

Willamette Leadership Academy Temporary Policy on Attendance during the COVID-19 State Guidelines

Revision	Initial Release July 18, 2020
Approve By	Board of Directors
Approved Date	July 18, 2021
Print Date	July 18, 2020

Purpose

This policy is placed into effect to provide the Willamette Leadership Academy (WLA) oversight, monitoring, compliance, and equity assurances for students (cadets), parents, staff and during the COVID-19 State Guideline Period. This policy is effective beginning August 15, 2020 and will remain in effect until all COVID-19 guidelines are lifted by Oregon Dept. of Education (ODE) and Oregon Health Authority (OHA). To ensure equity among cadets, this policy implements the policy and educational tools for a cadet and all cadets having every absence treated the same.

WLA implements this policy to:

- To establish how every absence should be handled.
- To ensure that each school campus complies with the policy.
- To set parameters for an absence, remote learning, make-up and excused/unexcused during this COVID-19 period and to reduce time in documentation.
- WLA will modify and adjust the policy as need through this COVID-19 period and will terminate when Guidance and oversight from ODE/OHA are discontinued.

Objective

To establish clear parameters that WLA will follow compliant to federal, state, and local applicable laws, rules, and regulations during the COVID-19 Guidance Period. To reduce risk for cadets or staff by having clear guidelines that reduce spread by reducing the time for documentation of what may or may not be COVID-19 or another illness. In the lens of equity, every absence should be treated in the same manner and process to confirm the ethical commitment to compliance with equity.

Responsibility

Oregon Department of Education
Oregon Health Authority
WLA Board of Directors
WLA Administrators and staff
WLA Wellness Team

Definitions/Acronyms

***If you use an acronym, it will be defined here*

C-19	COVID-19
CDC	Center for Disease Control
CP	COVID-19 Positive
CS	COVID-19 Suspected
ODE	Oregon Dept. of Education
EA	Excused Absence
NCO	Non-Commissioned Officer
OHA	Oregon Health Authority
SPS	Springfield Public Schools
UE	Unexcused Absence
WLA	Willamette Leadership Academy

WLA Charter School Policy during the COVID-19 Period

COVID-19 is considered a pandemic and authority falls to Public Health Law and in Public Health. The Oregon Health Authority has worked and collaborated with Oregon Dept. of Education to established guidelines for safely operating a school. In submitting WLA's Policy and Plan on Reopening both battalions, a policy is needed on attendance and absence during the COVID-19 and to provide for a 14-day quarantine with doctor's release and the ten day drop State Policy.

1. Documentation needs to be the same for every absence. Noting that the health care system is stressed and overloaded: 1) seeing a doctor may be an issue, 2) getting documentation may be difficult if possible, 3) getting test results for a population that testing is discouraged or denied, 4) cost of doctor's note and testing, 5) amount of staff time, and 6) placing care and connection as a primary concern.
2. Set what is C-19 Suspected. CS
3. Set Policy on C-19 positive. CP

Rationale

WLA is committed to providing safe and supportive learning environments for all students which address their educational needs.

WLA expects all cadets to attend school on a regular basis to maximize the learning opportunities provided. Our attendance policy aims to support parents and cadets during the C-19 Guidance Period and reduce trauma.

1. School community beliefs about the importance of attending school

It is important that students, staff and parents (parents means care givers, guardians and others caring for cadets) have a shared understanding of the importance of attendance rather face to face, through remote and distance learning.

WLA:

- is committed to promoting the key message of school attendance rather face to face and via technology will connect the cadet to academics, emotional and social development.
- WLA will provide academics and peer support and mentoring face to face and using technology and refer cadets and families to telehealth providers that work with WLA when an emotional need arises.
- All cadets will need to be enrolled and staff will monitor, communicate, and implement strategies for academic growth and to improve attendance both face to face and through technology.
- WLA believes truancy places a hardship on a cadet's academic and their emotional and social development and may place a cadet in unsafe situations and impact on their future employability and life choices.
- WLA is making every effort to ensure cadets are engaged in academics face to face and through technology and cadets are getting social emotional support face to face and through technology.

Responsibilities

CADETS responsibilities:

- attend school every day either face to face or through technology unless there is a reasonable excuse for their absence.

PARENTS responsibilities:

- Ensure their child is attending either face to face or through technology and to communicate with the WLA School Secretary on absences and the nature of the absence.
- Ensure their child is participating to meet compulsory education law in an eligible option.
- Provide a reason for their child's absence as soon as possible and the nature of the absence.
- As soon as the child is reported absent to the School Secretary, Remote Learning will be initiated for an excused absence and work will be conducted via Remote Learning until the cadet returns. **THIS IS THE PARENTS RESPONSIBILITY TO COMMUNICATE DAY ONE OF ABSENCE FOR THE ABSENCE(S) TO BE CONSIDERED EXCUSED.**
- If the parent states it is a suspected or positive C-19 illness, a cadet will be placed on a QUARANTINE List and attend school via Remote Learning until a note from a medical professional allowing the cadet's return.

School Secretary's responsibilities

- Monitor cadets' absences
- Discuss absences with parents where possible and the nature of the illness
- Advise Battalion Commander of factors impacting a cadet's attendance

Battalion Commander's Responsibilities

- Inform parents of their legal obligations about enrolment and attendance
- Implement strategies to manage cadet's enrollment, absences, chronic absenteeism, school refusal and truancy using the C-19 Guidelines.
- Take reasonable steps to follow-up with all absences and unexplained absences as soon as possible, or ideally within three days of the absence and to follow Remote Learning Guidelines for all absences unless determined it is Unexcused.
- Continue to work with ODE/OHA and other local resources to engage with the student and their family with the aim of returning the cadet to school.
- Follow appropriate processes for enforcing parental obligation in regard to:

- o enrolment
- o attendance
- o compulsory participation.

Strategies

WLA promotes 100% attendance by:

- Providing a safe and supportive school environment that promotes positive relationships and includes the implementation of C-19 Guidelines which develop academic, social and emotional skills, peer tutoring and mentoring, and individualized learning strategies both face to face and through technology.
- Maintaining communication with families to identify cadets at risk and to provide support to ensure that their child receives help, support and is engaged in learning activities every day.
- Using a mix of methodology to deliver academics, social and emotional skills and supports.
- Providing resources and links to external agencies for parents whose children are having emotional difficulty or refusing to attend school through technology or face to face.

Distance and Remote Learning Attendance

A cadet is required to attend each scheduled academic session through technology. If a cadet does not attend a technology session the cadet is marked as a "No Show." A "No Show" is an absence.

- If a child cannot attend a scheduled technology session, the parent needs to call the WLA School Secretary to report the reason for lack of attendance. The Company Commander or Non-Commissioned Officer (NCO) will advise the cadet on what is needed to make up the missed technology session.
- A cadet is required to log on twice a week and complete the week's material or the cadet will be placed on a truancy list the second week two technology sessions have been missed without parental notification.

- Individual Assignments or Internet Assignments are due each week. Attendance will be taken based on a cadet attending technology sessions and submitting assignments weekly. If a cadet fails to submit an assignment when due, the cadet will be marked absent for that session.

Academic Policy for technology:

WLA has an 70% academic requirement;

- No unexcused absence can be made up.
- Absences are counted from the first scheduled class meeting. A cadet who misses
- More than 15% (four classes) of the scheduled technology session may receive an F or INC.
- Absence / Late Submission - Attendance in this Internet-driven C-19 time is based on the timely submission of weekly assignments. Cadets will receive credit for 'attending' the session each time but weekly instructional time requires a weekly assignment to be submitted either electronically or through Bus HUB pick-ups. Each lesson will indicate when it is complete through the Course Instructor.

ABSENCES based on Illness

- If a cadet has a fever of 100.4 the cadet will be isolated and parent required to pick-up as soon as possible and place on Remote Learning immediately.
- Under c-19 guidelines, a cadet having the symptoms of C-19 will be treated as a presumptive positive C-19 case. The cadet will be asked to quarantine for 14 days.
- If a parent can get a medical professional's note stating the cadet is NOT C-19 positive and of no safety risk to WLA the cadet may return to school for face to face instruction.
- A cadet placed on Quarantine MUST get a note from a medical professional to return to school.
- All absences will be treated in the same manner: 1) If a cadet has an excused absence, the cadet is placed on Remote Learning immediately and remain for the duration of the illness. 2) A cadet sent home for illness or fever will be placed on Remote learning immediately and all absences considered Excused.
- Once a cadet is reported Ill by the parent, the cadet will be placed on Remote Learning for the duration of the illness.