

BEEHIVE ACADEMY

Emergency Alternative Attendance Policy

Beehive academy has a traditional face-to-face education model that requires its students physical attendance. It is the policy of the School that it provide at least 990 instructional hours over the course of each school year, to full-time students, as required by Utah Administrative Rule R277-419-3.A(1).

The School recognizes that, under the order and/or guidance of the Health, State and other authorized agencies, the physical attendance of students and staff members may be restricted or not allowed. Under these emergency circumstances, the School is not subject to the requirement that students attend 180 school days each year and therefore does not require students to “attend” school for a certain number of days each year and an appropriate learning model such as remote, online or any other format of learning model may be implemented.

Beehive Academy personnel review attendance weekly to determine that full-time students are on track to complete the required 990 hours of instruction each year or are making progress to complete their courses. Student services personnel, counselors, and teachers will consistently contact the parent and/or student.

School attendance laws require students to attend school regularly. The alternative learning model of the school does not alter this requirement. Attendance is a joint responsibility of parents and their children. School authorities have a responsibility to enforce attendance laws.

The School recognizes the need for students to work regularly and consistently in order to complete their courses and the required hours of instruction, so students are to check-in regularly and at a *minimum of twice a week*. Accordingly, the School has developed procedures to ensure that students obtain the required instructional hours while preserving the flexibility that the emergency situation mandates.

1. Active Emergency Remote Attendance participation shall be defined as:
 - a. Student attendance in an emergency learning course is defined as active participation in the course. Students should check in or participate multiple times each week. Attendance will be documented weekly in the school SIS. Teachers and the Registrar will coordinate to verify the weekly syncing of the LMS to the SIS. Participation for attendance purposes can include any of the following activities in a week:

- i. Submitting assignments in the formats defined by the school and teachers; packets, paper or online or any other,
 - ii. Participating in a online or face-to-face discussion or chat,
 - iii. Joining a live interactive meeting,
 - iv. Attending a course session on websites or platforms,
 - v. Participating in small group instruction live or online, or
 - vi. Communicating with the instructor by email, feedbacks, live online, face-to-face, or phone.
 - vii. Any meaningful engagement in learning determined by the teacher will be counted
- b. Progress means coverage of at least 3% of the required curriculum each week; which equates to roughly 25% of the required curriculum each quarter. This equates to 247.5 hours of instruction each quarter and 990 hours for the entire 180 day school year.
- c. Students or parents aware of necessary absences must inform the teacher with as much advance notice as possible in order to make appropriate arrangements. These absences should be reported to the school office;

Any student absent 25 percent or more of an emergency learning course (i.e., unexcused, unresolved, or unaddressed absences during three (3) or more weeks of an 11-week term or twenty (20) unexcused absences throughout a semester) may not receive completion credit for that course. If students are struggling to complete assignments or participate in a course, they should contact their teacher

Approved on June 13, 2020