



## SECTION III: STUDENT POLICY 3010

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### Attendance Policy

As a public-school program, Insight School of Oklahoma, Inc. (“ISOK”) is required to monitor student progress and attendance in accordance with all applicable statutes. Teachers, staff, and administration monitor student attendance.

Responsibility for compliance with state attendance statutes and regulations belongs to the parents, but the program is obligated to keep an accurate record of attendance. Excessively absent students are not meeting the expectations of ISOK and/or state law.

The first date of attendance and membership activity shall be the first date the student completes an instructional activity. ISOK shall offer a student orientation, notify the parent or legal guardian and each student who enrolls in ISOK of the requirement to participate in the student orientation prior to completing any other instructional activity.

For the purposes of attendance, instructional activities are defined as:

- Completion of course assignments; that are used to record a grade for a student that is factored into the student’s grade for the term in which the assignment is completed;
- Instructional meetings with a teacher;
- Testing;
- School-sanctioned field trips; and
- Orientation.
- For the purposes of attendance, on pace for course completion is completing weekly course work as assigned in order to have successful completion of the course by the end of the grading period.

1. For the purposes of attendance, a student attending ISOK shall be considered in attendance for a quarter if the student:

- a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter;
- b. Is on pace for on-time completion of the course as defined by the board of education of ISOK; or
- c. Completes no less than-seventy-two instructional activities within the quarter of the academic year.
- d. For a student who does not meet any of the criteria set forth in paragraph 1 of this policy, the amount of attendance recorded shall be the greater of: The number of school days during which the student completed the instructional activities during the quarter;
- e. The number of school days proportional to the percentage of the course that has been completed; or

Source: ISOK Board Policy adoption 5/26/2016

Updated 6/20/2017

Updated 4/12/2018

Updated 6/11/2020

Reviewed 12/8/2021

- f. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

For students attending ISOK for less than the full quarter, the attendance shall be determined based on a proportional amount of the required attendance policy provisions set forth herein based upon the date of enrollment of the student. For students enrolled in less than a full-time ISOK course load, including but not limited to part-time seniors, concurrently enrolled students, and students enrolled in career tech, the attendance shall be determined based on a proportional amount of the required attendance policy provisions set forth herein based upon the number of ISOK courses in which the student is enrolled.

Source: ISOK Board Policy adoption 5/26/2016

Updated 6/20/2017

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