

Multnomah Education Service District

Code: **JE-AR**
Adopted: 10/12/94
Readopted: 11/7/05

Attendance

Attendance Procedures

1. The staff, administration and the Board place a high priority of importance on regular school attendance.
2. We believe it is the primary responsibility of the student to arrive at class on time and that regular attendance in school is essential if the student is to receive full benefit of the educational opportunities that are offered. It is MESD's responsibility to keep accurate records and report to parents if irregular attendance does occur. It is the parent's responsibility to make sure their students attend school regularly and to contact the school if attendance reports indicate a problem.
3. It is the student's responsibility to maintain regular attendance in all assigned classes. Absence from school or class will be excused under the following circumstances:
 - (a) Illness of the student;
 - (b) Illness of an immediate family member when the student's presence at home is necessary;
 - (c) Emergency situations that require the student's absence;
 - (d) Field trips and district-approved activities;
 - (e) Other reasons deemed appropriate by the administrator when satisfactory arrangements have been made in advance of the absence;
 - (f) Medical (dental) appointments. Confirmation of appointments may be required.

A student who is excused must still fulfill the school's requirements.

Attendance Reporting Procedures

1. Teachers will accurately record attendance for each student in their class.
2. Absences will be monitored and appropriate action will be taken to ensure attendance.