

**Attendance \*\***

1. Students are required to attend regularly. Exceptions are defined by the Oregon Revised Statute 339.030.
2. In estimating regular attendance, the principal shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered excessive absenteeism. Unexcused absences in excess of the number described above, may result in loss of credit. Student attendance may not be a sole criterion. (See Board policy IKAD - Grade Reduction/Credit Denial.)
3. It is the student's/parent's responsibility to report reasons for absence. If the absence has been excused by the parent, either by phone or by a written note, makeup privileges will be allowed. Students are responsible for all school work including work time required by teachers.
4. An absence may be excused by the principal if the absence is caused by sickness, by sickness within the student's family or by an emergency. The principal may excuse for other reasons where satisfactory arrangements have been made between the student(s), parent(s) and principal. School-sponsored or sanctioned activities are exempt from and will not be counted toward absences.
5. If a student in the elementary (K-8) goes home due to an illness with an adult other than the parent, or with the knowledge of an adult who is an emergency contact, the parent will be notified or the school will document an attempt to notify the parent.
6. The time allowed to make up work following an excused absence is one day for each day of absence commencing upon the student's return. This "day-for-day" rule also applies to a student missing less than the full day of school (e.g. a student who misses 5th period for an appointment on Monday shall have one day upon return to submit any missed work and such work would be due on Wednesday during 5th period). Additional time may be allowed purely at the discretion of the teacher. This is to be worked out between the student and his/her teachers.
7. Prearranged absences are the responsibility of parents. Students are responsible for work and time missed in accordance with paragraph 6 (above).
8. Students are required to checkout with the office if they need to leave school during school hours, for any reason. Students leaving school must provide the principal or attendance officer with a written excuse from their parent within three days, or the absence is considered unexcused.
9. Students covered by the Individual's with Disabilities Education Act who develop attendance problems will be dealt with on an individual basis, and will have a plan of correction in an individualized education program (IEP). After the attendance problem has been addressed in the

IEP, an evaluation will be conducted to determine whether the attendance problem is the result of the student's disability. Before a change of placement is made, the IEP team will meet to review the evaluation data and determine whether or not the student's attendance problems are a result of the disability.

10. Attendance is expected up to and including the final day of school.
11. An appeal for waiver of these policies due to any extenuating circumstance must be made to the superintendent.