

## **ATTENDANCE POLICY FOR GRADES 9-12**

Regular attendance is an integral part of the learning process. 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.

### 1. Excused Absences

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

- a. Personal or family illnesses
- b. Death of an 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:

- a. 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 means 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.

#### 4. Credits:

Students are allowed no more than nine (9) absences per class per semester. An absence is defined as missing more than fifteen (15) minutes of any part of class time.

- a. On the tenth (10<sup>th</sup>) absence a student will receive a “no credit” on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (N/C) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may be suspended from school for noncompliance with a school policy.

**\*(In reference to student’s grades, please see Policy #3390 (Grading and Reporting))**

- b. In case of extenuating circumstances, the principal or his/her designee may intervene.
- c. The school will notify parents/guardians on the fourth (4<sup>th</sup>), seventh (7<sup>th</sup>) and tenth (10<sup>th</sup>) absence.
- d. Three (3) tardies equal one (1) absence. A student is considered tardy if he/she is not in the classroom when the bell rings.

#### 5. Make-up Work

##### 1. Assignments

- a. Work assigned on the day(s) of absence: Students have one (1) day to make up work for each day they are absent.
- b. Work assigned prior to an absence: Students are to turn in previously assigned work on the original due date or the day of return from an absence. However, if new instruction takes place during the absence that would affect the assignment, a student has one (1) extra day to make up the work.
- c. In the event a student may need more time, arrangements with the appropriate school personnel must be made within the previously- mentioned allotted time.
- d. If the missed work is not made up in the allotted time, a zero (0) will be recorded for each missing assignment.

##### 2. Tests

- a. If a student is absent on the day of a test, the student is expected to take the test on the day he/she returns to class. However, if new material that will be tested is introduced during the absence, the student has one (1) extra day to make up the test.

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- b. In the event that a student may need more time, arrangements with the appropriate school personnel must be made within the previously mentioned allotted time.
- c. If the missed test is not made up in the allotted time, a zero (0) will be recorded for the test score.