



# James Madison Preparatory School

*Stephen C. Batchelder, Director of Operations and Co-founder*  
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## James Madison Preparatory School Covid 19 Policy

### Minimum Level of Contact Required to Maintain Enrollment

**Starting the 2020-2021 school year with Distance Learning for all students will require students to be academically engaged on a daily basis.** We encourage students to participate in virtual learning during normally scheduled class time. Regular class attendance is essential for success in school. As required by state law, student attendance must be taken every day. **Students will be marked present if they have been academically engaged in class that day.** Daily academic engagement can include, but is not limited to:

- Attempted and completed assignments
- Participation in *Google Meets* live instruction
- Documented access of pre-recorded instructional videos
- Email, phone or other communication with the teacher constituting virtual instruction
- Minutes logged on online learning platforms such as IXL or other individualized online applications

Students will be marked absent if they have not demonstrated academic engagement for the day. Parents/guardians will receive a phone call, email or text to notify them of the absence. 6<sup>th</sup>-8<sup>th</sup> grade teachers will be reporting attendance to the school office by 11 a.m. All middle and high school teachers will be reporting attendance each period. The school attendance system will be reporting attendance in the Schoolmaster system for grades 6-12 by 3 p.m.

In the event that a student is marked absent but did engage in class instruction after attendance was reported, the student's attendance will be adjusted/corrected the next school day and he/she will be marked present.

Parents or guardians may call a student "out" as an excused absence by contacting the school's attendance line if they are unable to academically engage in class that day. All normal school policies regarding attendance, make-up work, and grading apply. Please see the James Madison Preparatory School Family Handbook for school policies related to attendance, grading, and makeup work.

Reasons for excused absences may include:

- Lack of computer access or internet connectivity
- Illness
- Medical appointments
- Bereavement
- Family emergencies
- Observance of religious holidays of the family's faith



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Students whose absences or lack of daily academic engagement are in excess of school policies or state law will be administratively withdrawn from the school, per state of AZ requirements.