



Attendance Policy for the 2017-18 School Year! Skiatook Public Schools

The school staff at Skiatook Public Schools is committed to improving student achievement and is concerned when a student misses school for any reason. Good attendance is essential to success in school. Poor attendance habits create problems at school, at home as well as in future employment opportunities. We realize certain occasions arise in which students will have a necessary absence. School law (70-10-106) states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

Beginning the 2017-18 school year, **a student may not miss more than 10 days of school per semester** regardless of the type of absence. **The only absence that will not count toward the student's overall absences are school-sponsored activities.** The two categories of absences are explained absences or unexcused absences:

- **Explained absences** include illness, travel to workshops, and family emergencies. Explained may also be used by parents who wish to take a student out of school for vacations or other family business. An absence for travel or vacation is not permitted during a semester testing period.
 - Parents/guardians will no longer submit doctor's notes verifying explained absences to the school. It is highly recommended that parents/guardians retain doctor's notes for their own records. **All explained absences count toward the 10 day allotment of allowed absences.**
- **Unexcused absences** are those not documented by proper information regarding the student or those absences in which a parent or guardian does not contact the attendance office. Excessive absences or failure to comply with the proper procedure can result in a referral to the county truancy board. Absences due to unexcused absences are defined as absence from school, a class or an assigned area without the permission of the school or a parent/guardian. A student will not be permitted to make up assignments or tests due to an unexcused absence related to truancy. Detentions, Saturday school, In-house Placement or out-of-school suspension may be assigned as a disciplinary action for unexcused absences.

All absences should be verified by parent contact on the day(s) of absence. Absences can be verified by calling your child's school. Parents can call any time and are encouraged to leave a voicemail if necessary. Parents and students can expect to be notified of absences through the following actions:

- School Messenger phone calls
- Reminder notes delivered to students upon their return to school
- Attendance conferences with assistant principal as needed.
- Letters of notification at 4 absences
- Letters requesting a conference at 6 absences
- Certified letter for notice of excessive absences and referral to attend Osage County Truancy Board
- Notification to the district attorney's office for violation of Compulsory Education Law

Exceptions to attendance policies must have the approval of the principal and/or attendance appeals committee. Students missing more than 10 days must make an attendance appeal before credit can/will be given. School officials determine whether absences will be excused based on the District Attendance Policy. This policy states that absences from school may be excused for the following reasons: personal illness, death or serious illness of an immediate family member, recognized religious holidays, legal/court appearance, hazardous conditions, voting, or administrative approval.

The student handbook policy for your child's school can be found at <http://www.skiatookschools.org/schools/handbooks>. If you have any questions pertaining to the new attendance policy please contact your child's school.