

## Policy 5.5-E: STUDENT ATTENDANCE

### PURPOSE:

~~TO ADHERE TO FLORIDA DEPARTMENT OF EDUCATION (FDOE) EXECUTIVE ORDER NO. 2020-EO-06, WHICH STATES: 1) STRICT ADHERENCE TO SECTIONS 1003.02 AND 101160(2), F.S., REQUIRING SCHOOL DISTRICTS TO OPERATE FOR A MINIMUM OF 180 DAYS OR AN HOURLY EQUIVALENT IS WAIVED TO THE EXTENT NECESSARY TO GIVE EFFECT TO THE ORDER, CONSISTENT WITH AN APPROVED REOPENING PLAN; AND, 2) STUDENTS RECEIVING INSTRUCTION THROUGH TRADITIONAL AS WELL AS INNOVATIVE LEARNING ENVIRONMENTS WILL BE RECORDED FOR THE OCTOBER FTE SURVEY.~~

~~SECTIONS 1011.61(1)(A) AND 1003.23(1), F.S., AND RULES 6A-1.0451 AND 6A-1.0014, FLORIDA ADMINISTRATIVE CODE, ARE WAIVED TO PROVIDE SCHOOL DISTRICTS WITH ADDITIONAL FLEXIBILITY IN RECORDING AND REPORTING STUDENT ATTENDANCE AND INSTRUCTIONAL HOURS, BASED ON GUIDANCE FROM THE FDOE CONSISTENT WITH THIS ORDER.~~

## VIII. DISTANCE LEARNING DUE TO EMERGENCY SCHOOL CLOSURES

**I. ATTENDANCE:** During ~~the ninety (90) calendar day period subsequent to its approval of this emergency rule, The School Board authorizes the Superintendent to operate instruction through distance learning, when necessary, based on current environmental conditions related to the COVID-19 Pandemic; a time when school buildings must be closed due to environmental conditions related to public health and/or safety, schools may be required to operate instruction through distance learning. The rules listed below will apply for student attendance during distance learning.~~

### **A. Recording student attendance during distance learning:**

1. Teachers will record student attendance in ~~Pinnacle~~ their online attendance book. Attendance will be based on the student's presence in the digital classroom.
2. **Students will be counted in attendance** in the learning environment during their scheduled class time. Teachers should be flexible and consider any extenuating circumstances of individual students and may consider other evidence of attendance in these individual cases.
3. **Students will be counted as absent** when no evidence of the student's online presence can be observed by the teacher during their scheduled class time.

### **B. Excusing an absence:**

1. **Parent Responsibility:** Parents will be notified within 48 hours of a reported absence via ~~a robocall~~ automated notifications. It is the parent's responsibility to communicate a reason for absence by phone or through the online form available on the school's website (~~Contact > Report an Absence~~) or in the BCPS Mobile App (~~Directory icon~~).

**Comment [1]:** Adopted text will be added to Policy 5.5

**Comment [2]:** Language for temporary executive order removed.

**Comment [3]:** Language modified to adapt to any future need that requires an emergency school closure where distance learning could be possible.

**Comment [4]:** Brand name removed. Some schools do not use Pinnacle. If a new Student Information System is approved in the future, there is a possibility it will include an online attendance manager.

**Comment [5]:** Notifications include voice messages, text messages, and emails.

**Comment [6]:** Website location is mentioned in a previous section of Policy 5.5. The app location is subject to change as the BCPS Mobile App evolves.

2. **School Responsibility:** The attendance clerk, designated by the principal, is responsible for monitoring and updating excused absences reported to the school’s attendance hotline and the online forms submitted by parents from the school’s website.

C. ~~COVID-19/Communicable Disease as Excused Absence:~~ Excused Absence due to a Communicable Disease

~~Students~~ who are participating in any model of instructional delivery (100% brick-and-mortar, 100% eLearning, or a hybrid schedule) and have, or are suspected of having, a communicable disease should not attend school in the brick and mortar setting in-person until they no longer present a public health hazard (F.S. s. 1003.22(3)). Students suspected of having ~~COVID-19 a communicable disease~~ or are quarantined due to a possible exposure to ~~COVID-19, the communicable disease~~ who are not experiencing a health-related barrier to participation are encouraged to engage in eLearning if it does not impede the child’s health. Parents of students who are unable to connect online or attend school in-person due to having, or suspicion of having, ~~COVID-19 a communicable disease~~, should report the reason for absence to the child’s school to be excused. ~~Suspicion of COVID-19 should be based on CDC Guidelines that include emergency warning signs: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. The CDC website “What to Do If You Are Sick” includes recommendations for isolation, medical care, monitoring symptoms, and strategies to help prevent the continued spread of the disease. Students and families are encouraged to observe precautions for communicable diseases outlined by local public health authorities and the Center for Disease Control (CDC) to protect the safety of their family members and the school community.~~

D. **Substitute Teacher:** When a teacher is not available to perform their duties, the principal (or their designee) will assign a staff member to provide the continuity of instructional duties each day the teacher is not available, which includes recording student attendance.

**Comment [7]:** Revised to lead with most relevant term as recommended by District Attendance Committee.

**Comment [8]:** From this paragraph, staff removed specific mentions of COVID-19. Any future public health concern may be a cause of emergency school closures.

**Comment [9]:** Adjusted scrivener’s error.

**Comment [10]:** This Executive Order will expire.

**Comment [11]:** Laws implemented in Policy 5.5 will remain consistent. A new Executive Order would provide guidance to school districts.

**Comment [12]:** Revised language to be considered for adoption in Policy 5.5.

~~SPECIFIC AUTHORITY: Florida Department of Education Executive Order No. 2020-EO-06.~~

~~LAW IMPLEMENTED: Sections 1003.02; 1011.60(2); 1011.61(1)(a) and 1003.23(1), F.S., and Rules 6A 1.0451 and 6A 1.0014, Florida Administrative Code.~~

~~Policy Adopted: 8/19/2020~~