

Wyoming City Schools 2020-2021 Attendance Fact Sheet

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State ([WCS Policy 5200 - Attendance](#)). The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Excused Absences

- Personal Illness
- Appointment with a Health Care Provider
- Illness in the Family Necessitating the Presence of the Child
- Quarantine of the Home
- Death in the Family
- Necessary Work at Home Due to Absence or Incapacity of Parent(s)/Guardian(s)
- Observation or Celebration of a Bona Fide Religious Holiday
- Emergency or Other Set of Circumstances
- Medically Necessary Leave
- Service as Precinct Officer at a Primary, Special or General Election

Remote Learning Excused Absences

- Temporary internet outage for individual students or households
- Unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring at inopportune times (for instance, during a teacher-led remote learning lesson)
- Computer/device malfunction

Remote Learning Absences must be reported via phone call or email to a Wyoming City Schools staff member by the parent/guardian within 24 hours of the incident.

Remote Learning Unexcused Absences

Remote Learning Unexcused Absences occur when there is no evidence of exposure, engagement or participation by the student. If there is no evidence the student participated or engaged in any way in a remote learning activity, then the student will be marked with an absence for the bell/course for the duration of that lesson or activity.

Reporting Absences

The student's parent/guardian is asked to report the student's in-person or remote absence within two (2) hours of the start of the school day.

- A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.
- A student may have up to ten (10) medically-excused absences without a doctor's note, but with a phone call from a parent/guardian. During the 2020-2021 school year, medically-excused absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Recording Attendance

During times of a pandemic, attendance will be taken in each course/bell for both physically-present students, as well as for students participating remotely.

For purposes of in-person attendance, a student's presence in class constitutes attendance. In times of illness or excused absence as outlined above, this presence can be achieved remotely through synchronous participation.

For purposes of remote attendance, the following factors indicate a student's successful attendance for the bell/course and will be considered as "in attendance" for the duration and equivalence of that daily bell:

- Teacher-led remote learning (synchronous) participation;
- Self-directed remote learning (asynchronous): Evidence of daily and/or weekly participation may include, but is not be limited to:
 - Logins to Canvas
 - Interactions with the teacher to acknowledge attendance
 - Assignment completion and submission

Example Scenarios:

Scenario #1: In-Person Learner with COVID-like Symptoms:

In-person learner wakes with COVID-like symptoms but feels ok overall. Student's parent calls the school to report the absence and the reason/symptoms. Student follows his school schedule attending each bell synchronously online. This action by the student results in a full day of attendance since he was present (although remotely) per in-person requirements. When the student's illness has resolved, he will return to in-person learning.

If the student does not attend each class synchronously, they are considered absent. This is an excused absence.

Scenario #2: In-Person Learner with Positive COVID Test Results

In-person learner tests positive for COVID but feels ok and would like to participate in remote learning. Student's parent calls the school to report the absence and the reason/symptoms. Student follows his school schedule attending each bell synchronously online. This action by the student results in a full day of attendance since the student was present (although remotely) per in-person requirements.

If the student does not attend each class synchronously, they are considered absent. This is an excused absence.

Scenario #3: In-Person Learner Identified as a COVID Close Contact

In-person learner has been identified through contact tracing as a close contact of an individual with COVID-19. Student's parent calls the school to report the absence and the reason. Student follows his school schedule attending each bell synchronously online. This action by the student results in a full day of attendance since he was present (although remotely) per in-person requirements.

If the student does not attend each class synchronously, they are considered absent. This is an excused absence.

Scenario #4: In-Person Learner Decides to Attend Remotely Due to Tardiness

In-person student learner wakes up late for school and decides to attend school remotely in both a synchronous and asynchronous manner. This action by the student results in a day of absence. This is an unexcused absence.

Scenario #5: Remote Learner Participates in Synchronous and Asynchronous Learning

The fully remote learner attends school in both a synchronous and asynchronous manner. She is logged into Canvas. She engages in a small group activity in her class and completes and posts her classwork. This action by the student results in a full class of attendance since she was present as evidenced by engagement.

Scenario #6: In-Person Learner Feels Ill

In-person learner wakes and feels too ill to attend school. Student's parent calls the school to report the absence and the reason. Student does not follow her day. This action by the student results in an excused absence. Student will make up necessary work and can access Canvas to view recorded lessons and posted work. When the student is no longer ill, she will return to in-person learning.

Scenario #7: In-Person Learner Goes on a College Visit

In-person learner goes on a college visit. Student's parent calls the school to report the absence and the reason. Student does not follow his day. This action by the student results in an excused non-absence. Student will make up necessary work and can access Canvas to view

recorded lessons and posted work. When the student returns, he will return to in-person learning.

Scenario #8: Remote Learner Experiences Technical Difficulties

The fully-remote learner attends school in a synchronous manner. She is logged into Zoom, but the internet at her house goes out. Her parent/guardian reports this absence to the school within 24 hours. This action results in an excused absence for the course(s) missed. Student will make up necessary work and can access Canvas to view recorded lessons and posted work.

Scenario #9: In-Person Learner With Orthodontist Appointment

In-person student has an orthodontist appointment that ends at 9:00 a.m. He submits his excuse from the orthodontist when he arrives at school for in-person learning shortly after 9:00 a.m. This is an excused absence.

If this student submits an orthodontist note but decides to return home and not attend in-person school the rest of the day, this is an excused absence for the part of the day the student was at the orthodontist. The rest of the school day is an unexcused absence even if he attends remotely.