

**ATTENDANCE POLICY
(REGULATION)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. 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. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

Attendance is especially important in career-technology education programs. Instruction cannot take place when students are not present. Prospective employers always want to know about the attendance practice of our graduates. For these reasons, the following will be in effect:

This policy will apply to both secondary and post-secondary students enrolled in full-time programs at SWTC, unless the board of education has designated a more stringent attendance policy for a specific program due to the educational or certification requirements of the specific program or field of study.

In order to accommodate both traditional and block schedules, attendance will be calculated and applied to each nine-week grading period or quarter. Students will be required to be in attendance approximately ninety percent (90%) of the time. This means that a student cannot miss more than seven (7) days in a nine-week period. A secondary student who misses more than seven (7) days in a nine-week period will receive “**no credit**” for that particular grading period, and may be denied enrollment for the following semester if conditions warrant such action. If the student is passing at the end of the quarter, he/she will receive “**NC**” for the class in which the student has exceeded the absence limit. If the student is failing at the end of the quarter, the failing grade will be recorded. A secondary student who receives no credit for two consecutive nine-week grading periods will not be allowed to enroll for the following semester. An adult student who misses more than seven (7) days in a nine-week period will be dropped, and not allowed to re-enroll until the following semester.

Extenuating circumstances will be considered by the Chief Operations Officer and/or the student services coordinator in the administration of this policy. Students will be asked to provide documentation or proof of an extenuating circumstance.

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the Chief Operations Officer
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent of high school students and the adult students to notify the school if there is an absence for the above reasons. The school will make contact if there is not a call. If no contact is made, the parent must send a note or call the day the child returns before student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the students, on the day of return to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the Chief Operations Officer at SWTC and the sending school if applicable..

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments,
 - b. The student is on pace for on-time completion of the course/program as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction via alternative education delivery methods approved by SWTC administration.

Scholastic Probation

Any student absent five (5) days in a grading period will be placed on scholastic probation and will receive a grade of NC for “no credit”. In some circumstances a grade of Incomplete (I) may be given and a contract may be initiated between the instructor and the student to outline corrective measures. Adult (post-secondary) students not meeting the “Satisfactory Progress” criteria will be placed on scholastic probation. An adult student will have one (1) grading period to correct the conditions of probation. If the student fails to do so, the student will be dismissed from the program. If all conditions of the probation are corrected within the following grading period (nine weeks), the student will be considered to be making “Satisfactory Progress” and probation will be terminated.

Attendance Protocol

The following steps will be instituted in addressing attendance problems at SWTC.

Third absence Student will conference with Administration

Sixth absence Appeals process starts

Attendance Appeals Process

1. Write a letter of appeal to the Chief Operations Officer.
2. Include documentation for the dates that caused the student to accumulate the excessive absences.
2. The student should explain why he/she feels these absences should be waived in order to allow the student to receive credit and/or remain in the program.

Tardy Policy

Students must be in class at the designated time or they will be counted tardy. Three (3) tardies will count as one (1) day's absence and will be added to the total absences a student has for a particular grading period. Each grading period will be counted separately.

Make-up Work

Make up of daily grades for excused absences will be allowed. It is the student's responsibility to obtain and turn in the make-up work within three (3) school days of the absence. If this is not done, a zero will be recorded. The options for make-up to be approved by the program instructors are:

1. Instructors will make their class or lab available between 3:15 and 4:00 p.m. for make-up work.
2. Reports pertaining to the subject being taught will be accepted as make-up (length and format to be determined by the instructor).
3. Participation in student organizational activities may be counted as make-up.
4. Any other assignments or activities deemed appropriate by the instructor.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

*** REFERENCE: 38 O.S. §37
70 O.S. § 10-105
70 O.S. § 3-145.8**

CROSS-REFERENCE: Student Handbooks

**Adopted: January 1994 as policy S-120
Revised: November 1995**