

## **ATTENDANCE POLICY (REGULATION)**

According to the Oklahoma State Department of Education, a student is considered chronically absent after missing 10 percent or more of school days. This includes both excused and unexcused absences.

The Piedmont board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. 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 co-curricular activities.

Students are subject to compulsory school attendance laws, as required by Oklahoma State statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five and under the age of eighteen, who has not finished four years of high school, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive and education by other means for the full term the schools of the district are in session. 70 O.S. §10-105. Truancy officers will conduct an investigation when a student has excessive tardies and/or absences.

The superintendent is directed to develop, for board approval, regulations that support this policy.

### **ABSENCES**

In accordance with the policy of the board of education, each student in grades 9-12 (See FDC-R2 for PK-4) is required to attend each class a minimum of 90 % of the time in order to receive credit for that class. A student who is more than ten minutes late is counted as absent for that period. A maximum of eight days a semester may be missed for excused absences or unexcused absences in any one class. After the eighth absence in a class, students will may receive No Credit for the class. Students may attend Saturday School to make up a maximum of 150 minutes of class time.

The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, e-mail or letter. Additional notification will be made any time a student is to receive No Credit due to attendance. No Credit notices may be appealed in writing, within five days, to the Building Principal.

Each student in grades 5-8 (See FDC-R2 for PK-4) is required to attend each class a minimum of 90 % of the time. A student who is more than ten minutes late is counted as absent for that period. A maximum of eight days a semester may be missed for excused absences or unexcused absences in any one class. After the eighth absence in a class, a meeting will be scheduled with the parent/guardian to develop a plan. In the event of excessive absences, grade retention will be considered.

The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, e-mail or letter. Additional notification will be made regarding the Attendance Review Committee meeting and final committee decision. Retention notices may be appealed in writing, within five days, to the Executive Director of Administrative Services.

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

It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be absent. The school will contact, via automated call, those students' parents who do not call. 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.

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Appointments
3. Legal matters
4. Death in the family
5. Attending a funeral
6. Observance of holidays required by a student's religious affiliation
7. Absence by parental arrangement

Unexcused Absences shall include, but not be limited to:

1. Truancy
2. Leaving school without proper clearance from the office
3. Personal Business
4. Work
5. Missed bus—car trouble
6. Shopping
7. Beauty/Barber Shop
8. Oversleeping
9. Private Lessons

Documented Absences are included in days counted for Chronic Absenteeism from the Oklahoma State Department of Education (a minimum of 90% attendance rate). It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be absent for a Documented Absence reason. Official documentation (ex doctor's release) must be submitted to the school within three days of the absence. 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.

Although Documented Absences fall within the guidelines of Chronic Absenteeism from the Oklahoma State Department of Education, this type of documentation can be used to assist in evaluating Credit/No Credit for courses at the high school level. Documented Absence shall include, but not be limited to:

1. Medical illness/appointment, with documentation, including date by health care provider.
2. Dental/orthodontia appointment with documentation, including date by dental care provider.
3. Mental health appointment with documentation including date by mental health provider.
4. Other health related appointments with documentation, including date by provider (i.e. physical therapy, occupational therapy).

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

School Activity Absence -- A maximum of ten days a semester may be missed for school activities.

1. The student will be allowed to be absent from the classroom for a maximum of ten days per year to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
3. A maximum of five additional School Activity Absences may be granted by a principal review committee. The committee shall consist of the high school principal, and four other certified staff members.

**\* REFERENCE: 38 O.S. §37**