

STUDENT ATTENDANCE

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled. Exceptions to this requirement are listed below.

1. Illness substantiated by a doctor's statement.
In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.
2. Court mandated appearance with documentation.
3. Funeral of immediate family member with documentation.
4. Observance of a recognized religious holiday and associated travel with written documentation from the parent/guardian.
5. Extenuating circumstances approved by the school principal. When such a condition exists, the student and/or parents must petition the building principal in writing within five (5) days following the student's return to school to request a waiver of penalty.
6. College Visits - Seniors may have a maximum of three (3) days during the school year to visit colleges or tech educational schools. Juniors earn one (1) day for a college visit. The visits must be pre-arranged with counselors and the attendance office. The student should return with documentation from the institution visited.
7. School Activities (per State Regulations and outlined below)
8. Suspension or change of placement

If a student falls below the 90% attendance required in one semester without documentation as outlined above, it may result in the student receiving a failing grade and loss of credit for the class. Attendance exceptions listed above and with documentation provided will NOT count toward the maximum absences per class. **It is the responsibility of the parent/guardian and student to keep track of attendance.**

Students may participate in the Buy-Back program to make up for days absent. This may allow the student to maintain class credit when exceeding the maximum allowable absences per semester. This process will be directed by administration.

It is the parent's/guardian's responsibility to contact the school when the student is absent and to provide documentation on the day the student returns to school. Absences that are not verified may be considered truancy.

Truancy

A student is considered truant when absent from school without the parent/guardian knowledge or leaving school without permission of the principal or his/her designated representative. Students who are truant will be subject to disciplinary action and will be ineligible to participate in school activities for the day.

IN EXTREME OR REPETITIVE TRUANCY CASES ADMINISTRATION WILL TAKE APPROPRIATE ACTIONS THAT MAY INCLUDE REFERRAL TO LAW ENFORCEMENT.

Tardy

1. A student is tardy who is not in the classroom when the bell to begin the period sounds.
2. A student who is more than fifteen (15) minutes late is counted absent for the period.
3. Three (3) tardies in one class is equal to an absence for the Middle School and High School. Four (4) tardies are equal to one full day absent for the Elementary Schools.

School Activities

1. Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate and is participating in the state or national event.
2. Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. Reasonable time to make up work missed shall not be unreasonably withheld.
3. Absences for the following reasons will not be charged against the ten absence limit:
4. Activities held on campus, sanctioned by the superintendent;
 - a. Serving as a Page in the Legislature;
 - b. On campus visits by college representatives/vocational representatives;
 - c. College entrance exams;
 - d. Field trips in conjunction with a unit being taught in an academic class;
 - e. Students excused to make appearances before local civic groups;
 - f. Grade level field trips to area technology centers.
5. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.
6. Principals will keep or cause to be kept a record of those days or class periods missed by students due to school-sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches and teachers with a need to know this information.
7. Absences that exceed the maximum permitted by this policy and which do not have the written permission of the IARC shall be counted as an unexcused absence in accordance with board policy.

Sponsor/Teacher or Coach Responsibilities

1. Sponsors/ teachers or coaches are required to prepare a list of activities that the student may attend during the school year and provide students with the list. The same list must be furnished to the principal at the beginning of the school year but no later than fifteen days following the first day of school for students. The material prepared by sponsors/ teachers or coaches shall include the criteria for eligibility for the particular activity for which the sponsor/ teacher or coach is responsible, the goals of the activity and the manner in which the goals meet school and community expectations.
2. Sponsors/ teachers or coaches should assist students in selecting those activities that will benefit the student and/ or the school.
3. Sponsors/teachers or coaches must check activity absences regularly in order to help students plan for future absences.
4. Sponsors/teachers or coaches must be fully familiar with this policy and capable of mentoring students to avoid unnecessary and unproductive absences from classes.
5. No sponsor/teacher or coach shall misrepresent the reason for a student's absence or sanction a student's absence from a class period that is not related to the school sponsored activity in which the student is involved.

Internal Activity Review Committee (for extracurricular activities)

The board of education has established an IARC composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), athletic director, coach/sponsor, parent. The individuals who shall serve on this committee shall be appointed annually by the board following a recommendation by the superintendent. The superintendent may suggest additional individuals to serve on the committee but shall not have fewer than 5 individuals recommended to serve on the committee. The committee shall resolve questions regarding excused or unexcused absences related to extracurricular activities using procedures that the committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the IARC may appeal the decision, first, to the superintendent, and then the board of education by filing an appeal within 5 business days of the IARC's written decision with the superintendent.

In addition to the above responsibilities the IARC shall review and recommend to the superintendent, for board approval, policy changes or additions designed to ensure that the district's treatment of school attendance and opportunity for participation in extracurricular activities is consistent with applicable law, school board policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the district participates.

The board of education has final authority in deciding if a student's deviation from the ten day or class period rule shall be approved. The board can exercise this authority by conducting a hearing in which all sides shall be heard or can exercise its authority by voting to uphold a decision of the IARC or voting not to reconsider the IARC's decision or findings in a particular matter.