Attendance Guidelines

State Law (RCW28A.225.010) and school board policy both recognize that regular attendance is the basis of success in the classroom. Students are required to participate in classroom activities and their absence could have an adverse effect on their final grade. New Market will take disciplinary actions if a student is truant, has an unexcused absent, or is tardy.

All program instructors maintain the standards and attendance expectations for their programs. These standards teach what all employers expect of their employees:

- Being dependable – Students are expected to be at school/work every day.
- Being on time - Students are expected to be prompt, not late, and ready to work.
- Doing a full day's work – Students are expected to stay on task, not leaving early or stopping work early, but completing what is expected and putting materials away.

Attendance policies/procedures:

- Absence from in person instruction is defined as not physically present on school grounds AND not participating in either instruction, instruction-related activity, or any other school approved activity.
- In the event of emergency school facility closure due to COVID-19 or other communicable disease outbreak, New Market will provide synchronous and asynchronous online instruction.
- Absence from synchronous online instruction is when a student does not log in to the synchronous meeting/class. Synchronous online instruction means scheduled, real-time instruction between the student and a certified teacher and provided opportunities for live, two-way interactive communication online.
- Absence from asynchronous instruction is when there is no evidence that the student accessed the planned asynchronous activity. Evidence of student participation must occur daily, within a 24-hour time frame of when participation is planned or expected. Asynchronous instruction mean instruction that is prepared by a certified teacher and occurs away from the physical school setting without two-way interactive communication.
- All absences **must** be excused within 48 hours from the date of the initial absence or they will be considered unexcused.
- **Absences must be reported to the Attendance Office at New Market** by calling 360-570-4501 or emailing mailto:nmsc.attendance@tumwater.k12.wa.us. **Notifying the Program Instructor of a student's absence does NOT constitute a report to Attendance.**
- Absences communicated to the student's sending high school will NOT be relayed to New Market. Therefore, parents/guardians must make contact with New Market attendance directly as well as the sending high school to excuse any absences.
- Students who have declared independent status to New Market administration are to be considered responsible for acting on their own behalf in excusing and being accountable for any absences.
- Tardiness is defined as not being in the classroom at the assigned start to the class period. If a student is 30 or more minutes late to class, the student will be considered unexcused-absent, not tardy.
- Leaving campus prior to dismissal times - Students must provide New Market attendance with verifiable parent/guardian permission before a student will be allowed to leave campus prior to regular dismissal time. A written note or phone call from a parent/guardian is considered verifiable permission. In addition, all students, even those who have independent status, must sign out at the front office prior to leaving campus. If a student leaves 30 or more minutes before the end of class, the student will be considered absent for the day. Students who leave campus without proper permission are subject to disciplinary action.
- If the student is participating in an activity at their sending High School, they are responsible to bring a written excuse for the activity to the front office. They will also be held accountable for the completion of all work missed.
- New Market Activity - To participate in a New Market project or activity, which occurs during the hours a student is assigned to attend their sending high school, the student must complete a New Market Activity Request Form and submit it to the sending high school official with proper signatures no less than 48 hours prior to the date of the activity.
- New Market follows all attendance procedures mandated by the State of Washington Truancy Legislation RCW 28A.225 which applies to all students under the age of 18.
- A list of defined excuses for excused absences can be found in the WAC 392-401, as well as Tumwater School District Policy 3122.
- Parents/guardians will be notified by phone and/or text via an auto dial system when a student has an unexcused absence. After every five (5) unexcused absences a letter will be mailed home as part of a progressive process to encourage student attendance. After twenty (20) unexcused absences, students may face disciplinary action which may include removal from program due to lack of attendance; as deemed appropriate by New Market administration.