



## SECTION III: STUDENT POLICY 3070

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### Truancy Policy

The Board adopts this policy to ensure reasonable consequences for students that fail to consistently attend school and complete instructional activities. In order to ensure the safety and academic progress of all students, Insight School of Oklahoma (ISOK) monitors participation on a daily basis. Students that do not engage in assignments on a consistent basis may be referred to a state authority, may be considered truant, and may face withdrawal from ISOK. A petition for truancy may be filed in the family's district court of residence. The truancy case may remain open until the student re-engages in ISOK; or the ISOK registrar receives either confirmation of enrollment from another public-school district, or the parent completes the Intent to Homeschool form.

Any student who is behind pace and who has not completed any instructional activities for fifteen-consecutive-school days, including weekends is considered truant and shall be withdrawn for truancy. ISOK will notify the legal guardian that the student has been withdrawn for truancy or is approaching truancy.

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

- Instructional meetings with a teacher;
- 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;
- Service-learning projects;
- State Testing;

Source: ISOK Board Policy adoption 5/26/2016

Updated: 06/20/2017

Updated: 04/12/2018

Updated: 6/11/2020

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- School-sanctioned virtual or in-person field trips; and
- Orientation

Additionally, if a student fails to consistently attend school and complete instructional activities, the legal guardian will be notified, and intervention strategies will be implemented. Learning Coaches and students will be notified of students who are not regularly completing instructional activities.

**Intervention Plan is as follows:**

**Day 3/4:** Auto-dial call and/or text sent by administration

**Day 5/6:** Homeroom teacher calls all numbers, sends a text, and sends a follow up email if no answer as a first layer of defense and re-engagement efforts

**Day 7/8:** Principal emails and texts Learning Coach (LC)/Legal Guardian (LG) and student to identify resources needed to help student re-engage in school

**Day 9-12:** Academic counselors, Graduation coaches, social workers send a text/call to LG and student and sends follow up email to identify attendance concerns and address any support needed to re-engage

**Day 13+:** Principals calls LG and students to notify of last rotation of report before truancy withdraw occurs and supports immediate re-engagement

o **Administration** emails LG official warning email including policy and state department of education (SDE) language required prior to truancy withdraw.

o **SPED Manager** documents in EdPlan that official warning email was sent and emails LG a formal written notice.

o **Principal** locks account and notifies students and LCs to contact the school to discuss the Truancy Policy and unlocking of account.

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- Day 15/16:** Ops Manager initiates withdraw document from PowerSchool for truancy, including a screenshot of grades and current classroom placements, as well as current graduation plan export for HS students
- o **Ops Manager** sends Truancy List to Counselors and Administrators (Tuesdays & Thursdays).
  - o **Counselors and Administrators** review and assign the list to the most appropriate team members.
  - o **Graduation Coach** calls student/LC to attempt to re-engage.
  - o **Ops Manager** withdraws students by close of business Friday

Students who are withdrawn for truancy once may re-enroll upon administrators' approval.

A student who is reported for truancy two (2) times in the same school year shall be withdrawn and prohibited from enrolling in the same virtual charter school for the remainder of the school year. The resident school district will be notified of the withdrawal.

A student who is withdrawn for truancy two (2) times in the same school year may be prohibited from enrolling in the same virtual charter school for the remainder of the school year. The resident school district will be notified of the withdrawal. 70 O.S. 3-145.8 allows the Executive Director to submit a waiver to the OSDE for re-consideration of reinstatement in certain circumstances for enrollment.

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