

Attendance Rule Changes for 2021-2022
Addendum to the Student Rights and Responsibilities Handbook

Definition of Synchronous Online Instruction

“Synchronous online instruction” means scheduled, real-time instruction between the student and a certified teacher or a district staff that is supervised by a certified teacher and provides opportunities for live, two-way interactive communication online.

Definition of Asynchronous Instruction

“Asynchronous instruction” means instruction that is prepared by a certificated teacher and occurs away from the physical school setting without two-way interactive communication. Absence from Synchronous Online Instruction Washington Administrative Code (WAC) 392-401-016 defines a student absence from synchronous online instruction as when the student does not log in to the synchronous class.

Minimum Time for Being Considered Present in Remote Learning (Daily Attendance Taking)

Elementary

- Schedule is 9:00am-2:00pm, synchronous; 2:00-3:30pm asynchronous
 - Teachers will take attendance at 9:15am and 12:45pm; if student isn’t live, they are absent.
 - Elementary tardy would be between the time class starts and when teacher takes attendance

Middle School

- Schedule is 8:00am-2:00pm, synchronous, 2:00-2:45pm asynchronous
 - Teacher will take attendance each class period (synchronous)
 - Up to 10 mins is a tardy, after 10 mins it is an absence for that class period

High School

- Schedule is 7:45am-12:25pm synchronous, 3 periods per day Monday-Thursday, full asynchronous on Friday
 - Teachers will take attendance each class period, synchronous, Monday-Thursday
 - Up to 10 mins is a tardy, after 10 mins it is an absence for that class period.
 - Fridays, students need to log in for each class period, teachers will check Schoology by 12:15pm and again by 2:30pm to record if a student is tardy or absent from their classes.

Presence vs. Participation

Participation, such as turning video on and participating in discussion or chat, are not to be considered when determining if a student is present or not. These are examples of participation and should be considered distinct from attendance.

Absence from Asynchronous Instruction

WAC 392-401-016 defines a student absence from asynchronous instruction as when there is no evidence that the student accessed the planned asynchronous activity. This section also

establishes that evidence of student participation in asynchronous activities must occur daily of when the participation is planned or expected.

WAC 392-401-020 Excused absences – Absences due to the following reasons must be excused:

1. Illness, health conditions or medical appointment (including but not limited to, medical, counseling, dental, optometry, pregnancy and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible.
2. Family emergency including, but not limited to, a death or illness in the family,
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
4. Court, judicial proceeding, court-ordered activity, or jury service.
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
6. State recognized search and rescue activities consistent with Revised Code of Washington (RCW) 28A.225.055.
7. Absence directly related to the student's homeless or foster care/dependency status.
8. Absence related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010.
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-197.
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying.
11. Absences due to the student's migrant status and.
12. An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
13. Absences due to the student's lack of necessary instructional tools (including internet access or connectivity).

Excused Absences During School Facility Closures

A new section WAC 392-401-020(2) was added to the rule defining reasons a student must be considered absent in the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction.

- (a) Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease.
- (b) Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures.
- (c) Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and

(d) Absences due to the work schedule or other obligations of the student's parents during regularly scheduled school hours, until other arrangements can be made.

Community Engagement Board

A "community engagement board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the School District and composed of members of the local community in which the student attends school. Community Truancy Boards have been renamed to Community Engagement Boards.

Truancy petitions

Districts are to file truancy petitions no earlier than seven (7) unexcused absences in a month and no later than fifteen (15) unexcused absences in a school year. Districts now have until a student's seventh (7th) unexcused absence to administer a screener/ assessment, provide data-based interventions, and convene the Individual Education Plan (IEP) or Section 504 team for students with an IEP or a 504 plan.