

ATTENDANCE REGULATIONS/PROCEDURES FOR GRADES PK-8

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. 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.

***Nothing in this 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 Statutes 70-10-106.**

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)

1. Excused Absences

Anytime a student is absent, a parent/guardian should contact the school to share the reason for the absence. "Excused" absences will only be granted for the following reasons:

- a. Personal or family illnesses
- b. Death of immediate family member
- c. Medical appointments
- d. Legal/judicial matters
- e. Observance of holidays required by student's religious affiliation
- f. Extenuating circumstances or family emergency deemed necessary by the principal.

Proper documentation may be requested before an excused absence is recorded.

2. Distance learning or virtual attendance:
 - a. A student will not be considered absent from school if they are not physically present at school but are completing work in a remote learning program or a virtual online program provided by Edmond Public Schools and are meeting the following attendance requirements:
 - i. The student has completed no fewer than ninety percent (90%) of the instructional activities provided in a virtual or remote learning format to include online logins to the curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text or phone.
 - ii. The student is on pace for on-time completion of the course as required by the school district.
 - iii. The student has 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.
3. Chronic Absenteeism:
 - b. Chronic absenteeism refers to a student who is absent 10 percent or more of the school days in the school year, exclusive of a significant medical condition. A significant medical condition indicates a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. For the school year 2020-2021, any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition. Medical documentation must be provided to substantiate a significant medical condition.

Make-up Work:

- B. It is the responsibility of the student or parent 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. 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. In the event of extended illness of at least three (3) weeks or more, arrangements may be made for homebound instruction through the Counseling Office. If a child is absent more than three (3) consecutive days, a parent or guardian may request make-up work through the Attendance Office for middle school or the classroom teacher for elementary.

Ten (10) or More Absences

- C. For Pre-K students, Ten (10) absences, consecutive or not, may result in students being withdrawn from school to accommodate students that are on a waiting list to enroll. For K-5 students, Ten (10) consecutive days of absences may result in being withdrawn from school enrollment.

Prevention Efforts

- D. Stopping attendance problems at the earliest point is essential. It is also important the school extends an effort to work with families making sure a student's attendance problems are stopped at the earliest point possible. School administration may follow these steps for a full-day absence, half-day absence, or a single period absence.

Recommended Actions:

1. **4th day absence beyond a 4-week period** - Auto email and auto phone call and counselor conference with students with a contact to parents to advise of the counselor-student conference. (Time of year dictates the tone & direction of the conversation)
2. **7th day absence** - Counselor or administrator conference with student, followed by a letter of summary to parent (auto generated email and auto phone) and possibly after-school detention for academic recovery.
Second semester take care to review the absences for appropriateness of response.
3. **10th day absence beyond a semester** - Call from administrator to parent with possible conference, plus additional detention or remediation for academic recovery. Following administrator call, Nudge Letter, drafted by the school and signed by the Edmond Public Schools' Truancy Offer, is sent via U.S Mail. (See 4th day if the 10 absences are all in one semester.)
4. **15th day absence** - Administrator, counselor, (possibly teacher), truancy officer, and SRO conference with parent and student to give City of Edmond truancy warning letter.
 - o At this meeting, the parent and student may be given the letter from the Edmond City Attorney. The SRO will interview the parent about possible defenses or extenuating circumstances that might defend the situation. The SRO will document this conference and information in a police case report.
5. **18th day absence** - At this point, the student has missed 10% of the school year. SRO will be advised for consideration of citation to address chronic absenteeism.
6. Students who have accumulated twenty or more absences during the school year will be referred to the School Attendance Committee for a review of eligibility to promote to the next grade.

- a. 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.
- b. If the parent/guardian declines to meet with the committee, a written record of the attempt to initiate the conference will be maintained.
- c. 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.
- d. 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.
- e. 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 are only excused for the same reasons an absence would be excused. If a tardy is to be excused, documentation must be submitted within three school days of when the tardy was recorded. Three (3) unexcused tardies equal one (1) absence and will be calculated in truancy totals. 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

Early Outs:

Early out is defined as leaving class or school before the instructional time has ended. Early outs are only excused for the same reason an absence would be excused. Three (3) unexcused early outs equal one (1) absence and will be calculated in truancy totals.

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.