

Attendance Procedure

Philosophy

The purpose of attendance requirements is to contribute to the academic success of students, inform parents about their student's class attendance or non-attendance, place responsibility for attendance in the hands of the students and their parents, aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions, stress that punctual and regular attendance is a learning function necessary in coping with life, and to meet Oregon graduation requirements. (Board policy JE - Attendance)

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 or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Procedures

Because education entails more than just correctly answering questions based on an examination, and extends to the self-discipline of attending class and the interaction of class participation, we place a high priority on regular school attendance. Any absence from class is disruptive to the learning process, but frequent absence can severely affect a student's education. The following state laws and district policies have been developed to aid parents and students in meeting their responsibilities in the area of attendance at school. It is important to note: Parents explain the reason for school absence. The administrator or designee determines whether the absence shall be excused or unexcused. (Oregon Revised Statutes 339.065)

Legal Requirements

1. Regular Versus Irregular Attendance

a. Regular Attendance

Parents or legal guardians will maintain children between the ages of 7 and 18 in regular attendance at a public full-time school of the district in which the child resides unless exempted from school attendance by ORS 339.040.

b. Irregular Attendance

Eight unexcused one-half day absences in any four week period during which the school is in session shall be considered irregular attendance. (ORS 339.065) i.e., being absent more than

20 percent of class time, or 4 days in 4 weeks, etc. is irregular attendance under law if those absences are unexcused.

Burns High School shall consider absence from one class period to be a one-day absence for any particular class. (Example: Absence from an English class, four times in any four-week period shall be considered irregular attendance.)

2. Excused Versus Unexcused Absences

a. Excused - ORS 339.065. Any absence **may** be excused by a principal or designee if the absence is caused by:

- (1) Student sickness;
- (2) Family member sickness;
- (3) Emergency;
- (4) Pre-arranged absences.

Guidelines for excused absences: A student may be excused for a period not to exceed five days per quarter. Example: three sick days, one emergency day, and one pre-arranged day could equal five excused days in a quarter. All school-sponsored absences will be excused.

b. Unexcused

- (1) Any absence **not** in accordance with state law.
- (2) Apparent abuse of legally excused absence.
- (3) Truancy.

Burns High School: Students shall be allowed to make up school work missed because of unexcused absences if that work reflects achievement over a greater period of time than the length of the time missed from school. For example, students shall be allowed to make up final, mid-term, and unit examinations, without an academic penalty. Students may not be allowed to make up daily assignments, laboratory experiments, class discussions or presentation, or such like, when the absence is unexcused by the principal or designee. Academic penalty may ensue because of points lost for such work being missed because of unexcused absences. (OAR 581-0210065)

3. Pre-arranged Absences

When parents or legal guardians are aware in advance that their child will be absent from school, they should notify the school in writing or by phone at least 24 hours prior to the absence and make arrangements for the student to obtain homework assignments. The school administration may or may not excuse the absence.

4. Part-day Absences

Students arriving late to school or leaving campus before the end of the school day are to bring a note to school. The note must state the student's name, the date, the reasons for the absence, and

have the parent's or legal guardian's signature. Students leaving campus must report to the office and sign out. The absence may or may not be excused.

Burns High School: An absence from a period on any day shall be considered a day's absence for that period.

5. Dismissal Requests and Check-outs

Any request made by parents for early dismissal or temporary check-outs should be made in writing or in person to the school. Such requests should give the student's name, the date, and reasons for check-out and have the parent's or legal guardian's signature.

6. Re-Admittance After Absences

a. The student must bring a note to school or have parents or guardians call or stop by the school in person and give the following information:

- (1) Full name of student;
- (2) Calendar date(s) of absence(s);
- (3) Reason for absence(s);
- (4) Signature of parent or legal guardian (if note is sent).

b. If the student is returning from a doctor or dentist appointment, the student is required to present a slip from the doctor, dentist or parent.

c. All absences will be regarded as unexcused unless the student presents a note or the office receives a parent phone call during the first day back to school and is declared excused. Only the administrator or designee can excuse an absence.

Burns High School: Office staff will be available for this purpose from 7:30-8:00 a.m. Students will **not** be allowed to use the office phone during class time. Students who leave during the day (other than the noon hour) must check out through the office.)

7. Truancy and Unexcused Absences

Any student who is off campus or absent from class without the knowledge of the school or parent will be truant. Truancy will be dealt with in the following manner:

- a. Parent and ESD attendance office notified. (ORS 339.055)
- b. Student makes up missed time in detention.
- c. Failure to make up missed time may result in suspension.
- d. If a student is truant four times (as with a fourth unexcused absence), the ESD attendance officer will be notified and the ESD will initiate legal action. (ORS 339.080)

Grades K-8: Leaving school without permission before school or at lunch time will be considered truancy, but the ESD will not be notified. Other consequences will apply.

8. Excessive Absenteeism

- a. Periodic home telephone checks are made when students are absent.
- b. After the fourth unexcused absence in a four week period, a notification letter will be sent to the parents or guardians alerting them that an attendance problem may exist.
- c. If a student has a 5th unexcused absence in a four week period, the ESD attendance officer will be notified and the ESD will notify the home by letter that an attendance problem exists. (ORS 339.090)
- d. If attendance problems continue, the ESD attendance officer will seek legal action. (ORS 339.090)
- e. Up to five days of absence per quarter may be excused for:
 - (1) Sickness;
 - (2) Family sickness;
 - (3) Emergencies;
 - (4) Other reasons where satisfactory arrangements are made in advance.
- f. Beyond the first five days of excused absences per quarter, additional absences may be excused for:
 - (1) Sickness;
 - (2) Family sickness;
 - (3) Emergencies.
- g. For unexcused absences:
 - (1) Students in grades K-8 may be given make-up work privileges as determined by the building administrator.
 - (2) Building administrators will determine whether or not the ESD is notified after five unexcused absences in a four-week period. (There may be occasions where the nature of the unexcused absence may make it unnecessary to have the ESD contact the family.)