

ATTENDANCE

General: Every student shall attend school regularly. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbook.

Absences: Students are expected to attend all classes if possible. Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be excused absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level and absences due to participation in a remote Internet-based course approved by the Board shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extra-curricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 3.0 or higher.

Excused absences include, but are not limited to, the student's illness, doctor's appointments, serious illness or accident involving a family member, religious observances, a death in the family, or attendance at a funeral. The Superintendent has the specific discretion to grant additional excused absences to qualified students under the Compact on Educational Opportunity for Military Children. Unexcused absences include, but are not limited to, truancy, leaving school without proper approval, personal business, work, transportation problems not caused by District, and tardiness. Students who are absent from class due to an excused absence shall be allowed to make-up assignments and tests missed and shall be allowed one school day to make-up work for each day missed due to absence, plus one additional day, unless granted more time by the teacher. However, when a student has an excused absence and fails to timely make-up the work, the student will receive a zero as a result of his/her failure to make-up the work.

Chronic Absenteeism: Chronic absenteeism is occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, eighteen (18) or more days on a one hundred and eighty (180) day school calendar or ten percent (10%) or more of school days on a one thousand and eighty hour (1,080) hour school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by district's medical exemption review committee. District's medical exemption review committee consists of:

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

- A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school;
- B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound education is not appropriate due to brief recurring absences for treatment purposes;
- C. The school or school district has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature, that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests.
- D. Examples of significant medical conditions may include, but are not limited to:
 - a. Student has a terminal disease or degenerative illness, or has been placed in hospice care;
 - b. Student is comatose;
 - c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis);
 - d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
 - e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
 - i. A natural disaster or other event;
 - ii. An act of violence (ie. physical assault, sexual assault, kidnapping, homicide, torture, or terrorism);
 - iii. Drowning;
 - iv. Poisoning, fall ,or a traumatic brain injury; or
 - v. Fire or explosion in student's home.
- E. Absent another qualifying condition, a significant medical condition does not include:

- a. Minor illness or injury that does not incapacitate the student or require recurring treatment;
- b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days;
- c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
- d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Student absences that are classified as “excused” under Oklahoma law and/or district policies should be classified as “excused” in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a “significant medical condition”. Furthermore, if a student has been determined to have a significant medical condition under the terms of this policy, only absences that are related to the student’s identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator.

District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. All documentation considered during the medical exemption review committee’s consideration of potentially eligible absences shall be maintained by the district.

Tardiness: Tardy is defined as arriving after the class bell rings at the beginning of the school day.

Early Dismissal: A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student’s parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student’s parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

Truancy: The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District’s attendance officer or any District administrator may detain and assume temporary custody of any student enrolled in the District who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse.

The District’s attendance officer is the Superintendent, and the Superintendent is responsible for enforcing the attendance requirements. The Superintendent shall maintain a record of student attendance and shall notify a student’s parent or guardian of the student’s unexcused absence. If a student has six (6) or more unexcused absences within a six-week period

or is absent without excuse for ten (10) or more days per semester, the Superintendent shall advise the student's parent or guardian and report the absences to the county's district attorney.

Virtual Attendance Policy: District recognizes that circumstances may create a need for the implementation of its virtual education program. In the event that this situation arises, the first date of attendance for a student beginning a virtual education program with District shall be the first date the student completes a virtual instructional activity. "Instructional activities" shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing, and other activities identified as such by the District.

A student who is attending a virtual educational program through District shall be considered in attendance for a quarter if the student:

- a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter,
- b. Is on pace for on-time completion of the course as defined by District's board of education, or
- c. Completes no less than seventy-two (72) instructional activities within the quarter of the academic year.

For students who do not meet any of the above-mentioned criteria, the amount of the attendance recorded shall be the greater of:

- a. The number of school days during which the student completed instructional activities during the quarter,
- b. The number of school days proportional to the percentage of the course that has been completed, or
- c. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Students are expected to login and work daily on assignments and tasks as assigned by District employees or the assigned learning platform. Students who violate the District's attendance requirements are subject to disciplinary action, including but not limited to academic probation.

For students who are participating in a part-time or temporary remote learning program, attendance and participation will be monitored in accordance with district policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the student/teacher/course interaction demonstrates student progress toward learning objectives as well as regular engagement in course activity. Regular engagement in the course activity includes, but is not limited to, daily log-ins to the assigned learning platform and completion of required activities. Daily log-in times must meet duration requirements necessary to complete the required activities.

Students who are interested in participating in extracurricular activities must attend at least one (1) class period on campus each day. This class period can be the class for the co-curricular or extra-curricular activity if it is a part of the school day.

Adopted: April 14, 2022
Revised: