

Sheffield City Schools COVID-19 Virtual Learning Attendance Policy

The purpose of this attendance policy/procedural guideline is to outline attendance expectations during this time of COVID-19 pandemic when students may be in multiple educational environments ranging from traditional school setting to a blended learning environment, or a total virtual learning setting; all within the same academic year.

This policy is based on Sheffield City Schools Back to School Plan 2020-2021 School Year. The Sheffield City Schools COVID-19 Virtual Learning Attendance Policy can change as the situation with COVID-19 changes.

Traditional & Blended Setting: In the event of a student absence from school, the school will follow the school attendance process located on pages 13-18 in the Sheffield City School's Code of Conduct.

Virtual Setting: Attendance is required for students participating in Sheffield City Schools Virtual School (SVS). Attendance is a combination of measures that indicate if a student is demonstrating adequate participation and attendance. This not only includes the actual attendance hours in SCS learning platform (Schoolology/Edgenuity), but also lesson and assignment completion and communication with teachers/administration.

In order to be in full attendance with SCS, a student participating in Traditional and SVS must:

- Complete and submit course assignments in accordance with due dates to make adequate progress toward course completion.
- Communicate with SVS Staff as needed via Edgenuity, Schoolology, telephone conversations, and email correspondence.
- Adhere to the SCS school calendar for attendance days; however, students may choose to work on non-instructional days or swap vacation days during a semester (i.e. Fall Break) as long as they are on pace and passing all courses.
- Students who swap vacation days must consult with their teachers to ensure that no deadlines are missed.

The Steps Sheffield City Schools will take for marking a student absent in SVS are as follows:

- After 3 days of student inactivity, the teacher will notify the parent to communicate the concern and expectation that the student participates in the course to make academic progress in alignment with the course. If direct contact is not made, a return email or phone call from the parent is required within 24 hours.
- After 4 days of student inactivity, if there is not a response from the parent and/or the student does not actively participate in the course, the parent will be notified.
- After 5 days of student inactivity, if there is not a response from the parent, and/or the student does not actively participate in the course, a welfare check referral will be sent to the Student Services Department to determine the wellbeing of the student (District Social Worker). If the well-being of the student and family is found to be intact, a notice to attend early warning court will be issued, due to the 5 days of inactivity.
- Students who fall behind in SVS and/or do not maintain adequate attendance and participation may be removed from SVS and required to attend traditional school for the remainder of the year.
 - Students that are removed from SVS and required to attend traditional school may be placed ***in an alternative setting*** for a ***minimum*** of five days. The placement is to allow them to transition back into the traditional school setting and complete missing assignments.

Truancy charges may be filed against any parent/student who fails to comply with this attendance policy where a preponderance of evidence can show that the student has egregiously violated Alabama's compulsory attendance laws, even during this COVID pandemic, at the principal's discretion.