

Attendance

Standards

1. All students shall adhere to standards of attendance as set forth in Oregon Revised Statute (ORS) 339.065 wherein unexcused absences totaling eight one-half days in a twenty day period shall be deemed irregular attendance and cause for the district to act under truancy procedures;
2. For secondary students (grades 9-12), irregular attendance shall be cause to consider assignment to supervised study or a program of alternative education and/or disciplinary measures. Absences caused by missing class for approved school activities shall not be counted as unexcused;

Definitions

1. “Regular attendance” means attendance that do not include more than eight unexcused one-half day absences or the equivalent thereof, in any four-week period in which the school is in session.
2. “Attendance Supervisor” means the principal, assistant principal or any other employee designated by the superintendent.
3. “Student day” is the time from the opening of school to school dismissal, less the scheduled lunch break in grades 7-12, but inclusive of the lunch break in grades K-6.
4. “Half-day attendance” occurs when the student is in school over one-fourth of the student day (over half of a half-day).
5. “Full-day attendance” occurs when the student is in school over half the student day.
6. Tardiness parameters, set by individual schools, function as a behavior management tool and do not define attendance.

Authenticating (Taking) Student Attendance

Each school shall be responsible to record student attendance and tardies. Attendance shall be taken:

1. In grades 7-12 attendance shall be taken each class period except lunch period;
2. In grades K-6 attendance shall be taken at the beginning of each school day and again immediately following the half day time (see below) as most convenient within the school schedule.

Enforcement

Elementary(K-8) attendance enforcement shall include:

1. Upon the first accumulation of eight one-half days unexcused absence in any 20-day period within a semester, a letter of notification will be sent to parents. A student who is not in regular attendance will be referred to the attendance supervisor who may take action under school disciplinary rules or who may refer the case for mediation or legal action;
2. Subsequent irregular attendance may result in school discipline, legal action and/or a parent conference to discuss possible retention in grade.

High school (9-12) attendance enforcement shall include:

1. Upon accumulation of eight one-half day unexcused absences in a 20-day period, a letter of notification will be sent to student and parents;
2. Students who have irregular attendance will be notified that their attendance patterns may prevent them from earning credit in their class(es). These students maybe placed in an alternative educational program or supervised study. Irregular attendance, even after alternative placement, may prevent students from attaining course credits due to the work they are missing. A student who is not in regular attendance will be referred to the attendance supervisor, who may take action under school disciplinary rules or who may refer the case for mediation or legal action under the compulsory attendance law.

Excessive absences (excused and unexcused), as determined by the building administration, will be sufficient cause for conducting a parent conference to discuss academic progress and/or alternative placement or retention.

In the event that a student with a disability accumulates 8, one-half days unexcused absence in a 20-day period in a semester, a copy of the parent notification shall be sent to the building case manager who will convene a meeting of the student's multidisciplinary team to discuss the possibility of a change in placement. The CORE Team shall determine the relationship between the student's absenteeism and the student's disabling condition. If such a relationship exists, disciplinary action will not normally be taken. The team may recommend appropriate changes in the individual education plan.

When the CORE Team has determined there is no relationship between the absenteeism and the disabling condition, normal procedures may be followed.¹

Truancy Prevention and Intervention Steps

The school attendance officers, counselors and related juvenile officials will combine efforts to prevent truancy through:

¹Reference: ORS. 339.080 -339.090 and 339.925

1. Careful, consistent examination of attendance records and parent contact by the teacher;
2. Counseling of potential truancy cases;
3. Parent contact by the administration;
4. Truancy board or other mediation;
5. Discipline including suspension and possible expulsion or referral to juvenile authorities;
6. Referral to appropriate court system and possible citation for failure to send student to school.

Excused - Unexcused Absences

Absences from school will be excused when caused by the student's sickness, by the sickness of some member of the student's family or by an emergency. The attendance officer may also excuse an absence for other reasons where satisfactory arrangements are made in advance of the absence.

The following are examples of unexcusable absences:

1. Babysitting;
2. Home chores;
3. Hair appointments;
4. Skipping from school;
5. Shopping.

The building attendance officer will determine whether an absence is excused or unexcused at the time of pre-arrangement or upon communication with parents following the absence.

Absences may also be excused when there is demonstrable educational or cultural value.

Although students who are absent for 10 consecutive days (excused or unexcused) are, by Oregon Administrative Rule (OAR), dropped from school rolls, this does not release them from the requirement to attend school. Upon return these students may be required to re-enroll.

Make-up Assignments

Students may request and be given make-up work assignments for credit prior to or following an absence whenever make-up work is appropriate, feasible and completed in a timely manner.

A student's grade may not be lowered solely due to absence. When factors other than achievement are to be used in grading the system must be approved by the principal. Students must be given prior notice.

For high school (grades 9-12) students, the responsibility for arranging make-up work belongs to the student and the teacher is not required to take extraordinary action to facilitate the make-up.

Tutoring

When extended illness, hospitalization, disciplinary action, jail placement or other extenuating circumstances occur, a tutor may be provided if:

1. A student will miss in excess of ten consecutive school days, and
2. In medically-related issues, the school receives written notification from a physician.

Arranging for a Tutor

Following determination that a tutor is needed, the principal will notify the superintendent and arrange for a qualified teacher or substitute to provide up to 5 hours of service weekly. If a certified teacher cannot be secured, a classified person may be used until a certified tutor can be found.

If the student is a certified special education student, the director of special programs is to be notified/consulted with prior to contacting the superintendent.

For most students, the superintendent may approve an extension of this maximum if there are appropriate medical or educational reasons.

For special education students, the individualized education program (IEP) team will determine the weekly service amount and program services.

Each school administrator, guidance person or teacher shall cooperate in getting homework to students who are at home or in a hospital, ill or injured on "tutor" status. For students who are receiving tutoring due to medical issues, the student shall be granted a number of days equal to the days absent to make up work.

The superintendent may grant up to an hour weekly for preparation time based on the complexity of a specific situation. Such time may be used for preparing assignments, meeting with regular teachers, grading assignments, and assessing student learning.

Tutors may receive mileage reimbursement at the discretion of the superintendent when it is determined that transportation expenses seriously reduce the incentive to become a tutor. No employee of the district shall provide home tutoring or instruction without a parent, guardian, sibling over 18 years of age, or parent authorized adult caregiver present during the time of home instruction or tutoring.