

To: Garfield Re-2 Board of Directors

From: Heather Grumley, Superintendent, Lisa Pierce, Assistant Superintendent, Julie Knowles,
Director of Curriculum and Assessment

August 10, 2020

Dear Board of Directors,

Below, please find my proposal for changes we need to make to our attendance practices and procedures for the 2020-2021 school year in response to COVID-19.

Guidance from CASB:

For the 2020-2021 school year, the Colorado Department of Education has provided flexibility for districts in school schedules and attendance policies as needed to provide instruction during the pandemic. To access this flexibility, local boards must utilize a governance document (e.g., board policy or resolution) if the board wishes to use a form of remote learning for the 2020-2021 school year.

Local boards do not need to adopt multiple governance documents and should be cognizant of the way in which they authorize changes for the 2020-2021 school year, as the changes outlined by the Colorado Department of Education are only applicable for the upcoming school year. If a board decides to amend board policies for the 2020-2021 school year, the board will need to update board policy again prior to the start of the 2021-2022 school year to remove the language specific to the 2020-2021 school year. If the board elects to incorporate language in board policy, the following sample language may be used and inserted in the policy. If the board determines to authorize this flexibility in a board resolution, this language is not necessary in board policy.

It is my recommendation that the Board adopt a resolution addressing the definition of “actively engaged in the educational process.” The resolution below contains language suggested by CASB for policy revisions. The same language is sufficient for this resolution. Red text indicates what the resolution addresses in addition to current policy IC/ICA. Black text indicates what is already stated in policy IC/ICA.

Be it resolved that for the 2020-2021 school year, Garfield Re-2 defines “actively engaged in the educational process” as all of the bullet points outlined below and instruction delivered electronically and/or the use of other types of independent, remote work time for students provided under the supervision of a certified or licensed teacher. Remote learning days may include the use of: district on-line school, assigned and prepared work packets, pre-recorded classes, or other methods utilized by the district. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes in the following ways:

- Classroom instruction time

- Individual student work time while at school, including study hall and library research
- School-related field trips
- Independent study insofar as such study is allowed under district policy
- Assemblies
- Presence during in-person instruction
- Assignments completed at home
- Logging into the online learning platform
- Signing an online form attesting to work completed at home
- Student demonstration of learning
- Responding to teacher emails or communication
- [Insert other methods the district will use] Other demonstrations of active engagement as approved by the principal

Our current policy is silent on how often attendance is taken. Our current practice is to take it for every class period in the middle and high school levels and once at the elementary level. The sample CASB language suggests “Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is ‘actively engaged in the educational process.’” I suggest the following language that aligns with our current practice and exceeds state rule.

Attendance will be recorded in Powerschool for every class period at the middle and high school level and once daily at the elementary level for when instructional hours are provided, meaning a student is “actively engaged in the educational process.”

The complete resolution is included on the next page for your convenience.

Sincerely,

Heather Grumley, Superintendent
Lisa Pierce, Assistant Superintendent
Julie Knowles, Director of Curriculum and Assessment

~~~~ **2020-2021 Garfield Re-2 Student Attendance Resolution** ~~~~

Be it resolved that for the 2020-2021 school year, Garfield Re-2 defines “actively engaged in the educational process” as all of the bullet points outlined below and instruction delivered electronically and/or the use of other types of independent, remote work time for students provided under the supervision of a certified or licensed teacher. Remote learning days may include the use of: district on-line classes, assigned and prepared work packets, pre-recorded classes, or other methods utilized by the district. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes in the following ways:

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- Assemblies
- Presence during in-person instruction
- Assignments completed at home
- Logging into the online learning platform
- Signing an online form attesting to work completed at home
- Student demonstration of learning
- Responding to teacher emails or communication
- Other demonstrations of active engagement as approved by the principal

Attendance will be recorded in Powerschool for every class period at the middle and high school level and once daily at the elementary level for when instructional hours are provided, meaning a student is “actively engaged in the educational process.”