance

Virtual attendance refers to the delivery of instructional content that does not occur in a physical classroom on school grounds or school property. This includes instruction provided via an online or electronic platform, as well as instruction provided in a physical offsite location separate from school property. Virtual attendance is determined by whether a student submits work or participates in assigned activities in accordance with the classroom teacher's written requirements. Students who submit assignments or participate in assigned learning experiences by the deadline established by the classroom teacher should be considered present. Students who fail to submit assignments or participate in assigned learning experience(s) by the deadline established by the classroom teacher should be considered absent. Such absences will be processed in accordance with policy JH.

Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JH. If the illness is prolonged, such students will be eligible for medical homebound instruction as set forth in policy IHBF.

Attendance for a Hybrid Schedule

Students participating in a combination of onsite and virtual instruction will be subject to both attendance procedures set forth above. Onsite attendance will be determined by students' physical presence in the classroom. For virtual attendance, students must adhere to the classroom assignment rules established by each teacher to be considered present.

Truancy

State laws and regulations determining absences and truancy are applicable for both onsite and virtual instruction. Staff members will follow policy JH regarding continued absences and the following guidelines:

- When students accumulate 3 consecutive or 5 total unlawful absences the principal or his/her designee will oversee the development and implementation of a written intervention plan designed to improve student attendance.
- When truancy continues following implementation of a written intervention plan, students will be referred to the family court and parents/legal guardians to the Department of Social Services to address truancy issues as outlined in administrative rule JH.

The district will make every effort to ensure that this administrative rule is applied in a fair and consistent manner.

Issued 08/25/2020