

## IMPORTANT CHANGES IN ATTENDANCE POLICIES AND REGS

( [#4200](#), [#4205R](#), and [4210R](#))

### ABSENCES ARE EXCUSED FOR THE FOLLOWING SITUATIONS WITH APPROPRIATE DOCUMENTATION:

- Personal Illness
- Death of an immediate family member
- Medical appointments
- Legal/judicial matters
- Religious holidays

### ABSENCES ARE NOT EXCUSED FOR THE FOLLOWING TYPES OF SITUATIONS:

- Family vacations
- Non-school athletic contests or tournaments
- Dance competitions
- Travel

### TRADITIONAL LEARNING ENVIRONMENT

- **Absences: Elementary**
  - Students must be in attendance for two-thirds (2/3) of the morning to be recorded present for the first-half of the day.
  - Or two-thirds (2/3) of the afternoon to be recorded present for the second-half of the day.
  - Early out: Leaving class or school before the instructional time has ended without valid excuse. Three early outs equal one absence, to be counted toward truancy totals.
  - Three tardies equal one absence.
- **Absences: 6-12**
  - An absence occurs when a student misses 15 minutes or more of a class. Three tardies equal an absence.
- **Tardies: Prek-8**
  - Arriving after instruction has begun. Three tardies equal an absence.
  - Additional consequences may be imposed.
- **Chronic Absenteeism Prevention Efforts**
  - Several steps of intervention take place with a family before involvement of the district's truancy or school resource officers.
  - Failure to attend school may result in a City of Edmond citation or retention in the current grade level.

### VIRTUAL, REMOTE/DISTANCE LEARNING ENVIRONMENT

- **Elementary & Secondary Attendance**

- Making progress toward learning objectives and demonstrating regular engagement in course activity.
- Completing assignments and on pace for on-time completion of the course

### **MAKE-UP WORK**

- **Elementary**

- Allowed one day per day absent, plus an additional day, to turn in work.
- After three days of absences, parent may ask classroom teacher for missed assignments.

- **Secondary**

- Allowed one day per day absent, plus an additional day, to turn in work.
- After three consecutive absences, parent may ask attendance office for assignments, though most will be available on Canvas