

## **Procedure for Enforcing Attendance**

### **Irregular Attendance**

Students are considered in irregular attendance if they have accumulated eight one-half day unexcused absences within a four-week period. In determining whether an absence is excused or unexcused, the principal or his/her designee shall excuse absences for illnesses and emergencies. Other absences may be excused at the discretion of the principal or his/her designee providing the absence has been prearranged. When a student's attendance becomes irregular as determined by unexcused absences, the building principal shall notify the district's attendance officer. The attendance officer shall notify the parent(s) or person(s) having legal custody of the student by registered letter of the student's irregular attendance. In addition, the attendance officer shall demand that the student be maintained in regular attendance commencing the next school day following the receipt of the letter of notification. If the student does not return to or maintain regular attendance, the principal shall notify the attendance officer of the noncompliance. The attendance officer shall make request of the Morrow County District Attorney for prosecution under the compulsory attendance law. The district, in collaboration with the district attorney, have established a procedure flow chart to follow to assure the school board that MCSD is in compliance with the ORS.

### **Truancy**

Students who have any unexcused absence that occurred without the knowledge or permission of their parent(s) or person(s) having legal custody will be considered truant.

### **Senior Sneaks**

Absences from school for "senior sneak" will be treated as truancy as specified in applicable provisions of Board policies and administrative regulations.