

## **ATTENDANCE POLICY (REGULATION)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

### **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.
6. Death and funeral in the immediate family, not to exceed (3) school days. Provided, however, if a student is sent home from school with lice, not more than the next (2) calendar days may be considered excused absences for that reason.

It is the responsibility of the parent to notify the school by 10:00 a.m. on the day of the absence if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent/guardian must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty if the work is completed within the amount of time missed plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. Provided, however, once a student has four (4) illness related excused absences in a semester, the school may, in its sole discretion require a doctor's note for any further illness related absence to be considered excused. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

Once a student arrives at school, he/she may not leave prior to the end of the school day without permission from the school. (This means we have a closed campus.)

A student may be released from school, through the office. If:

- a. The student's parent/guardian call the school office  
or
- b. The student's parent/guardian comes to the school office to check the student out of school.

Students who leave school without following the proper procedure are considered truant.

**ATTENDANCE POLICY, REGULATION (Cont.)**

Students must attend a majority of a class period to get credit for attendance.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

**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. Students must notify each teacher prior to the absence in order to make arrangements for completing all work that is going to be missed.

**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 two (2) days of absences by arrangement per semester.
2. A student may make up all work missed without penalty if the work is completed within the amount of time missed plus one day. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
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.
4. Absences by arrangement will count against a student's exemption from semester tests.

**ATTENDANCE POLICY, REGULATION (Cont.)**Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Students will be allowed to receive credit for work missed due to an absence if the work is completed within the amount of time missed plus one day. A student who has not attended class 90% if the time will result in that student not receiving credit in that class for the semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies

1. A student is tardy who is not in the student's seat with their pencil, pen, paper, textbooks, and Chromebook ready to work when the bell to begin the period sounds.
2. A student must attend a majority of a class period to get credit for attendance.
3. Each three (3) unexcused tardies will constitute an unexcused absence from that class.

Any student who exceeds the 10% limit for absences 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.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

**\* LEGAL REFERENCE:**    38 O.S. §37  
                                     70 O.S. § 10-105  
                                     70 O.S. § 3-145.8