

Helix School District 1R

Code: **JE-AR**
Adopted: 10/6/99
Orig. Code(s): None

Rule for Attendance

The administration and staff at Helix School District # 1 believe that student academic success is directly related to regular attendance and hard work. The good news is that our attendance percentage is one of the highest in the state of Oregon. This attendance policy is an effort to continue this positive attendance percentage trend.

1. In estimating regular attendance, the superintendent/principal shall consider all un-excused absences. Two excused absences per quarter are considered normal. Eight ½ day absences in any term during which the school is in session shall be considered excessive absenteeism. Two unexcused tardies shall be equal to one absence. Unexcused absences in excess of the number described above may result in loss of credit.
2. It is the student/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, make up privileges will be allowed. Students are responsible for all schoolwork including work time required by teachers.
3. An absence may be excused by the superintendent/principal if the absence is caused by sickness, by sickness within the pupil's family, or by an emergency. The superintendent/principal may excuse for other reasons where satisfactory arrangements have been made between the student (s), parent(s), and superintendent/principal. School sponsored or sanctioned activities are exempt from and will not be counted toward absences.
4. Prearranged absences are the responsibility of parents. Students are responsible for work upon return to school.
5. The usual time allowed to make up work following an absence is one day for each excused day of absence. This is to be worked out between the student and his/her teachers. In the case of make-up work, all absences may not be approved as excused even with parent signatures. For example, a student misses a biology lab to go shopping without being pre-excused. While the reason for the absence was approved by a parent, the lab cannot physically be made up; thus, no credit would be earned for this lab. Each student is responsible for knowing when and where an absence of this type will least effect his/her academic standing in a class. If in doubt, pre-approved absences are required. Makeup work will not be accepted for un-excused absences. Five (5) unexcused absences will generate a student study team meeting consisting of teachers, counselor, student, parent and superintendent/principal. Two unexcused tardies equal one unexcused day of absence. Teachers may lower daily grades by subtracting points for participation.
6. If a student 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.

7. Students are required to check out with the office if they need to leave school during school hours, for any reason. Students leaving school must provide the superintendent/principal with written excuse from their parent within 48 hours, or the absence is considered unexcused.
8. Students covered by IDEA or ADA 504 who develop attendance problems will be dealt with on an individual basis, and will have a plan of correction in an 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 a handicapping condition. Before a change of placement is made, the multidisciplinary team will meet to review the evaluation data and determine whether or not the student's attendance problems are a result of the handicapping condition.
9. Attendance is expected up to and including the final day of school.
10. In high school, a unit of credit is the certification of a student's attendance and successful completion of classroom or equivalent work in a course of at least 130 clock hours.
11. An appeal for waiver of these policies due to any extenuating circumstances must be made to school administrators and/or the School Board