



# COVID-19 Addendum

## Attendance Policy

Created: 02/15/2022

Approved By: Three Rivers Montessori Board of Directors

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### 1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every student has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Supporting parents/carers and students are concerned about the return to school due to coronavirus.

This addendum applies for the remainder of the 2021 - 2022 school year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, the TRM attendance policy continues to apply. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

### 2. Guidance and definitions

This policy meets the requirements of the Minnesota Department of Education (MDE) guidance on school attendance during the 2021/2022 academic year.

In section 4.b of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 6 feet, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 3 to 6 feet for more than 15 minutes) with an infected individual

### 3. Attendance expectations

It is mandatory for all students of compulsory school age to attend school unless:

- The enrolled student has been granted an authorized absence by TRM administration that is in line with the school's attendance policy (MN Statute 120A.22 - Compulsory Instruction).
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

## **4. Where “non-attendance in relation to coronavirus” applies**

We will only accept ‘non-attendance in relation to coronavirus’ in circumstances where a student’s travel to, or attendance at, school would be:

- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus.

### **a. Student develops symptoms**

The student’s parent/carer must notify the school on the first day that their child needs to self-isolate. See the Ready for School in Appendix 1 for guidance on how to proceed.

### **b. Distance learning provisions**

TRM's decision to provide distance learning is determined by approval from the school board. See Appendix 2 for the current status of distance learning options.

## **5. Recording attendance**

We take attendance at the onset of the school day. We will mark whether the student is:

- Present
- Absent: Unexcused
- Absent: Excused

A student that has been reported as being positive with COV-19 will be marked as excused for up to five consecutive days. Days outside of the five day quarantine period require additional steps.

A student that does not return to school after the fifth day of quarantine will require that parent/carer to provide a reason for the student's continued absence. Any student who is absent from school for 9 or more consecutive days will require a qualified medical provider note. Failure to provide a qualified medical provider note will result in the absence being marked unexcused.

## **6. Voluntary quarantines**

Voluntary quarantine due to family exposure or close contact exposure at the school are at the discretion of the parent/carer. Students that have not tested positive for COVID-19 are expected to attend school. TRM provides only in person learning for our students. Students that are not available for in person learning will not be provided distance learning options, unless directed by the TRM board of directors. See Appendix 2 for current guidelines.

Families that implement a voluntary quarantine for students will be marked as absent from school. The student's absence will be marked as excused for up to five consecutive days immediately following a close contact exposure if the parent/carer notify the school the first day of their decision to voluntary quarantine. After five days if the student has tested negative and/or is not displaying symptoms the student is expected to return to school. Any further consecutive absences will be marked unexcused that fall outside of the attendance policy.

## 7. Following up on absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent/carer and plan appropriate support for the child and family
- Notify their social worker, where they have one If a student does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will arrange a phone call/video meeting with the family to explain the protective measures the school is taking to keep students safe.

# Appendix 1: Ready for School Guide

Three Rivers Montessori School requires parents and guardians to evaluate their child(ren) daily before sending them to school.

If the school is notified of a positive COVID-19 test result and your child(ren) is identified as a close contact (defined as within 6 ft. of the individual for 15 minutes or more throughout the day) parents/guardians will be notified and may decide whether to have their student(s) stay home as long as they are symptom free (based on the protocol below). **Students with symptoms MUST stay home based on the following protocol.**

**If a student has a positive COVID-19 test result, please notify TRM administration immediately. Email [attendance@threeriversmontessori.org](mailto:attendance@threeriversmontessori.org)**

**Individuals who test positive will complete a 5 day isolation period at home.** 5 days starts the day after the onset of symptoms or the date of a positive test result if asymptomatic.

If your student(s) has been exposed (via the close contact definition) to another individual who has tested positive for COVID-19 and your family chooses to quarantine, please monitor your child for symptoms and see the symptom protocol below.

## Symptom Protocol

**KEEP YOUR CHILD HOME** if they are experiencing ONE of the common symptoms or TWO or less common symptoms until 24 hours after symptoms resolve.

<b>Common Symptoms</b> <b>KEEP YOUR CHILD HOME</b> if he/she is experiencing <b>ONE</b> of the following symptoms and consider testing for COVID-19.	<b>Less Common Symptoms</b> <b>KEEP YOUR CHILD HOME</b> if he/she is experiencing <b>TWO or more</b> of the following symptoms:
Fever $\geq 100.4^{\circ}$ F New cough/cough that gets worse Difficulty/hard time breathing New loss of taste or smell	Sore throat Nausea/vomiting Diarrhea Chills Muscle Pain Extreme fatigue/feeling very tired New severe/very bad headache New nasal congestion/stuffy or runny nose

# Positive for COVID-19 Protocol

If you test positive for Covid-19	After 5 days
<ol style="list-style-type: none"> <li>1. Stay home from school for 5 days.</li> <li>2. Notify TRM via <a href="mailto:attendance@threeriversmontessori.org">attendance@threeriversmontessori.org</a> , include the following in the email:               <ol style="list-style-type: none"> <li>a. The date tested</li> <li>b. The date of symptom onset (if any)</li> <li>c. Name and Classroom</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. If your symptoms are resolving or you have no symptoms and no fever after 5 days, then you may return to school.               <ol style="list-style-type: none"> <li>a. 5 days is calculated by counting the first day after symptom onset or a positive test result if asymptomatic .</li> </ol> </li> <li>2. Wearing a mask for an additional 5 days is strongly recommended.</li> </ol>

**If your child is symptomatic as outlined above:**

Your child **does not meet** the criteria for being at school.

1. Keep the sick child at home
2. Notify TRM by emailing [attendance@threeriversmontessori.org](mailto:attendance@threeriversmontessori.org) or by calling 763-595-1213 that your child will not be attending school **each morning** the child will be absent.
3. Decide if your child should be tested for COVID.

If you need assistance determining whether or not your child should stay home or be tested due to symptoms please contact [attendance@threeriversmontessori.org](mailto:attendance@threeriversmontessori.org) or call 763-595-1213.

# Appendix 2: Distance Learning Options

The Three Rivers Montessori (TRM) board of directors voted on 12/21/2021 to discontinue distance learning options through Three Rivers Montessori Public Charter school.