
M E M O R A N D U M

DATE: December 11, 2019
TO: Parents & Guardians of Lone Star Students
FROM: Tracie Hale, Superintendent
RE: **ATTENDANCE POLICY**

Regular school attendance is predicative of student and school success. Research indicates that chronic absenteeism may place students at academic risk. The state of Oklahoma recently changed its definition of "chronically absent." The guideline for attendance as dictated by state law is that students must be in attendance a minimum of 90% of the school year to receive full credit for a course or grade level. Therefore, we are changing our attendance policy effective second semester, January 7, 2020. Absences in excess of **6 days per nine weeks** will result in a grade reduction and possibly the retention of a current grade or repetition of a course (24 absences in a school year), with the exception of the following:

- Activity Absences
- Absences for doctor verified hospitalization and illnesses such as flu and strep
Routine doctor notes **will not** be accepted.
- Administrative Absence-extenuating circumstances cleared prior to absence by building principal on individual basis.

Medical appointments should be scheduled outside the school day. Car problems, parental lateness, oversleeping, and family trips are not valid reasons to be absent.

Thank you for making every effort for your child to be in regular attendance at school. No single factor will help student progress more than regular attendance.

Please return bottom portion to classroom or homeroom teacher.

I have received and read the changes to the attendance policy for Lone Star School effective January 7, 2020.

Student Name

Parent Signature

Date

**ATTENDANCE POLICY
(REGULATION)**

Regular School attendance is predicative of student and school success. Research indicates that chronic absenteeism may place students at academic risk. Under the state of Oklahoma guidelines, Lone Star School requires that students must be in attendance a minimum of 90% of the school year to receive full credit for a course or grade level. Absences in excess of 6 days per nine weeks will result in a grade reduction and possibly the retention of a current grade or repetition of a course (24 absences in a school year) with the exception of the following:

- Activity Absence-A maximum of ten days per school year to participate in activities sponsored by the school. Students are responsible for making up any work missed by activity absence. Students must be passing all classes to participate in any activity.
- Absences for doctor verified hospitalization and illnesses such as flu and strep. Routine doctor notes **will not** be accepted.
- Administrative Absence-extenuating circumstances cleared prior to absence by building principal on individual basis.

Medical appointments should be scheduled outside the school day. Car problems, parental lateness, oversleeping, and family trips are not valid reasons to be absent.

It is the responsibility of the parent to notify the school by 9:10 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call by email and/or phone call. If no contact is made, the parent should send a note or call the day the child returns.

Truancy:

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. The student may be subject to further disciplinary action.

Tardies:

1. Kindergarten through 4th grade: a student is considered tardy if he/she arrives after 8:15 a.m. through 9:30 a.m.
2. Kindergarten through 4th grade: a student will be given one half day absence if arriving after 9:31 a.m. to noon.
3. 5th grade through 8th grade: a student is considered tardy if he/she arrives after 8:15 a.m. through 8:40 a.m.
4. 5th grade through 8th grade: a student will be considered absent if arriving after 8:41 am
5. Elem. students who leave before 2:00 pm will be counted absent one half day.
6. 5th-8th grade students: Attendance is taken hourly. If you miss 25 minutes of any class, you are considered absent in that hour.
7. KG-8th grade: On the fourth tardy in a class period, a referral will be issued for noon detention. An extra day of detention will result for each additional three tardies. Excessive early departures will have the same consequences as tardies.

Grades and Advancement

1. Any student that has missed more than 6 days during a nine weeks may make up all class work missed, but will receive only 80% credit.
2. At the end of each school year, any student who has missed more than 24 days of the school year may be subject to failing the class missed or failing for the school year at the discretion of the administration. Consideration will be given as to the reason for the absences as well as the attempts by parents to minimize the absenteeism.

Make up work after absences: Students are responsible to make up all work missed during any absence. Students need to be absent two consecutive days before a homework sheet can be requested. It is the student's responsibility to ask the teacher for assignments missed. Teachers will allow a reasonable amount of time to complete make-up work. If work is not completed with the set time frame, a grade of zero will be recorded for each missing assignment.

1. Any student who is absent will receive one day for each day absent to make up assignments missed.
2. All make-up work or missing assignments should be submitted to the teacher assigning the work. Teachers are not required to ask for missing work

ATTENDANCE POLICY, REGULATION (CON'T)

* **REFERENCE: SB 425 (38 O.S. §37)**