

# JPS COVID-19 Attendance Guidance

## Traditional, Hybrid and Virtual Jefferson Attendance Guidance

Students are considered present for class when:

1. They are a hybrid student and physically in class on their “at school day”
2. They are a hybrid student and logged in to the designated platform on their “at home day”
3. They are a virtual student and logged in to the designated platform

\*Hybrid students who do not have access to a device or connectivity will not be marked absent on their “at home day”. Teachers will provide students with off-line work to satisfy daily attendance requirements.

\*Virtual students who do not have access to a device or connectivity will not be marked absent. Teachers will provide students with off-line work to satisfy daily attendance requirement

### 1. Middle/High Schools (6-12)

- Attendance is taken for Virtual, Hybrid students “at home”, and Hybrid students “at school” each class period
- JCampus will send an attendance message (sample message below) to the parents of students who are not logged into their learning platform at the designated time
- JCampus will send an attendance message (sample message below) to the parents of students not physically in class on their “at school” day even if the student logs in to the learning platform
  - *Dear Parent, This message is to inform you that your child did not report back to the virtual class at the designated time. Daily attendance and participation impacts grades, affects how you learn, and puts students at risk of dropping out and not graduating. Please feel free to contact me to discuss attendance procedures*

## Virtual Only Attendance Notes

- Students are considered tardy for class if they are more than 5 minutes late.
- Parent notes to excuse an absence may not be accepted for more than three consecutive absences.
- Schools must follow district attendance notification guidelines as it relates to JCampus notice, and attendance letters from the school’s attendance clerk (This also includes TASC and FINS).

**Phase 1-** For credit and grading purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements. Student are required to log-in to their assigned learning platform at a designated time to complete daily assignments.

**Phase 2 and 3-** For credit, grading, and truancy reporting purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements. Students are required to log-in to their assigned learning platform at a designated time to complete daily assignments.