

<b>Student Attendance</b>	<b>F.7</b>
<i>Adopted: July 16, 2012, amended July 11, 2019</i>	

The Hilldale Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% of the time each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

1. All students must attend classes at least 90% of the time for each semester to earn a passing grade for the course(s) in which enrolled. On a 163 day schedule, a student has 16 absences for the year, both semesters. School and activity absences are not included. All sick day even with doctor notes are included. Students and families are not to schedule vacations during the school year. When this occurs, the absences will count and no vacations will be counted as educational.
2. If circumstances exist which the parent or guardian believes will warrant an exception to this rule, the facts may be considered by a committee consisting of a building principal, school counselor, and the teacher or teachers involved. The parent or guardian shall personally appear before the committee. An adverse decision of the committee may be appealed to the superintendent. If a family chooses to take vacation during the school year, those absences are not appealable.
3. Parents shall notify the school by 9:00 a.m. on any day that a student is to be absent. If a call has not been received by that time, school personnel shall attempt to contact parents or guardians at their residence or their place of employment.
4. The student must provide written documentation from the parent/guardian explaining why he/she was absent in order to be granted relief from the absences by the attendance committee should the committee become necessary. Students who return after such an absence must report to the office.
5. Students who report to school more than ten (10) minutes late or miss more than 10 minutes of any class will be marked as absent for that class.
6. Students whose absence is in violation of Oklahoma School Attendance laws shall be considered truant, and the school principal will notify the proper authorities. Students who are absent more than four days or part days in any class in a four week period may be reported to the District Attorney's Office for truancy.
7. The classroom teacher and/or the building principal shall make reasonable efforts to advise parents or guardians prior to assigning a failing grade because of absenteeism. Parents will receive an attendance notification upon their child's 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> absence per semester.
8. To receive credit for work missed during an absence, students may complete makeup work in accordance with the schedule established by their school site.

