

## **ATTENDANCE POLICY (REGULATION)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. 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.

### **ABSENCES**

An absence will be granted for the following reasons:

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 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 note or call the day the child returns before the student. 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 district will not require medical documentation to support personal or family illness that results in an absence. However, students will be required to make-up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

**School Activity**

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

**Truancy**

Oklahoma law is very clear concerning the legal obligations of parents and school officials regarding school attendance. It is the policy of Valliant Public Schools to notify the McCurtain County *District Attorney* in cases of student absenteeism without valid reason as prescribed by Oklahoma law.

If a student is absent from school due to a school-sponsored activity, the sponsor will report the intended absence to the principal's office prior to leaving and, immediately before leaving the school for the prearranged trip, will verify the names of persons actually accompanying the activity. Any other absence must be preceded or followed immediately by a phone call or personal visit to the appropriate principal's office by the parent/guardian.

1. When it is necessary for a student to be absent, a parent/guardian must call the school office as soon as possible the day of the absence and give a specific reason for the absence.
2. On the day the student returns to school, the student will report to the office for an admit. The student will be given one day for each day missed to make up work. It is the responsibility of the student to make arrangements for make-up work.
3. Parents can access student attendance through the TeacherEase system. It shall be the responsibility of the Parent/Guardian to ensure that the school has accurate information in order to make routine contact. Parent/Guardians must be signed up in the site office to access TeacherEase.
4. When a student reaches three (3) absences in any one class, the teacher will report the student to the principal and attendance clerk. An attendance notice will be mailed to the parent/guardian by the Attendance Officer of the school. Additionally, efforts will be made to speak to the parent/guardian by phone to address the attendance deficiencies of the student.
5. When a student reaches four (4) absences in any one class, the teacher will report the student to the principal and attendance clerk. An attendance notice will be mailed to the parent/guardian. The Attendance Officer shall contact the parent by any means necessary to arrange for a meeting to discuss the student's attendance deficiencies.
6. When a student reaches five (5) absences in any one class, the teacher will report the student to the principal and attendance clerk. The Attendance Officer will consider the circumstances involved in causing the student absenteeism. If the absenteeism is determined to be truancy, the Attendance Officer will file a Truancy Complaint with the McCurtain County District Attorney. The District Attorney will then consider the information submitted in the complaint to determine if charges shall be filed and referred to the McCurtain County Truancy Court.
7. After receiving nine (9) absences in any one class during a nine-weeks period, the student will not receive credit

for that course. Parent/guardians will be mailed a letter stating that the student will not receive credit for the course. *In addition, a second Truancy Complaint will be filed with the McCurtain County District Attorney.*

8. Students are allowed ten (10) activity absences per year to attend school sponsored events during the school day. Students who are absent because of school activities will not have the first ten activity absences counted against the total number of absences; once a student uses ten activity absences any other activity absence will count as a regular absence.
9. Non-attendance of 20 minutes will be considered an absence in any class period.

**Chronic Absenteeism**

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

\* **LEGAL REFERENCE:**     **38 O.S. §37**  
                                  **70 O.S. § 10-105**  
                                  **70 O.S. § 3-145.8**