

## Jordan School District 10 Day Withdrawal Clarification

### JSD Attendance Codes (& Reason Codes) for sick, self-quarantined, or COVID quarantined students.

A	Absent, no contact to school in any form.
E or E (Q)	Verified excused absence from doctor note, email or fax. Also, for students who are under self-quarantine & continue to complete work.
(Q)	Quarantine due to actual COVID or County Health Dept. directive to quarantine.
H (H)	Student receives Home & Hospital services from a teacher at your school or a JSD teacher.

*JSD policy AA432 - Any student that has had no contact, participation, or has not met the minimum criteria to be marked present, whether in-person or live (streaming) online or virtual at-home, for 10 consecutive school days shall be removed from district membership in the SIS, unless the student has a valid excuse under [UCA 53G-6-201\(9\)](#).*

### 10-Day Withdrawal Procedure for “In-person” students in Jordan School District.

Students attendance is currently reflected in the daily Skyward system as recorded by the teacher each day. Students who have not attended 10 consecutive school days with no contact with the school, will be considered absent for ten (10) consecutive days and may be withdrawn from school enrollment. Parents and students should be contacted about the impending drop using a variety of means outlined below.

*JSD policy AA432 - Students will be considered “virtually present” if they have met the minimum criteria for participation. A variety of measures may be used to determine if a student participated in the learner validated program in an online, virtual at-home, blended or competency-based learning environment.*

### 10-Day Withdrawal procedure for “On-line” students in Jordan School District.

Student engagement to be considered present is recorded on Friday each week. The teacher will use the information gathered from the previous 7 days (Previous Friday -Thursday) to make the record. There are multiple ways in which an online student may participate to be counted as present. **For a full list of these see JSD Policy AA432.**

Students who do not meet at least one of the criteria to be considered virtually present within the previous 7 days will be marked absent (A) **for all 7 previous days**. A student who chooses to not participate in any of the online learning activities for three (3) consecutive Friday marking periods will be considered absent for ten (10) consecutive days and may be withdrawn from school enrollment. Parents and students should be contacted about the impending drop using a variety of means outlined below.

### A variety of means:

As always, please make every effort to engage the parents and student before withdrawing the student from school. School personnel may use phone calls, emails, and texts to students and the parents. School personnel may contact emergency contacts, mail letters by USPS and even try a home visit to ascertain the reasons for non-attendance. The final step is a certified letter. Document the efforts to reach the family.

### **Students who are withdrawn:**

Students who are withdrawn from their boundary school often want to re-enroll to the in-person or in the online school option. Both boundary and permit students are re-enrolled as per state law. Re-enrollment procedures will be followed including the return of overdue books due to the school and the payment of fines for a student to re-enroll. A fee waiver should be offered to all parents/guardians, as many individuals have had their financial situations change.

### **Step-by-Step procedures for the Withdrawal due to 10 days absent.**

- Run the attendance report weekly to see the non-attenders and chronic absent students for the past 10 days.
- Email teachers of students who seem to have only attended a couple of classes here and there to double check if they attended or if it is a teacher/substitute error.
- When teachers respond, correct the attendance record to reflect all absences. If the student did attend a couple of classes, do not withdraw. Refer those students to your MTSS team. (Multi-Tiered Support System/Kids of Concern meeting)

### **Starting at this step: Log each step into Skyward for documentation.**

- If there are 7 days absent (or 30 periods absent) send Attendance Letter #2 from Skyward by editing and making preference changes.
- If there are 10 or more days absent (or 40 periods absent) send Attendance Letter #3 from Skyward.
- After a few days if you do not hear from the family/student, print the withdrawal letters for each individual student and have your administrator sign them. The Skyward Student withdrawal form also needs to be printed, completed and signed by an administrator. There may be fees, etc. that need to be addressed by the administrator with the parent. (Many folks do this at this time because the withdrawal letter has a fill in the date of actual withdrawal in it and then Skyward, the letter, the withdrawal form, and my records all match.)
- Send the withdrawal letter by certified mail, which currently costs \$6.80 with the return receipt request attached.
- Wait about 1 business week so the family has time to get the notice of the certified letter and time to pick the letter up from the post office. It can take up to a month to get the certified letter back (return to sender). If the parents sign the return receipt, that will come within the next two weeks.
- Print out a withdrawal form and have an aide take it to each teacher to sign.
- Withdraw the student, log it in Skyward along with the appropriate withdrawal code. Put this same information in your spreadsheet/notebook.