

Creativity CoLaboratory Charter School
Amendments to Student Attendance Policy

in light of COVID-19

Policy CO2020-005

DRAFT

In light of the threat posed by COVID-19, the following amendments to the student attendance policy have been adopted by the Board for the 2020-2021 school year. They will sunset on June 30, 2021 unless rescinded by the Board prior to then or extended by the Board. The amendments to the attendance policy are in *both italics* and are underlined in this document.

VIII. Abridged Attendance Policy

The following is an abridged version of the “Attendance Policy” approved and mandated by the Board of Trustees. A copy of the unabridged policy will be provided upon request.

The Creativity CoLaboratory Charter School recognizes and accepts its responsibilities to provide a thorough and efficient education for every student within the district in accordance with the laws of the State of New Jersey. The Board cannot successfully fulfill its responsibility to the student unless the student is present for all regularly scheduled classes. It is essential, therefore, that every student and every parent and guardian accept the responsibility for the student’s attendance at school.

Absence

The State of New Jersey recognizes the following absences as being **excused**:

- A. Due to Personal Illness
- B. Due to death in Family
- C. Due to religious holidays
- D. Due to (student) Judicial Matters

E. Due to COVID related quarantine. (This is one of several COVID related policies in effect for the 2020-2021 school year.)

All other absences are considered unexcused unless otherwise determined by the Principal or his/her designee.

Frequency of Absences

1. **Consecutive Absences:** Any pupil who misses 10 consecutive school days, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within 5 school days. Failing to respond, a pupil under 16 years and the parent will be subject to (NJSA 18A: 38-29) and (NJSA 18A:38-31). The student will be dropped from the roll and another student may be enrolled from the waiting list.

1. **Non-Consecutive Absences:** Students who during a school year miss more than 10 days, in a non-consecutive fashion, will be required to attend a conference with a parent/guardian and the appropriate Administrator.

1. **Failure Due to Absences:** Any student who misses more than 18 days will be required to attend, complete, and pass summer school for grade level promotion. Any student who misses more than 36 days will be retained in their current grade level for the following year.

1. **Written Verification:** Written medical or legal verification must be turned in within 5 days from the date that the student was absent. Failure to do so will result in those days being classified as unexcused.

Makeup Work Due to Absence

Students are provided an opportunity to complete assignments missed because of their absences. However, it is the contention of the Board of Trustees that one cannot make up the participatory aspect of the activity of a total class session.

- The “rule of thumb” for the time allowed to make up work missed is equal to the amount of time absent. Responsibility to obtain and complete make-up work lies with the student.

- Extended time to make up work may be granted by the Principal on a case-by-case basis.

Virtual Attendance

During the 2020-2021 school year it will be possible to attend school virtually. Students who attend virtually and participate in the entire academic day, including doing assignments, readings, etc. will be considered present.

If students are ill (from whatever cause) or need to quarantine due to exposure to COVID-19 or due to restrictions imposed by the Contact Tracing policy, they may participate in school virtually and, if they do, will be counted as present for the school day.

Incomplete School Day

1. **Tardiness:** Students who arrive at school after 8:30 am are late and must report to the front desk to sign-in. Students who arrive late to school must make arrangements to make up the work missed. **Tardiness due to car problems, oversleeping, and other personal reasons will be considered unexcused. Every three unexcused latenesses will be recorded as one absence.**

1. **Excused Lateness:**

The Board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the day. The school must be notified in advance of such absences by written request of the student's parent/guardian which shall state the reason for the tardiness or early dismissal.

Excused latenesses include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Legal appointments;
3. Court appearance; and
4. Funerals with appropriate documentation.

1. **Early Dismissal/Signing out:** Students may only be signed out by their parent/legal guardian. A parent/legal guardian must provide the school with written authorization if an approved designee will be acting on his/her behalf. All sign outs must be done in person at the main office. Proper photo identification must be provided. In order to be considered a full school day, a student must be present for a minimum of four instructional hours. **Every three unexcused early dismissals will be recorded as one unexcused absence.** In addition, other appropriate corrective actions may be taken to resolve the problem.

Acceptable reasons for early dismissal are as follows:

1. Verified illness during the school day as determined by the school nurse;

2. Verified medical appointments, court appearances, legal appointments, emergency closings, or death in the family;
3. Early dismissal for building coordinator approved activities(i.e. 8th grade dance). Time for these activities will be determined by the building coordinator and a note from the parent/guardian will be required.
4. **Required quarantine due to COVID-19 (for 2020-2021 school year only).**