

# Hilldale Public School Policy

## E. 9 Revised: October 10, 2023, December 12, 2023

### ATTENDANCE POLICY (REGULATION)

In accordance with the policy of the Hilldale Board of Education, each student is required to attend each class a **minimum of 90% of the time in order to receive credit for that class**. Students who exceed these attendance requirements may make a written appeal to the building principal. The building administrator may require a physician's certification substantiating an illness. The doctor's note shall be submitted to the attendance office in a timely manner.

**Attendance Make-Up** - To receive credit in classes with excessive absences (more than 10% of days in a semester), students will be allowed the opportunity to attend Saturday School or other days not in session set by the administration to offset those days absent.

**High School and Middle School** - Each 4 hour session of attendance in which the student attends, and completes all course work assigned by teachers during the make-up day(s) will take (1) one day off of a student's total number of absences. All four hours must be completed and any student who leaves early will not receive credit. A parent will be required to sign an Attendance Contract stating the above and that they are aware that failure to meet attendance requirements will result in no-credit for courses taken that semester.

**Elementary School** – Students will attend the regular school day and after school from 3:15 pm to 6:00 pm as set by site administration to make-up excessive absences. In grade levels that give letter grades, students may receive failing grades if attending less than 90% of the time. One day of after school make-up equals one day of attendance.

Classroom teachers and building principals will make reasonable efforts to advise parents/guardians of absences. Parents and guardians should login to their Parent Portal and check grades and attendance for student(s) on a regular basis. Attendance letter notifications will be sent to parents/guardians upon a **student's 4<sup>th</sup> and 7<sup>th</sup> absence per semester**.

#### ABSENCES

Unverified absences that do not include the reasons below shall be considered as Truancies:

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 to verify an absence 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 can be excused. **The student may make up all work missed without penalty. The allotted time is equal to days absent**. It is the responsibility of the student, **on the day of return**, to make arrangements to see that the work is made up and the teacher will specify the due date.

**The district will require medical documentation to support personal or family illness that results in an excused absence**. 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 for more than **3 consecutive days (at least 4 days)** but are completing work in a **distance learning program (DVAP)** or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities on no less than (100%) of the time that services were provided in a virtual or distance learning format. **(completion, not 100% accuracy on assignment)** 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, and teacher(s) verify with site administration that all make up work is complete on time.

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 semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

### Tardy

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. All tardies, unless the student obtains an official excuse from a teacher or from the school attendance office, are considered unexcused.

3. Tardies accumulate on a semester basis and are subject to discipline as defined in the student handbook at the building level.

Truancy – Students who are truant will receive zero (0) credit on all assignments on the day truant and subject to discipline.

1. Parent or Guardian fails to notify the school of the student's absence

2. A student leaves class or campus without permission from a parent and school notification

3. A student is absent and neither the parents nor school officials have knowledge of the absence

### 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 or set up by site administration in accordance with this policy. Parents or guardians must notify site administration at least two (2) days in advance of absences in writing. **These absences will count against exemptions.**

### 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](#)

**Adopted: January 10, 2023**