

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: September 24, 2020
Board Policy: JEA Page 1 of 2	Next Review: September 24, 2023

SUPPLEMENTAL STUDENT ATTENDANCE POLICY FOR STATES OF EMERGENCY DUE TO COVID-19

Given the exigencies of Covid-19 and as required by the August 26, 2020 Twenty-Fifth Modification: State of Emergency Declaration (“Order”), the Board of Education of the Lake Forest School District (“District”) adopts this temporary attendance policy, which shall expire without further action on the date the rescission or modification of the Order is effective.

Attendance and involvement in school each day is a fundamental condition to learning and student success. Attendance is required of all students enrolled in the District and the District will adhere to all state laws regarding student attendance.

During hybrid or remote learning, a school day shall consist of an average of 3.5 to 5 hours daily of synchronous (delivered same time) or asynchronous (not delivered same time) programming. Attendance may be based on a combination of participation in, completion and/or submission of assignments as determined by existing practices and practices that may be announced. It shall be the responsibility of the teacher or designated staff member to record attendance in eSchool. Excused and unexcused absences for any period of time shall be recorded consistent with existing practices and practices that may be announced.

District administration shall develop a process to provide outreach and support when families are not participating.

The District will post this attendance policy on its website and notify a parent, guardian, or relative caregiver of each student in writing where this policy can be accessed. A hard copy shall be provided to a parent, guardian, or relative caregiver upon request. Additional provisions follow below.

Attendance Incentives

To discourage students who may attend school while ill or at risk, the attendance incentives are suspended.

Student Attendance Accounting

Each Building Administrator will ensure that a centralized daily record of attendance, including absences, tardiness, and early dismissals, is kept for all students enrolled in school. All teachers will keep official records of attendance for their assigned students.

Evidence of Attendance in the Virtual and/or Hybrid Learning Environments

Evidence of student attendance in the remote or hybrid learning environment may include a combination of any or all of the following:

1. Student has logged into a LFSD virtual learning website.
2. Participation in virtual classroom.
3. Participation in virtual tutoring sessions.
4. Completed assignments.

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: September 24, 2020
Board Policy: JEA Page 1 of 2	Next Review: September 24, 2023

5. Participation in group chats organized by their teacher.
6. Relevant questions sent to teacher about classwork.
7. Participation in group chats about subject matter organized by students (evidence-screenshot, picture, or website can be provided by student).
8. Communication with teacher by way of electronic communication (chat, text, e-mail, etc.), telephone, video-conference, or in-person.

Hybrid Learners

Students who are participating in the hybrid learning model will have their out of school attendance calculated by work completed and/or the aforementioned evidence of student attendance upon return to school.

Types of Absences

- I. In addition to the excused absences listed in Board Policy JE, the following will be considered excused absences:
 - a. Power outage.
 - b. Internet service provider outage.
 - c. Unexpected technical difficulties such as software updates, password reset, etc.
 - d. Complications created by the state of emergency which interfere with student participating in school.

All excused absence reasons must be documented by parent/guardian.

- II. Unexcused absences – Absences will be considered unexcused for all other reasons not listed in Board Policy JE, or listed in paragraph I above.