



SECTION IV: STUDENTS

POLICY 4030

ATTENDANCE

The purpose of this policy is to provide for uniformity of student attendance recording and the penalty assessment for absenteeism within the Broken Arrow School District.

A student may not be absent more than nine (9) days during a semester in order to receive academic credit without a grade adjustment. The intent of this policy is to clarify that students may not miss more than nine (9) days in a semester other than the following exceptions:

1. Illness substantiated by a doctor's statement.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

To determine medical exemptions for accountability purposes on the Oklahoma School Report Card, a district medical exemption committee comprised of administrators from both elementary and secondary levels will convene. Using the guidelines provided by the Oklahoma State Department of Education, the committee will determine which exemption requests qualify as medical exemptions when calculating chronic absenteeism rates.

2. School activities (per State Regulations).
3. Suspension or change of placement for disciplinary reasons.
4. Any absence deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition (in writing within five (5) days following the student's return to school) the building principal to request a waiver of penalty.
5. At a parent's request, a student's absence from school to observe a recognized religious holiday and associated travel.

Grade Adjustment for Excessive Absences

Secondary students who exceed nine (9) absences in a given semester and whose academic grade is a 60% or above may receive a grade of "F" (calculated at 59%)** prior to the semester exam. The final semester grade will be calculated as an average of 59% of the total points possible for the semester and the grade earned on the semester exam (using the standard weights applied by the teacher to semester coursework and the semester exam).

**Secondary students who exceed nine (9) absences in a given semester and whose academic grade is a 59% or below will receive no grade adjustment in the calculation of their semester grade.

Up to 10 school days after the distribution of semester report cards at a site, parents may appeal in writing grade adjustments for excessive absences to the Executive Director of Elementary or Secondary Education. Appeals will be responded to within 10 school days of receipt of the written appeal.



Absences

1. Face to Face

A student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day.

Parents should contact the school to report that their child will be absent for the day. Failure to do so within five (5) school days will result in the absence being recorded as a truant.

2. Virtual Academy

Students are required to log in to their course five of seven days each week or make progress by completing assignments or tasks. Students can expect to complete five to seven activities or tasks per class to maintain progress each week.

3. Distance

Attendance and participation shall be measured by means appropriate in a distance learning environment which may include, but are not limited to, District-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other District-Approved Means and Mediums. Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts as full-time attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual learning platforms, submissions or posts to approved message boards, instructor confirmation with a student's legal guardian(s) that the student did participate, and physical or electronic submission of assignments.

Absences Without Valid Excuse

If a student has been absent for four (4) or more days or PARTS of days within a four-week period, without valid excuse, the parent/guardian of this student is in violation of the Oklahoma Compulsory Education Law.

All work missed during a period of absence may be made up, with the exception of absence due to truancy. For each day of absence, a student shall have two school days to make up the work missed, unless granted additional time by the teacher. During the period of make-up time allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the make-up time has expired.

Any examination or assignment announced during the student's presence in class or which is regularly scheduled (e.g. semester test), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. If a test is first administered on the day the student returns to class, the student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, then the test shall be administered to him or her one day following his or her return to class.



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Any exceptions to the policy concerning administering tests shall be limited to those exceptions made by the building principal.

Definition of Truant

A student is identified as truant when he or she is absent and neither the parents nor school officials know of the student's whereabouts, or, due to the failure of the parents/legal guardian to report their child's absence within five (5) school days.

A student who is truant will be disciplined according to school disciplinary policy and procedures.

Definition of Tardy

A student is tardy if not in class when the tardy bell rings.

A secondary student who is more than ten (10) minutes late for class will receive an absence for that class that day.

Source: *Broken Arrow Board of Education Policy adoption, April 16, 2001*
Broken Arrow Board of Education Policy revised November 25, 2008
Broken Arrow Board of Education Policy revised, July 13, 2009
Broken Arrow Board of Education Policy revised, August 13, 2012
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