

Attendance

It is the intent of the Board, district and school administration, and school staff that all students have maximum opportunities for academic growth and achievement. Absenteeism affects student performance and reduces a student's opportunity for success both academically and in the work force. Attendance policies, regulations, rules and procedures should promote student success.

Medford School District 549C supports the compulsory school attendance laws established by the state of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. Because the law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused, the district has established the following parameters under which an absence from school will be considered an excused absence:

1. Personal illness of the student.
2. Medical appointment with written verification by the medical professional.
3. Serious illness or death in the family.
4. Family emergency as determined by a school official.
5. Prearranged absences as approved by a school official.
6. School-sponsored activities. While absences for school-sponsored activities are automatically excused, the student must arrange ahead of time to get any assignments he/she will miss.
7. Suspension.

All other absences will be considered unexcused absences.

For an absence to be excused for the above reasons (except school absences due to school-sponsored activities), the school will determine the method of verification of absence the parent will use. The parent must notify the school's attendance office within 48 hours of the student's return to school. Failure to do so means the absence will become a permanent unexcused absence. It is the parent's or guardian's responsibility to account for student absences. Students must make up the school work they miss whenever they are absent regardless of the reason for the absence. Except for suspensions and school-sponsored activities, the parent or guardian is responsible for accounting for these absences according to the verification method specified by the school.

School Response to Truancy

First Unexcused Absence

The school will record the absence in the official attendance record. The student will make up the school work he/she missed. The school will notify the parent/guardian.

Second Unexcused Absence

The school will record a pattern of unexcused absenteeism in the official attendance record. The student will make up the school work he/she missed. The school will notify the parent/guardian.

Third Unexcused Absence

The school will record the absence in the official attendance record. Continual unexcused absences may result in school consequences. The school will notify the parent/guardian.

Fourth Unexcused Absence

The school will record the absence in the official attendance record. The parent/guardian will be notified and a notification of truancy letter will be sent to the parent/guardian.

Continual Unexcused Absenteeism

Will result in student attendance review procedures that will include barrier removal, conferencing and possible consequences with the student and parent/guardian.

School Response to Tardiness

1. A student will receive an unexcused tardy if he/she arrives in the classroom after the bell and within the first five minutes of class, unless the student has written permission from an authorized school employee (which includes date and departure time).
2. A student will receive an absent late if he/she is more than five minutes late to class, unless the student has written permission from an authorized school employee (which includes date and departure time).
3. Excessive tardiness will be addressed following the procedures described in the school handbook.