

October 20, 1997

STUDENT ATTENDANCE

Any student who is absent without a valid excuse for four days or parts of days within a four-week period or for ten days or parts of days within a semester shall be reported by the designated attendance officer of the district, first, to the student's parent, guardian, or custodian and, second, to the district attorney for juvenile proceedings pertaining to truancy.

At no time shall a student be allowed to leave the school grounds during the school day unless such leaving is with the permission of the principal. **No teacher may excuse a pupil to leave the school during the school day unless the student checks out through the office.**

Chandler Public Schools values learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its education system. Absences tend to disrupt the continuity of the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's course of study.

High school and Junior High students will be allowed a maximum of 10 absences per semester for each class in which they are enrolled. The grade F will be recorded for classes missed more than ten times. The administration may make exceptions for medical, bereavement, or unavoidable hardships, which are documented.

- Documentation may be required to substantiate absences due to hardship.
- Students who have more than ten absences will not be issued permits to leave campus for non-medical purposes.
- Students absent any portion of the day they expect to participate in an activity must have written clearance from the principal before participation will be allowed.
- A student's attendance status will be included on the progress report issued at the end of the four and one-half weeks grading period.
- Parents will be notified by mail when a student accumulates the fifth, seventh, and ninth absence in a class period. When a student reaches the eleventh absence, a letter will be sent to his parent or guardian stating that no credit will be granted for the class(es) which the student missed eleven times. To remain in that class, the student must sign an agreement regarding appropriate classroom behavior and attendance. Non-compliance with this agreement will result in suspension.

Each student absence will be recorded as:

1. School Activity
2. Excused absence
3. Unexcused absence

Excused absences will include:

- Illness, substantiated by doctor's statement or a parent phone call. This will include appointments with any medical profession.
- An absence of an emergency nature deemed unavoidable. When such a

condition exists, the parent or guardian must contact the school office to request a waiver of penalty.

- Absences required to attend mandated counseling sessions.
- Death in the family, funerals, etc.
- Absences cleared through the administration prior to the absence.

Participation in school sponsored activities, during the regular school day, will not be calculated as an absence. A school activity must be sponsored and supervised by a certified school employee.

A tardy is defined as not being in the classroom when the tardy bell rings. A tardy becomes an absence after fifteen (15) minutes of class time has elapsed. Students tardy to class must report to the office for a tardy admit. Students will be assigned one detention for each tardy beginning with the first tardy. Failure to serve detention time will result in additional disciplinary action. Tardiness due to medical appointments will be excused if documented.

Rewards for perfect attendance and/or no tardies may be given throughout the semester. These awards may include the addition of up to 3 points on the semester grade.

An unexcused absence not cleared in five school days will remain on the student's record as unexcused.

When a student must be absent, the parent or guardian should contact the school office before 9:30 a.m., on the day of the absence. Absences for students in grades 7-12 should be called in to a school secretary at the high school office, 258-1269. The school will attempt to contact parents who fail to call. The absence must be cleared up the day the student returns if parent contact has not been received. Students with an unexcused absence will not be admitted to class without an admit slip from the office.

All work missed during a period of an absence may be made up. For each day of absence a student shall have one day to make up the work missed, unless granted additional time by the teacher.

Any examination or test announced during the student's presence in class or which is regularly scheduled (e.g. 9 weeks or semester), shall be made up on the day the student returns to class. The student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if the test is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, the test shall be administered to the student one day following his/her return to class. Exceptions shall be limited to those made by the building principal or teacher.

References: House Bill 1975, effective July 1, 1995.
70 O.S. 10-106 (Section 232, School Law Book, 1997)