

**Lake Oswego
School District 7J**

Code: **JED**
Adopted: 10/27/03
Readopted: 6/08/09
Orig. Code(s): 5512

Student Absences and Excuses

It is the responsibility of students to maintain regular attendance in all assigned classes and the responsibility of parents to encourage this behavior.

Absence from school or a class shall be excused in the following situations:

1. Illness of the student.
2. Illness of a member of the student's immediate family, where the student's presence at home is necessary.
3. Emergency situations that require the student's absence from school.
4. Absence for other reasons when approved arrangements are made in advance.

Eight unexcused half-day absences in any four-week period during which school is in session shall be considered irregular attendance.

The superintendent is authorized to enforce attendance requirements by implementing procedures in ORS 339.925 for issuing a citation and imposing a fine on parents who do not maintain their students in regular attendance. Such procedures shall include the notice required in ORS 39.925(3)(a) and the scheduling of a conference with the parent, before any citation is issued.

The principal or designee of the principal shall serve as attendance supervisor in each school building with responsibility for maintaining proper attendance records, submitting necessary reports, and reporting attendance to parents in a timely manner.

The superintendent shall designate a district administrator to serve as attendance officer for the district.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 339.030](#)
[ORS 339.065](#)
[ORS 339.420](#)

[OAR 581-021-0046](#)
[OAR 581-021-0050](#)
[OAR 581-023-0006\(11\)](#)