

Student Attendance

In accordance with the policy of the Board of Education, each student is required to attend each class a minimum of 90% per semester or 80% per block term in order to receive credit for that class.

ABSENCES

Excused absence will be granted for the following reason:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury.
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 9:30 a.m. if a child is absent for one of the above reasons. The school will attempt to contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. 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. The student has one calendar day for each day absent to make up class work due to an absence. Noncompletion of class work will result in a "no grade" until the class work is completed.

School Activity:

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

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.

1. A student may take up to five days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, prior to the absence or on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, 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.

Unexcused Absence:

1. This is any absence that does not fall within one of the above categories. Work may be made up.

Excessive unexcused absences, nine (9) or more unexcused absences, and failure to satisfactorily complete and submit make-up work during the course of a period or semester will be considered sufficient cause for the teacher to report a grade of "F" for said period. A student will be withdrawn or dropped when the student has more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single semester. Withdrawal for unexcused absences shall be reported to the Department of Public Safety. (References: HB 2055; HB 2692, Oklahoma State Statutes, Title 47, 6-107.3).

Truancy:

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Parents can be fined if they allow their children to remain absent from school without a legal excuse. Children out of school can be detained by police officers and taken to the nearest Truancy Center.

Parents are advised that ten consecutive absences constitute truancy and will

result in the student being dropped from the school's attendance register. School official must report truant students to the Office of the District Attorney for Oklahoma County and the Oklahoma State Department of Public Safety.

At the close of each school year, the building principal will report to the Superintendent of Schools the name of any student who has not been present for instruction at least eighty percent (80%) of the time without valid excuse. The Superintendent of Schools shall submit in writing the names of reported students to the State Department of Human Services.

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 more than 15 minutes late will be reported absent for the period on the students' grade card.
3. Each three tardies will constitute an unexcused absence from that class- and reported on the students' grade card.

"Late arrival" applies to FIRST period ONLY. If a student is more than fifteen (15) minutes late arriving for school, it will be considered as a late arrival and handled through the principal's office. Students who are more than 15 minutes late will be considered absent.

If a student is fifteen minutes or less arriving to school, it will be considered as a tardy and the student should report to the first hour class.

Appeal

Any student who exceeds the eighteen day limit and feels he/she has "just cause," may appeal in writing to the superintendent for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism and late arrival to school.