



Millville Area School District Attendance Guidance 2020-21

Pennsylvania Department of Education (PDE) expects that local education agencies shall prioritize and maintain consistent and regular attendance for all students regardless of the educational model that the public school district is employing. Consequently, the Millville Area School District is committed to promoting and maintaining consistent attendance for students who access instruction via: 1.) The Traditional Model, 2.) Hybrid Model, 3.) Synchronous Model, or 4.) Asynchronous Model. The Millville Area School District recognizes that in order for students to access the educational benefit of district programming, they must attend school regularly regardless of their chosen enrollment model.

The information below provides district stakeholders with guidance regarding district expectations and procedures as they relate to student attendance when employing numerous instructional models. The Millville Area School District recognizes the necessity for flexibility as it relates to COVID-19 related student absences. The district and its designees will continue to collaborate with families in order to provide students with the support necessary to promote consistent and regular school attendance.

- All district policies, procedures, and practices related to attendance will continue to be implemented with fidelity. MASD policies, procedures, and practices will be applied consistently across all student populations regardless of enrollment choice. For example, a physician's note will be required for every student after they have accrued ten days of absence, dissemination of attendance letters, development of SAIPs, and referrals regional agencies, and involvement with the magisterial court. These procedures will be upheld for **ALL students regardless of their enrollment type.**
- Consistent with the procedures employed when monitoring the attendance of "traditional" students, when synchronous/hybrid students are absent, **parents/guardians should utilize Sapphire Portal to submit absence excuses, report absence to attendance secretary, and/or submit a written excuse within three days of their return to school in order for this absence to be recorded as lawful or excused.**
- In the event that a synchronous/hybrid student **does NOT join their Microsoft Team by 7:55 AM for homeroom/activity period attendance or does NOT join Microsoft Team at the designated class start time upon his/her secondary schedule**, the student will be marked as being **"Absent."**
- In the event that a synchronous/hybrid **student joins the team after the schedule start of homeroom/activity/class meeting**, the student will be marked as being **"Tardy."**

- **Beginning September 8, 2020, synchronous/hybrid students will be expected to type their name into the Microsoft Team chat upon entering class. Additionally, students will be expected to type the time that they joined their respective team.**
- When synchronous/hybrid students enter their name and time that they joined the team into the chat, the time signature will enable school personnel to record student attendance and tardies accurately.
- In event that a parent/guardian of a student enrolled in the traditional model contacts an attendance secretary to report that their student will not be attending school due to illness, this student **will NOT be expected** to join his/her classmates in the **synchronous learning environment**.
- In the event that a student is quarantined because a family member is symptomatic or COVID positive, this **student may join his synchronous classmates and access instruction via Microsoft Teams**. In order for this to occur, **parents/guardians are required to communicate this request to their building principal**. The building principal or his/her designee will communicate this accommodation to the student's teachers so that they can plan accordingly.
- While traditionally enrolled/hybrid students who are home and well enough to access synchronous instruction may join their teacher and class provided that their respective parent/guardian has communicated this request to their principal, **STUDENTS MAY NOT ELECT TO STAY HOME FROM SCHOOL AND JOIN MICROSOFT TEAMS AT THEIR DISCRETION**. Students are expected to access instruction via their selected enrollment model. In the event that students attempt to access instruction in a manner inconsistent with their enrollment choice, they will be marked as being "absent." Teachers should inform their principal if a student who is not designated as a synchronous/hybrid student joins class remotely.
- Absences accrued by students resulting from COVID-related matters: Presumptive or Confirmed cases will **not be counted in the students overall accumulated absences**. Ex. In the event that a student has quarantined as a result of school or PaDOH guidance, the days of absence accrued will not contribute to the students' overall cumulative absences. If a student is absent from school for the 14 days of quarantine, parents/guardians will NOT be required to submit physician notes for days absent subsequent to the 14 days acquired for the quarantine until the student acquires an additional 10 days in totality.
- In the event that a synchronous/hybrid/traditional student attends a scheduled appointment, the **parents/guardians of the student should photograph physician's note and upload to Sapphire and/or submit documentation directly to attendance secretary in order to yield an excused absence from school**. Otherwise, synchronous/hybrid students who do not report to class meeting via Microsoft Teams will be marked absent.
- In the event that a synchronous/hybrid student logs off Microsoft Teams for any reason, teachers will document student's absence accordingly. Early dismissals from school will adhere to district policies and procedures. **Synchronous/Hybrid students who are learning remotely must continue to adhere to district policies and procedures as they relate to school attendance and specifically early dismissal**.

- In the event that a student misses class meeting without appropriate corresponding documentation, secondary teachers' period attendance in Sapphire Student Information System will reflect this accordingly. In the event that a synchronous/hybrid student misses—"skips" class, the following responses should be undertaken:
 - **1st offense:** Teacher engages student in discussion, student will have the opportunity to make-up academic work **independently**.
 - **2nd offense:** Teacher will engage parent in discussion (call/email) and student will have the opportunity to make up academic work **independently**. ***All communication with parents and guardians will be maintained by teachers within SAPPHIRE COMMUNICATION LOG.***
 - **3rd offense:** Teacher will refer the student to the attention of the Building Principal/Guidance Counselor. Student **will not receive credit for missed academic work**.
- In the event that a synchronous/hybrid student does not join Microsoft Teams at the designated start time; parent/guardian of student does not call in to report absence; and student reports to school late/joins Microsoft Teams after the expected start time, **teachers will record and document the student's late arrival as an unexcused/unlawful tardy.**
- Students who arrive late must provide appropriate documentation **within three days of their typical return to school in order to be afforded with an excused/lawful tardy.** This documentation should be submitted via Sapphire. This procedure and expectation will be consistently employed with students in all enrollment models.
- **If a student is home due to being someone who is living with a COVID positive person, they are to arrange through the building principal that they will be changing their enrollment position to "synchronous until further notice."**

