

ATTENDANCE POLICY (REGULATION)

The board of education believes it is an honor and privilege to attend Pleasant Grove. We want our parents to be encouraged to assure their child attends regularly and is on time for school. The board believes that attendance in regularly scheduled classes is a key factor in student achievement; in order for students to realize their fullest potential from educational efforts, they should attend all classes. 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 cocurricular activities.

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

In accordance with the policy of the board of education, each student in Junior High School (See FDC-R2 for K-6) is required to attend each class a minimum of 90% of the time in order to receive credit for that class. A maximum of 10 (ten) days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class.

Enrollment in pre-kindergarten is voluntary. However, once a child is enrolled, Pleasant Grove attendance policies apply. If a pre-kindergarten student begins to accumulate excessive absences and/or tardies, the parent will receive a letter from the school. At Pleasant Grove we want our parents to be encouraged to assure their child attends regularly and is on time for school. Students may be dismissed from pre-kindergarten if attendance does not improve.

ABSENCES

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is dropped off after the first bell but before 10:00 a.m. is considered tardy for the day. A parent/guardian must enter the building and sign the late student in, and give a reason for the tardy.
3. A child will receive early dismissal for the day if they are picked up after 2:00 p.m.
4. Three (3) unexcused tardies/early dismissals will constitute an unexcused absence from that class.
5. Three (3) tardies and/or Three (3) early dismissals will constitute an unexcused absence from that class. These unexcused tardies/early dismissals will count towards the students ten (10) day limit of unexcused absences per semester. Any student who exceeds the 10-day limit may appeal to the board of education for reinstatement of credit, and allowance of progression into the next grade level. Consideration will be given as to the reason for the absences as well as the attempts by parents to minimize the absenteeism.

Verified absences will be granted for the following reasons:

1. Parent/Guardian call to the school office

ATTENDANCE POLICY, REGULATION (Cont.)

Excused absences will be granted for the following reasons:

1. Personal illness and/or Medical appointments (documentation from medical office/facility must be presented when student returns to school). Parents are encouraged to consider not taking their child out for a full day for appointments unless the health and/or safety of the child could be compromised.
2. Legal matters, including service on a grand, multicounty grand, or petit jury * Documentation must be provided from a judge or attorney.
3. Observance of holidays required by student's religious affiliation. (a member of clergy to provide documentation).
4. Funeral of immediate family member with obituary.

Unexcused absences

1. will be granted for students who do not have a parent/guardian call the school on the day of an absence and/or a doctor's appointment without a doctor's note.
2. This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted, if it is completed in the time frame allotted. Ten unexcused absences will result in that student not receiving credit in that class for the semester.

School Activity

1. These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.
2. The total number of student activity absences allowed from any one class period, without permission from the Internal Review Committee and approved by the board shall be 10.
3. Once a student has had 10 activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences.
4. Students will only be allowed to participate in school activities if they are present the entire school day before, the day of, and the day after the event. If a student is absent the day after a school activity they will forfeit their eligibility for the next activity.
5. The student will be allowed to make up any work missed while participating. It will be the responsibility of the student to make arrangements to get missed work; they will be given 1 day per day missed to make-up work after that they will receive a zero, for any work not completed.

The Internal Review Committee shall be appointed by the board of education.

ATTENDANCE POLICY, REGULATION (Cont.)

The criterion for continuing beyond the 10-day absence limit shall be as follows:

- A. A student must have a letter grade of a “C” or better in the subject he/she wants to miss.
- B. Before a student is given permission to be absent beyond the 10-day limit, even though having a “C” or better, the student’s record must show that the grade was not adversely affected by the previous 10 days of absence and the student has turned in all required work missed on previous days out that is allowed.

The policy of the board of education does not have a maximum number of absences to be allowed per student. However, unreasonable requests upon the committee for exemptions will not be considered.

Teachers shall have the following responsibilities

- 1. Make contact with the front office on the first day a student is absent from their homeroom. If no contact from Parent/Guardian has been made to the school, the teacher will call to check on the well-being of the student.
- 2. Keep a record of all absences but distinguish between student activity absences and regular absences.
- 3. When a student has accumulated eight student activity absences, advise the student and note it in the grade or plan book.
- 4. When a student has obtained 10 activity absences, the student’s name is to be submitted to the principal.
- 5. Each teacher who anticipates requesting students to be taken out of the classroom for any extracurricular activity should file an activity calendar, with the principal, stating the probable dates, and cause as soon as possible.

Activities excluded from the 10-day rule are:

Class meetings, assemblies, field trips involving the class period only, and other such as State and National levels of school-sponsored contests.

The board of education shall review annually the activity calendar.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence. These absences will be considered verified.

- 1. A student may take up to 2 (two) days of absences by arrangement per semester, as long as the student has less than 10 absences in the class, and a grade of a “C” average or better.
- 2. A student may make up all work missed without penalty. It is up to the student, prior to an absence and no later than on the day of return, to make arrangements to see that the work is made up. Students will have 1 day per day missed to make-up work after that they will receive a zero, for any work not completed.
- 3. In order to take an absence by arrangement, the parent, or guardian, must submit to the Superintendent, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

ATTENDANCE POLICY, REGULATION (Cont.)Truancy

1. A student is considered truant when absent from the classroom without the knowledge of either the school or the parent.

It is the responsibility of the parent to notify the school by 9:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a medical note to the school office or call the office the day the child returns before the student can be excused. It is the responsibility of the student/parent, prior to the absence or not later than the day of return, to make arrangements to see that the work is made up. Students will have 1 day per day missed to make-up work after that they will receive a zero, for any work not completed.

If a child is absent without valid excuse for four (4) or more days or parts of the days within a four-week period or is absent without valid excuse, the school will send a letter notifying the parent, guardian or custodian of the child, and when a child is absent without a valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes.

* **REFERENCE: 38 O.S. §37**

* **REFERENCE: 70 O.S. §10-105, §10-106**