

ATTENDANCE POLICY (REGULATION)

In accordance with the policy of the board of education, a maximum of seven absences in a reporting period, or 10 absences in one semester, in any class shall be accepted for a passing grade. The maximum of 10 days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 9:30 a.m. if a child is to be absent for one of the above reasons. If no contact is made, the absence will be recorded as unexcused. Upon return to school, the student must obtain an admit form from the principal's office. The admit form must be presented to and signed by each of the student's teachers. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating. Make up work is due upon return to class. Long-term assignments may not be turned in after a school activity absence without prior approval of the teacher.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student's responsibility to get assignments prior to leaving. Assignments are due upon return to school.

ATTENDANCE POLICY, REGULATION (Cont.)

3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Any absence that is not verified and explained by a parent or guardian by telephone or in person within two days following the student's return to classes will remain unexcused and disciplinary action will be taken.

For each period of unexcused absence, the student will make up one period in after-school detention or Saturday detention from 9:00 a.m. to noon.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during their truancy. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 25 minutes late is counted absent for the period.
3. For the third unexcused tardy, the student will be sent to the office. Disciplinary action will be taken for the third and subsequent unexcused tardies.
4. For the third and all subsequent tardies during the remainder of the year, the student will be placed in detention. Tardies of excessive length may be treated as a truancy.
5. If a student is detained by a teacher, the student will not be counted tardy by the next period teacher if the student presents a note from the detaining teacher.
6. Students will not be counted tardy if the buses are late.

Makeup Work

It is the responsibility of the student who has an excused absence to contact his/her teachers concerning all makeup work. All work missed a result of absences, regardless of reason, must be made up. The teacher will allow one day per day missed from class to complete makeup work. A zero will be recorded if work is not turned in by that time. Students absent the day of a scheduled test will make up the test at the discretion of the teacher. If the student is absent on the day of a long-term assignment (i.e., book report, term paper) is due, the student must assume the responsibility of either turning the assignment in to the teacher before the absence or having another student turn in the assignment.

ATTENDANCE POLICY, REGULATION (Cont.)Excessive Absences

Excessive absences due to illness, with a doctor's statement, or other extenuating circumstances will be considered by an attendance review committee. This committee will meet with the parents/legal guardian(s) of the student to hear extenuating circumstances concerning absences. Any student who exceeds the 10 day limit and feels he/she has "just cause", may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

*** REFERENCE: 38 O.S. §37**

Adoption Date: August 10, 2015