

Attendance Policy COVID Addendum 2021-2022

Recognizing the circumstances presented by the COVID-19 pandemic and the evolving nature of the virus, the Board of Directors of the School implements this Addendum to its Attendance, Truancy and Automatic Withdrawal Policy for the 2021-2022 school year in compliance with guidance issued by the Ohio Department of Education.

Learning Options:

School administration may allow an individual or group/classroom of students (not the entire School) to switch to online/at-home learning on a temporary, short-term basis due to illness or quarantine.

Should a student or students quarantine due to exposure to or illness, the School will provide students with make-up work to ensure that the students continue to engage in learning opportunities. Student may complete the work asynchronously or synchronously through paper packets or online instruction. Students who complete the work will be considered in attendance if a teacher is able to document the student's learning hours during this time.

This temporary, short-term modification to the instructional delivery method for a student or group/classroom of students does not fundamentally change the overall instructional delivery method of the entire School, and therefore is permitted by law.

Attendance Tracking & Documentation:

While a student is utilizing online/at-home learning as described in this policy addendum, the School will document the hours the student spends engaged in online/at-home learning and will ensure that the documentation meets the expectations outlined in the FTE manual for documenting non-classroom-based learning opportunities.

When using synchronous remote learning teachers will log student attendance.

When using asynchronous remote learning, teachers will use evidence of participation to track attendance. Depending on the particular learning activity, evidence of participation may be determined by learning management system log-ins, completion of assignments, and/or interaction with the teacher via messages, emails calls, video, or other modalities.

Student participation will be maintained on ODE's Alternative Learning Opportunity Documentation Log or on a similar template requiring teacher/staff signature.

Documentation must include at least these elements:

- a. Student SSID
- b. Brief description of learning opportunities, for example, class or course information
- c. Dates and times of actual learning opportunities
- d. Total of verified learning opportunities time
- e. Teacher certification of the reported learning opportunities

The School will:

- Apply its process of tracking documented learning opportunities consistently
- Adhere to the guidance in the FTE Manual
- Ensure that the reported time is not overlapping with other reported time
- Ensure that the accuracy of the reporting is certified on a regular basis by a teacher who is licensed by the Ohio Department of Education and subject to the Licensure Code of Professional Conduct for Ohio Educators