

STUDENT ABSENCES DUE TO ACTIVITIES

Each school will appoint an Internal Activities Review Committee at the beginning of the school year to be responsible for reviewing deviations from attendance/activities policies. The principal or designee and teacher will maintain an addendum to the attendance records to verify any deviations.

Any absence over the maximum of ten days without the written approval of the Internal Activities Review Committee will be counted as an unexcused absence.

Internal Review School Level-Committee Members

Committee members will be appointed at the principal's discretion. High school committees may include the activities director; president or representative of student council; representatives of the school administration, classroom teacher's association, fine arts department, athletic department, and vocational department; parent selected by Planning Council or Parent/Teacher Association; and others appointed at the discretion of the Principal.

Granting of Exceptions

In order for a student to request an exception to the ten-day limit through the Internal Activities Review Committee, the student should meet the following criteria:

- Must have an acceptable grade average, with no failing grade for the previous grading period.
- Must have been in attendance in all regular classes at least 90 percent of the time when the request is made.
- Must request an absence that, in the view of the committee, will benefit the student and/or school.
- Must request the exception in writing at least 15 school days in advance.
- The committee may waive any of these requirements in unusual situations.

Sponsor/Teacher Responsibilities

- It is the responsibility of the sponsor/teacher to prepare a list of activities a student may attend during the school year and advise students of this list. The list of activities should be prepared and given to the principal at the beginning of the school year or as soon as possible thereafter.
- The sponsor/teacher should check the activity absentee list regularly in order to help students plan for future absences.
- The sponsor/teacher should help the student select only those activities benefiting the student and/or school.

Complaint Resolution

- A signed, written complaint must be filed with the school principal.
- If the complaint is not resolved at the school level, the complainant shall notify the Superintendent or designee. The Superintendent or designee will review the complaint for resolution at the District level.
- If the complaint is not resolved at the District review, the individual may file the complaint with the Accreditation Section of the Oklahoma State Department of Education.