

**Lake Oswego
School District 7J**

Code: **JED**

Adopted: 10/27/03

Readopted: 6/08/09; 1/13/15; 6/01/15;
4/17/17

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. Field trips and school-approved activities;
5. Medical (dental) appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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.

Each school shall notify a parent or guardian 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 or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Additionally, the superintendent or designee will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, suspension¹, and/or ineligibility to participate in athletics or other activities.

¹The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 332.107](#)
[ORS 339.030](#)
[ORS 339.055](#)

[ORS 339.065](#)
[ORS 339.071](#)
[ORS 339.250](#)
[ORS 339.420](#)

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

Cross Reference(s):

IGBHD - Program Exemptions