

ATTENDANCE POLICY AND REGULATIONS

Oklahoma State Law states, “It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided....” If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without 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 10 of the Oklahoma Statutes.

COMPULSORY ATTENDANCE

Entrance ages to attend District schools shall be in compliance with state statutes: one-half (1/2) day of kindergarten shall be required of all children five (5) years of age by September 1 or older unless the child is excused from Kindergarten attendance. A child who is five (5) years of age shall be excused from Kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the Superintendent by certified mail prior to enrollment in kindergarten or at any time during the first school year that the child is required to attend kindergarten pursuant to this policy, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. The Board endorses the assignment by law of the responsibility for causing student attendance to the parent or guardian, and the Superintendent will make the compulsory attendance law known to students, parents/guardians, and District employees.

STUDENT ATTENDANCE REGULATIONS

Student attendance in class is an integral part of the learning process. Being a part of regular instruction and participating in class discussions are invaluable ingredients of education. The District has an expectation that students will attend school every day. School officials will keep attendance records and report excessive absences to the District Attorney's office.

High school students, grades 9 through 12, must attend classes at least 89% of the time to earn a passing grade in any course in which they are enrolled. Therefore, even if a student has an academic average of 60% or better in a class, he/she cannot earn a passing grade for that class if his/her attendance is less than 89% for the semester. A high school student who fails to comply with the 89% attendance rule in any class will earn a failing grade in that class.

Elementary and middle school students, grades K through 8, must be in attendance at least 89% of the total school year to be eligible for promotion to the next grade level.

Pre-Kindergarten classes are designed to be an enriching learning environment that affords students the opportunity to master standards of learning and provide foundational skills for Kindergarten and beyond. Consistent attendance is important to the success of the students in the program. Students enrolling in the Deer Creek School District Pre-Kindergarten program will comply with the same attendance regulations as students in grades K-12 with the additional caveat of excessive absences (9 days in a semester) resulting in being dropped from the Pre-Kindergarten roll. Students missing more than 9 days in a semester will be dropped from the Pre-Kindergarten class. Parents wishing to re-enroll their children after 9 or more absences will need to complete the Pre-K application and will go to the bottom of the waiting list. All enrollment procedures will need to be completed again if a new spot becomes available in the Pre-Kindergarten program.

It is the responsibility of the parent to notify the school when a student is absent and to be aware of the number of absences the student has. If a student presents a physician or licensed counselor statement within five (5) days of the student's return, that absence will be deemed a Medical Excused Absence and will be taken into consideration if a student misses more than 10 days in a semester for the purposes of credit and/or promotion. After the allotted five (5) days, if a parent has called in the absence but a physician or licensed counselor statement has not been received, the absence will remain an excused absence and cannot be changed to a Medical Excused Absence.

Chronic Absenteeism

Chronic absenteeism is defined by the Oklahoma State Department of Education as absences totaling 10% or more of the required days of attendance within a school year, equaling 18 days. Chronic absenteeism is in violation of the compulsory attendance law. The Attendance Committee will meet regularly to review individual student attendance. Parents and students will be notified of trends and/or absences that are excessive or chronic. If a high number of absences and/or a historical pattern of high absences exist, the committee may determine that a student will be on attendance probation and may also require the parent and student to participate in an attendance hearing. All absences deemed excused or unexcused apply to chronic absenteeism and also count against the district for funding purposes.

The Superintendent's Administrative Staff and the School Advisory Team will serve as the Attendance Committee for reviewing attendance issues.

The following guidelines will be used:

1. To be eligible to participate in extracurricular activities, students must maintain attendance and scholarship requirements as outlined in the Rules and Regulations of the Oklahoma Secondary School Activities Association and Board policy JFK. For purposes of this section, an absence from three (3) or more classes during a day will be considered as one absence.

- a) The school secretary will notify the principal when a student becomes ineligible due to nonattendance.

b) Teachers, coaches, and sponsors of the various student organizations of the school will inform students of these provisions and will not permit students to participate in activities when the students have not fulfilled the necessary requirements.

No student who is absent more than three (3) hours on the day of a scheduled school activity due to personal illness or an unexcused absence will be allowed to participate in a school activity unless extenuating circumstance and just cause demonstrate to the principal that student participation should be permitted. This decision is solely within the discretion of the principal.

2. A student may accumulate only one absence per day for purposes of this policy and Regulations
3. A school day consists of six hours (not periods), excluding a lunch period.
4. A student's attendance information is compiled on a half-day basis. Attendance is also calculated by period in grades 5-12.
5. In order to be present for a half day, a student must be present for two (2) of the three (3) hours in that half day.
6. Work missed due to excused absences may be made up, and credit will be given for work that is timely turned in. Work must be made up within two (2) school days for the first day of absence and one (1) day for each subsequent day; i.e., for three (3) consecutive days of absence, work must be completed in five (5) school days. (Exceptions may be made by the teacher to extend the time but not to decrease the time within which work is to be made up.)
7. Long term projects or assignments with two (2) or more weeks' notice may be assigned a definite due date. Students shall turn in long term projects and assignments on time even if they are not in attendance on that day. Application of this rule in situations involving long-term illness or extreme circumstances may be appealed to the principal. Teachers are required to outline these procedures in their class syllabus.
8. Students will be carried as absent (for any reason) on the school register through the tenth consecutive absence unless they have officially withdrawn from school. On the eleventh day of consecutive absences, the student will be dropped, and the appropriate loss code will be entered in the register. Students who have withdrawn officially will be dropped on the next school day.
9. The student's parent/guardian must verify student absences by personally notifying the school on the day of the absence.

10. Criteria for excused absences:

- a) Illness or injury to student;
- b) Doctor or dental appointment;
- c) Bereavement;
- d) Serious illness or emergency in immediate family;
- e) State Senator or Representative Page (as provided in State Statutes and not to be counted in the total 10 excused absences); and
- f) Recognized religious holidays and associated travel.

*If a student presents a physician or licensed counselor statement within five (5) days of the student's return, that absence will be deemed a Medical Excused Absence and will be taken into consideration if a student misses more than 10 days in a semester for the purposes of credit and/or promotion. After the allotted five (5) days, if a parent has called in the absence but a physician or licensed counselor statement has not been received, the absence will remain an excused absence and cannot be changed to a Medical Excused Absence.

*Family vacations and Non-Deer Creek sponsored events, activities and travel are not considered excused absences.

*For District reporting and funding purposes, state and federal entities do not distinguish between an excused and unexcused absence. All absences whether excused or unexcused count against the District.

11 Students participating in approved school sponsored activities will be given an Excused School Activity Absence for the first 10 absences in accordance to OSSAA policy and state law.

12. Three (3) tardies will equate to one (1) unexcused absence in individual classes each Semester.

13. If a student misses more than fifteen (15) minutes of a class period, the student will be counted absent for that class period.

Principals and staff will determine methods to promote attendance. Acceptable methods include, but are not limited to, contact with parent, counseling, schedule changes, make-up time, AM/PM/Lunch detention, and Intervention

College Visits:

Juniors and seniors may take a limited number of college visits during the school year. Juniors are limited to two and seniors are limited to four per year. Students participating in "College Visits" must adhere to the following guidelines:

- Must establish parental consent for the visit prior to the visit and parent must call the attendance line prior to the visit.
- Must return with proper documentation from the university or college attended.
- Student may use a college visit to take a residual ACT Test.
- Student may only visit each university one time for application of this attendance exception.
- Approved college visits with the proper documentation do not count against semester test exemptions.

*All college visits are documented as an “Unexcused Absence” until all the above-mentioned criteria has been met.

Test Exemptions:

Please refer to Policy IKAB for Test Exemption Guidelines and Requirements

Attending Co-Curricular and District Activities:

1. The Attendance Committee will work with the school staffs to develop monitoring and review procedures to keep conflicts between academic activities and co-curricular activities to a minimum. It is the student’s responsibility to monitor their absences, amount of absences, and reasons for absence.
2. The head coach of each sport and co-curricular sponsors will submit a list of state and national competitions, including all contests for which students must earn the right to compete, to the building principal for review. The state and national contests will not count in the ten (10) days maximum that students can miss class for activities.
3. Principals will maintain a record of student absences for co-curricular activities in the office. Principals will prepare an addendum to attendance records, i.e., school registers that will explain why any student missed more than ten (10) days for co-curricular activities, excluding state and national contests.
4. The School Advisory Team will serve as the on-site review committee to hear any complaints related to these regulations. After hearing a complaint, a report will be made to the Superintendent, who is the next level of appeal. Anyone filing a complaint must include, in writing, the name(s) of the student(s), date(s), and class(es) missed which exceed the ten (10) days allowed. The complaint must be signed by the person bringing the complaint to the attention of the District. No anonymous complaints will be considered. The next level of appeal will be to the Board of Education.

AMENDED: AUGUST 1, 2018
 BOARD APPROVED: JUNE 28, 2018