

Jefferson Parish Schools Attendance Recovery Policy (updated January 2022)

Tier II

Attendance Policy

Based on a standard 375-minute instructional day and the 2021-2022 academic calendar, a student can miss no more than **14** days of school to be eligible for promotion. (Exempted and Excused Absences do NOT count against attendance requirements) Absences marked E or D in JCampus do NOT count against attendance requirements.

Elementary/Middle School Attendance Recovery Policy

A student in grades K-8 accumulating more than **14** unexcused absences in a year-long course will NOT receive credit for the course. The student will be issued a F* on their report card. A parent has 15 school days from the issuance of the report card to dispute and clear all attendance and grade issues.

Students may recover days absent by participating in the school's Make Up Seat Time (MUST) Program. MUST is recovered using a district approved online learning program. Examples of online learning programs are grades K-2- Lexia, grades 3-5- IReady, grades 6-8 -PLATO or face-to-face instruction settings with a certified teacher. Students may recover time by completing academic assignments before school, during lunch, after-school, weekends, and/or holidays.

Student passed the course but did not meet attendance requirements

After satisfying the requirements of the MUST Program, students who earned a **passing** grade in the class will receive credit for the grade they earned. The following process must be followed:

- The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will sign the form for final approval.
- The principal will forward the approved form to the Assistant Principal or Designee who will remove the F* in JCampus.
- All forms must be scanned into the student's record in JCampus. All MUST minutes must be completed by **February 11, 2022**, for half-year courses and **June 24, 2022**, for full-year courses.

Student failed the course and did not meet attendance requirements

After satisfying the requirements of the MUST Program, students who earned a **failing** grade in the class may be allowed to use the assignments/quizzes completed during the MUST Program to recalculate their grade. The assignments must be approved and graded by the teacher of record. The following process must be followed:

- If the student earns a passing grade after the recalculation, the teacher of record will complete and submit a grade change form to the principal **and**;
- The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will approve or deny.
- All approved forms will be given to the Assistant Principal or Designee who will change the grade in JCampus.
- All forms must be scanned into the student's record in JCampus. All MUST minutes must be completed by **February 11, 2022**, for courses half-year courses, and **June 24, 2022**, for full-year courses.

High School Attendance Recovery Policy

A student in a high school course accumulating more than **7** unexcused absences in a semester course or **14** unexcused absences in a year-long course will NOT receive credit for the course. Students enrolled in a half credit course accumulating more than **3.5** unexcused absences in a quarter will NOT receive credit for the course. The student will be issued a F* on their report card. A parent has 15 school days from the issuance of the report card to dispute and clear all attendance and grade issues.

Students may recover days absent by participating in the school's Make Up Seat Time (MUST) Program. MUST is recovered using a district approved online learning program. Grades 8-12 –PLATO or face-to-face instruction settings with a certified teacher. Students may recover time by completing academic assignments before school, during lunch, afterschool, weekends, and/or holidays.

Students who passed the course but did not meet attendance requirements

After satisfying the requirements of the MUST Program, students who earned a **passing** grade in the class will receive credit for the grade they earned. The following process must be followed:

- The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will sign the form for final approval.
- The principal will forward the approved form to the Assistant Principal or Designee who will remove the F* in JCampus.
- All forms must be scanned into the student's record in JCampus. All MUST minutes must be completed by **February 11, 2022**, for half-year and first semester half credit courses and **June 24, 2022**, for full-year courses and second semester half credit courses.

Students who do not pass the course and do not meet attendance requirements

After satisfying the requirements of the MUST Program, students who earned a **failing** grade in the class may be allowed to use the assignments/quizzes completed during the

MUST Program to recalculate their grade. The assignments must be approved and graded by the teacher of record. The following process must be followed:

- If the student earns a passing grade after the recalculation, the teacher of record will complete and submit a grade change form to the principal **and**;
- The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will approve or deny.
- All approved forms will be given to the Assistant Principal or Designee who will change the grade in JCampus.
- All forms must be scanned into the student’s record on JCampus. All MUST minutes must be completed by **February 11, 2022**, for courses half-year courses, and **June 24, 2022**, for full-year courses.

School’s Responsibilities

- Provide students and parents with attendance letters by the 3rd, 5th, and 8th day absent.
Students should sign letters once received by the attendance clerk.
- Submit referrals to TASC, FINS, and/or Child Hearing Officers for attendance issues.
- Notify parents within three weeks of the quarter/semester end date if the student may be ineligible for credit and MUST is required.

Recovery Guidelines

Students who complete the MUST Program through an approved online learning program or face-to-face instruction, may recover minutes based on the following guidelines

Elementary/Middle

1 full day absent (375 minutes)	60 minutes of online learning recovers 1 full day absent
1 full day absent (375 minutes)	375 face to face minutes recovers 1 full day absent

*The accumulation of productive online minutes will be tracked by the MUST Program facilitator from the program’s dashboard. All student work and minutes accumulated must be submitted by the facilitator with the MUST Program Completion Form. The accumulation of face-to-face minutes will be tracked using sign-in logs monitored by the certified facilitator.

High School

1 full day absent (375 minutes)	90 minutes of online learning recovers 1 full day absent
1 full day absent (375 minutes)	375 face to face minutes recovers 1 full day absent

*The accumulation of productive online minutes will be tracked by the MUST Program facilitator from the program's dashboard. All student work and minutes accumulated must be submitted by the facilitator with the MUST Program Completion Form. The accumulation of face-to-face minutes will be tracked using sign-in logs monitored by the certified facilitator.

** When computing the number of minutes required to recover an absence for only one class, the principal or designee should examine the number of classes in the student's daily schedule.

EXAMPLE- 4X4 Schedules- If 90 minutes of online learning recovers one full day, then 22.5 minutes of online learning recovers one academic block.	EXAMPLE- 6-Period Schedules- If 90 minutes of online learning recovers one full day, then 15 minutes of online learning recovers one academic block.
Reminder- Students must make-up missed assignments <u>and</u> complete MUST to receive credit.	

Parent/Student Responsibilities

- Submit all attendance documents within five days of student's return to school
- Communicate with the principal, counselor, and/or teacher any extenuating circumstances that may impact the student's attendance.
- Report to the MUST Program on time and ready to work.
- Complete MUST assignments afterschool, on the weekends and during holidays.
- Request frequent updates from the MUST Program facilitator on accumulated minutes and completed assignments.
- Request updated report cards after the MUST Program is completed.