ATTENDANCE REGULATIONS/PROCEDURES FOR GRADES PK-8

I. Attendance Regulations for Elementary Grades PK-5

Absences:
A. Recognizing that regular attendance in school is important to a student’s academic performance, teaches the necessity of regular attendance in preparation for work, and teaches personal responsibility, Edmond Public Schools will continuously monitor the attendance of all students.

B. When a student is absent from school, make-up work is due within a period of time equal to the days missed plus one extra day. For example, if a student is absent three days, assigned make-up work is due within four days after the student returns to school unless other arrangements have been made with the teacher.

C. In order to approach each child’s individual situation in the most appropriate manner, the following procedures are to be followed when a student’s attendance record indicates a pattern of absences that may be detrimental to his/her educational progress.*

1. On the occasion of the seventh absence, the building principal will notify the parent/guardian in writing.
   a. The Edmond Public School Board Policy # 4630: Promotion and Retention will be referenced in the written notification
   b. A copy of this attendance procedure will be attached to the notification.
   c. The parent/guardian will be invited to convene a conference to discuss the absences.
   d. Written documentation will be kept of all such conferences.

2. On the occasion of the fourteenth absence, the building principal will again notify the parent/guardian in writing.
   a. This attendance regulation/procedure (previously sent to the parent) will be referenced in the notification.
   b. A copy of Edmond Public School Board Policy # 4630: Promotion and Retention will be included with the letter.
c. The building administrator will attempt to initiate a conference with the parent/guardian to discuss the absences.

d. Written documentation will be kept of all such conferences. If the parent/guardian declines to meet, a written record of the attempt to initiate the conference will be maintained.

3. On the occasion of the twentieth absence, the building administrator will notify the parent/guardian of the absences and of the committee review process that may be employed to determine placement of the student for the following school year.

a. The parent/guardian may submit written documentation regarding the student’s attendance records. Documentation may include, but is not limited to, medical information regarding illnesses, evidence of observances of religious holidays, and/or a description of extenuating circumstances that have had a negative impact on the student’s attendance at school.

4. Students who have accumulated twenty or more absences during the school year will be referred to the School Attendance Committee.

a. The School Attendance Committee may, before initiating a conference with the parent/guardian, consider any written documentation submitted by the parent/guardian concerning the excessive absences and determine, if no other concerns exist that would cause the student to be considered for retention, that no further action is necessary. The student will be promoted to the next grade level.

b. If the School Attendance Committee determines it necessary to initiate a conference with the parent/guardian of the student, the procedures set forth in the Edmond Public Schools Board Policy #4630: Promotion and Retention will be followed in making the recommendation for placement for the next school year.

c. If the parent/guardian declines to meet with the committee, a written record of the attempt to initiate the conference will be maintained.
d. In the meeting with the School Attendance Committee, the parent/guardian will be provided the opportunity to provide documentation and discuss any circumstances regarding the student’s attendance record.

e. If the parent/guardian declines to attend the conference with the School Attendance Committee, the meeting will be held and if the decision is made to retain the student for the next school year the parent will be notified by certified mail.

f. The appeal process set forth in the Edmond Public Schools Board Policy #4630 will be made available as a part of the notification letter. If the parent/guardian does not agree with the committee’s decision, the appeal process may be accessed.

**Tardies:**

Instruction is expected to begin when the class bell rings. Students who arrive after this time are considered tardy. Tardies may be excused for illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. If a tardy is to be excused, documentation must be submitted within three school days of when the tardy was recorded. Additional consequences may be assigned by the school as appropriate to deter student tardiness. The consequences may include, but are not limited to:

1. Parent/guardian contact
2. Conference with student and/or parent/guardian
3. Detention

*Nothing in the above outlined Regulation/Procedure relieves the school district of its responsibility of enforcing the compulsory school attendance law as outlined in Title 10 of the Oklahoma Statues 70-10106.*

If a child is absent without **valid excuse** for 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 may immediately report such absences to the designated local authority wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106)

“…..it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child’s teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence
of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence.”

(70-10-106)

II. Attendance Regulations/Procedures for Middle School

Absences:

A. Recognizing that regular attendance in school is important to a student’s academic performance, teaches the necessity of regular attendance in preparation for work, and teaches personal responsibility, Edmond Public Schools will continuously monitor the attendance of all students.

B. When a student is absent from school, make-up work is due within a period of time equal to the days missed plus one (1) extra day. For example, if a student is absent one (1) day, make-up work is due two (2) days after the student returns to school. If a student is absent three (3) days, assigned make-up work is due within four (4) days after the student returns to school unless other arrangements have been made with the teacher.

C. Regular attendance is a necessary part of the learning process and is a key to getting a good education; it maintains continuity in course work and helps prepare students for success in high school. The middle school guidelines are the following:

1. An absence is defined as missing more than fifteen (15) minutes of any class period.

2. No student will receive an excused absence without proper documentation (written or verbal communication from the parent/guardian).

3. This documentation must be submitted within five (5) (school) days of the absence.

4. Excused absences include, but are not limited to illness or personal injury, medical and dental appointments, court appearances, religious observance and family emergencies. An excused absence allows work to be made up according to the absence policy.

5. Students are allowed a maximum of nine (9) absences per class period (these absences are by periods, not by days) per semester. This total may be comprised of a combination of excused or unexcused absences. Recognized religious holidays do not count toward the nine (9) absence limit. School activity absences will not count toward the nine (9) absence limit.

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6. The tenth absence (any combination of excused and unexcused) will require the student to make-up time at school to be determined by the principal or designee.

7. On the tenth absence, attendance intervention is at the principal or designee’s discretion. The principal or designee may extend the limit due to unforeseen events, i.e. long term illness, hospitalization, etc.

8. If an absence is excused, it is the responsibility of the student and or parents to make arrangements for completing the work missed.

9. When a student has accumulated eighteen (18) or more absences in a class period, he/she may be required to meet with the Attendance Review Committee to discuss student’s placement for the next year.

10. The Truancy “Compulsory Education Law” Procedures will be followed (Oklahoma Statutes, Title 70, Sec. 10-106).

ATTENDANCE AND MAKE-UP WORK
If a problem of absenteeism persists, a conference may be held with the parent, student and school official. A behavior or attendance contract may be written and signed, or the student may be subject to further disciplinary action, including detention, alternative in-school placement, or out-of-school suspension.

When a student has an excused absence, make-up work will be allowed. It is the responsibility of the student to arrange with the teacher to make up work and/or take tests. All make-up work is due within a period of time equal to the days missed plus one (1) extra day.

In the event of extended illness, at least three (3) weeks or more, arrangements may be made for homebound instruction through the Counseling Office. Parents may request make-up work through the Attendance Office if their child is absent more than three (3) consecutive days.

SCHOOL ACTIVITY EXCUSED ABSENCES
If a student is to be absent for a school-sponsored activity, it is his/her responsibility to have all work handed in no later than one day after the school activity unless other arrangements have been made with the teacher.