

Student Attendance Policy

Regular and consistent attendance at school is fundamental to student success and personal responsibility. A pattern of regular attendance reflects a positive work ethic and attitude that is desirable in the workplace. It is therefore a responsibility of the school to promote good attendance and enforce the compulsory attendance laws of the state of Oregon.

1. Objectives

It is the policy of this district to meet these objectives:

- a. Promote individual responsibility for one's own learning and to understand the positive correlation between regular attendance to school and academic success.
- b. Communicate clear expectations for student attendance and inform parents or guardians about their students' attendance pattern.
- c. Enforce this policy consistently with respect to consequences for unexcused and/or irregular attendance.

2. Excused Absences

An excused absence includes:

- a. Illness, injury or hospitalization of a student;
- b. Medical and dental appointments; verification of appointments may be required;
- c. Severe illness, hospitalization or death of a member of a student's immediate family;
- d. Field trips and school-sponsored activities;
- e. Military-parent call to duty, leave from, or deployment to a combat zone or to combat support post;
- f. Planned religious instruction;
- g. Other activities or absences that have prior approval of the administrative office (including planned absences or legally established religious holidays).

Principals may also take extenuating circumstances into account when finalizing excused absences. Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone message system/text, or another method identified on the registration form by the parent or guardian.

3. Planned Excuses

Planned absences are allowed, but shall be no more than 10 consecutive school days. This type of absence is discouraged, since it may seriously jeopardize the successful completion of a course for some students. Students will be provided an alternative assignment for class participation. The planned absence form must be fully executed prior to the first day of the planned absence.

Homework noted by the teacher on the form is due upon return from the scheduled planned absence. Any other assignments not given to the student prior to the planned absence will have an extended due date, as with any other excused absence.

Any planned absence that has not been acknowledged prior to the first day of absence shall be considered unexcused and coded as such, unless the reasons for the absence fall within the guidelines set forth in section 2 (above).

4. Unexcused Absences

An unexcused absence includes:

- a. Any absence, with or without a parent call or note, that does not meet the criteria as set forth in section 2 (above);
- b. Leaving campus without properly checking out through the attendance office as noted in the handbook;
- c. Skipping class (truancy);
- d. Oversleeping;
- e. Missing the bus or motor vehicle problems;
- f. Personal errands;
- g. Employment, job shadowing or apprenticeships during the instructional day that have not received prior approval by the administration.

5. Consequences

Consequences for unexcused and/or irregular attendance shall include, but not be limited to the following:

- a. Detention;
- b. In-school suspension;
- c. Out-of-school suspension;
- d. Saturday or evening school;
- e. Ineligibility to participate in school-sponsored athletic and other cocurricular activities; and/or
- f. Expulsion, with appropriate alternative education options, including but not limited to the following:
 - (1) Home tutoring;
 - (2) Alternative education program;
 - (3) Home schooling; or
 - (4) GED program.

If student participation is part of the grade, such as in a physical education class, the teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course. This will be communicated on the course syllabus and the parents and student will be informed in writing during the first week of the student's enrollment. Alternative assignments will be made available to make up for class participation when reasons for nonattendance are excused.

6. Compulsory Attendance

Violations of the compulsory attendance law will be enforced as described in Board policy JEA - Compulsory Attendance and JEA-AR.

The administration will strive to promote programs and activities that contribute to excellent attendance. Students may receive certain privileges and incentives for perfect and/or exemplary attendance.

Administrative procedures implementing this policy will be published annually in the Student/Parent Handbook.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 332.107](#)
[ORS 336.010](#)
[ORS 339.020](#)
[ORS 339.030](#)

[ORS 339.040 - 339.090](#)
[ORS 339.240](#)
[ORS 339.250](#)
[ORS 339.420](#)

[OAR 581-021-0046](#)
[OAR 581-021-0050 to -0075](#)
[OAR 581-022-1130](#)
[OAR 581-023-0006\(11\)](#)