

## STUDENT ATTENDANCE

### Parental Notification

When it is necessary for a student to be absent from school, the parents/guardians are requested to notify the main office or attendance office of the student's absence and explain the reason for the absence. Parents/guardians are responsible for calling the school the day of the absence. If calling that day is not possible, then a parental note, complete with date and reason for the absence, must be turned into the appropriate office within 48 hours after the student returns to school. If the note is not received by the end of the second day within the requested time frame, the absence will be treated as unexcused.

### Co-Curricular and Extracurricular Activities

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

### Excused Absences

Principals may request documentation of any of the following events if deemed necessary:

- Observance of a religious holiday
- Participation in a military funeral honors ceremony

The following absences may be considered unexcused or explained (not excused) by the Principal if the parent/guardian cannot provide documentation to support the absence and/or if the absences exceed a minimum of ninety percent (90%) of the instructional time scheduled for that school:

- Approved prearranged absences
- Death in the immediate family
- Family emergencies
- Late arrivals/early dismissals due to medical appointments that cannot be scheduled outside of school hours
- Illness or injury of the student

### Unexcused Absences

Unexcused absences include any circumstance not listed above, including any absence due to truancy. An absence explained but not excused is considered an unexcused absence.

### Transcripts

Students failing to earn credit due to excessive absences will have the letter grade earned recorded on their transcript with a notation of # preceding the letter grade or an "F" recorded on their transcript if they are failing the course at the end of the semester. Any letter grade recorded with the # notation will be excluded from GPA and class rank calculations.

### Approved Prearranged Absences

Absences for reasons other than illness, death in the immediate family, participation in a military funeral honors ceremony, or for religious purposes are strongly discouraged. If students must be absent for any other purpose and such absence is desired to be "excused," a request for a pre-arranged absence must be made in writing to the principal. The principal shall review the request and, if approved, shall solicit from the appropriate faculty daily work and homework assignments for all days to be missed. The principal shall notify the parents/guardians of approval of the prearranged absence and, if approved, provide the listings of student work as may be collected from faculty.

### Late Arrivals/Early Dismissals

Late arrivals and early dismissals are considered as an absence from school for promotion/retention purposes, revocation of transfer purposes, and referrals to the District Attorney for violation of 70 O.S. § 10-106. Parents/guardians are requested to schedule appointments after the school day to avoid the need for a late arrival or early dismissal. If it becomes necessary for students to be excused from school for an elective medical appointment, or other unavoidable emergency, the parents/guardians must send a signed note to school stating the reason and the planned time of arrival/departure. All students must be signed out by a parent/guardian (or someone legally listed as the parent/guardian on the emergency card) in the office before leaving the school.

For state aid purposes, a student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day. (Reference: Oklahoma State Accreditation Standards)

### Make-up Work

Excused absences: Students are encouraged to make up work for all absences. Students who have excused absences may receive credit for their work completed in a timely manner after their return to school. Students are responsible for securing and completing make-up assignments. Students will be allowed one-day make-up time for each day's absence. Pre-announced tests are taken on the assigned dates. Absences the day prior to the test does not excuse the student from taking the test. Work satisfactorily made up within the prescribed time after returning to school will receive full credit.

Unexcused absences: Credit will be disallowed for work missed due to an unexcused absence, but students are encouraged to complete work to ensure success in future learning.

### Notification of Retention – Elementary Students

Prior to the end of each year, the principal shall review absentee records and make determinations relative to eligibility for promotion of all students. When a determination has been made that excessive absenteeism merits retention, the principal will send a retention letter to the parents/guardians advising them that their child shall be retained in the present grade level. This will be reflected in the child's cumulative record. (Parents/guardians may appeal a retention action pursuant to policy 2406, "Promotion, Retention, and Failing Grades.")

### Notification of Failure to Earn Credit – Secondary Students

Prior to the end of each semester, the principal shall review absentee records and make determinations relative to eligibility for credit in courses in which a student has excessive absences. Parents/guardians may appeal the failure to earn credit as outlined in this regulation.

### Notification of Revocation of Transfer – All Students

Prior to the end of each year, the principal shall review absentee records and make determinations relative to revocation of transfer. When a determination has been made that excessive absenteeism merits transfer revocation, the principal will send a transfer revocation letter to the parents/guardians advising them that their child's transfer shall be revoked. (Parents/guardians may appeal a revocation action)

### Special Needs Students

If a student with a disability has health or medical issues that are anticipated to impact regular school attendance, the student's IEP or Section 504 Accommodation Plan team should address those issues and include proposals for handling absences under this policy if any. The principal will consider the team's documentation of student health and medical issues and any proposals concerning student attendance as they apply to this policy.

### Suspended Students

Suspension is a consequence of student behavior requiring removal from school. Days missed due to suspension are not included in the absence calculation. Students who have been suspended are encouraged to maintain their school responsibilities by completing assignments during their term of suspension. Work successfully completed by suspended students will be accepted for consideration relative to credit/grades.

### Appeal Process

Any parent/guardian may request an appeal of failure to earn credit or a retention decision.

#### *First Level of Appeal*

The parent/guardian may request, in writing, review of the initial decision to the building principal. If a request is not received within five days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.

Second Level of Appeal

The parent/guardian may request, in writing, review of the principal's decision to the Superintendent or designee. If a request is not received within five days of the parent's/guardian's receipt of the principal's written notification of the decision, the principal's decision will be final and nonappealable.

Final Level of Appeal

The parent/guardian may request, in writing, review of the Superintendent's/designee's decision to the Clerk of the Board. If a request is not received within five days of the parent's/guardian's receipt of the Superintendent's/designee's written notification of the decision, the Superintendent's/designee's decision will be final. The parent/guardian will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent/guardian disagrees with the Board's decision, the parent/guardian may prepare a written statement giving the reason(s) for disagreement. This will be placed in and become a part of the student's permanent cumulative record.

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Legal Reference: 70 O.S. Sec 10-106

210:35-17-2 OSDE Standards of Accreditation for OK Schools