

STUDENT ATTENDANCE

Exceptions to this requirement will be considered by the building principal on an individual, case by case basis.

Maximum Absences

Parents may verify a maximum of six (6) excused absences per semester. Any absences over six (6), whether excused or unexcused, must have an original statement designating a professional appointment (doctor, dentist, attorney, etc.). Faxes will be accepted only from the professional's office. There is a limit of eight (8) professional excused absences per semester. Excused absences include but are not limited to: illness, professional appointments, death in family (funerals), personal business (prior arrangements must be made).

After ten (10) consecutive absences, students are dropped from the rolls and will need to go to the office to re-enroll in school.

Student must check in at the office when arriving late to school or checking out for the day.

Students are encouraged to be in attendance so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting.

Make up work-After an excused absence, a student will be allowed to make up work within two consecutive school days. If an absence is marked as unexcused, make-up work will be allowed for 50% credit.

Parental Responsibility-Parents should notify the school if a student is to be absent. A letter must be sent with the student, or phone call made by parent, explaining the nature of his/her absence.

Students have 5 days to bring a parent/professional note to the office. After 5 days the absence will be unexcused, even if it was for a professional appointment.

Parent/Guardians will receive a letter from the school in the event that a student acquires three (3) unexcused absences during a semester. Further unexcused absences will result in the matter being turned over to the District Attorney. Excessive unexcused tardies, as deemed by school administration, may also receive truancy status.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook