

Myrtle Point School District 41

Code: **JED-AR**
Adopted: 6/09/97
Orig. Code(s): JED-AR

Student Absences and Excuses**

Myrtle Point School District believes regular school attendance at school improves academic success. Oregon Revised Statutes have indicated certain requirements school districts should follow in regard to attendance and student conduct.

ORS 339.065 (2) states that any pupil may be excused by a principal or designee if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or designee may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

Myrtle Point School District may excuse any student absences for pupil illness, the illness of a family member when the student's presence at home is necessary or if there is an emergency in which the student needs to be away from school. Any other absence must be prearranged. For absences to be prearranged, **specific reasons must be indicated**. The principal or designee has the right to deny any absence as excused even if the parent or guardian prearranges the absence.

If a student is ill, they must bring a note from a parent must make telephone contact with their school office the **next** school day and state the reason for the absence or the absence will be deemed unexcused. If a student is absent because of illness longer than three school days a physician or school nurse's note is required in order for the absence to be deemed excused.

ORS 339.065 (3) states that a student may be excused by the District School Board for a period not to exceed five (5) days in a quarter or not to exceed ten (10) days in a semester. A student in Myrtle Point Schools may be excused up to ten (10) absences in a semester. Any absences beyond ten (10) days will be counted as unexcused unless extenuating circumstances can be demonstrated (i.e., long-term illness or injury) and an appeal is made to the Attendance Appeal Committee. The Attendance Appeal Committee will meet once a week, or as necessary, to decide individual appeals. Student attendance appeals have to be submitted to the main office within three (3) days of the student's return from an absence.

Parents or guardians will be notified by letter of student absences after the sixth (6) and at tenth (10) absence from school each semester.

An unexcused absence is any absence that is not recognized in ORS 339.280 or the Myrtle Point School District Attendance Policy. Students receiving unexcused absences will not be permitted to make up assignments, work, tests and quizzes that were missed during the unexcused absence.

Myrtle Point high School - Exemptions From Taking Finals

High School students can be exempted from final exams if they demonstrate a low number of excused absences and maintain a high academic standing.

Eighth (8th), ninth (9th) and tenth (10th) graders may exempt two (2) final exams per semester, one (1) in a required class and one (1) in an elective class. Final exams cannot be exempted for both semesters.

Juniors and Seniors may exempt all final exams per semester.

In order to qualify for exemption of a final exam, the student must demonstrate the following:

1. No unexcused absences in that class.
2. One or fewer excused absences in that class and have a grade of C or better
3. Two or fewer excused absences in that class and have a grade of B or better
4. Three or fewer excused absences and have a grade of A

Absence Appeal Process

Student/Parent/Teacher Procedure:

Students who have accumulated more than ten (10) absences in a semester may request additional absences be excused through the appeal process on a case by case basis. A petition for appeals may be obtained in the main office.

The petition must be:

1. Submitted on time. The deadline for filing this petition is 4:00 pm, three (3) days after the student returns from an absence.;
2. Complete and neat.;
3. Contain only accurate and factual information, with doctor notes provided, if applicable.

Students will be provided with their attendance records and be given assistance in completing the petition if they desire. To obtain assistance students are to contact the attendance secretary, Pprincipal or his/her designee.

Completed petitions are to be turned into the attendance secretary in the main office. If the secretary is not available, they may be submitted to the Principal or his designee.

Appeals Process:

The Attendance Secretary will compile all pertinent information and date from each student who files a petition. The Principal or designee will examine the material and based on the documentation provided, will decide whether or not to excuse absences because of extenuating circumstances.

Appeals Criteria:

In order to remain consistent and objective throughout this process, the following criteria will be used when reviewing each case before a decision is made:

1. Total number of absences;
2. Total number of excused absences;
3. Total number of unexcused absences;
4. Improvement in student attendance during the semester;
5. Extenuating circumstances as explained in the petition.

In the event the student does not agree with the decision of the Principal or designee, they will have an opportunity to submit an appeal within twenty-four (24) hours to the Appeals Board. It will be noted in the paperwork submitted, however, that the petition was rejected by the Principal or designee and the reason for the decision.

Appeals Board:

The members of the Attendance Appeals Board will consist of one administrator, two faculty members, one Board member, and one member of the community.

Appeals Process:

The Attendance Secretary will compile all pertinent information and date from each student who files a petition. Copies of the petition will be presented to each Appeals Board member without identifying the student. Based on preestablished criteria, each member of the Appeals Board will cast one vote whether or not to excuse absences because of extenuating circumstances.

The Appeals Board decision is final.

Student Appeal Petition

In order to be considered for an approved appeal on unexcused absences the petitioner must accurately complete this form three (3) days after they return from their absence.

Name _____ I.D. Number _____

Grade in School _____ Dates absent _____

Date Petition submitted _____

Provide the following information for each course in which you must petition:

| Period | Name of Course | Instructor | # of Absences |
|--------|----------------|------------|---------------|
| 1 | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ |
| 6 | _____ | _____ | _____ |
| 7 | _____ | _____ | _____ |
| 8 | _____ | _____ | _____ |

Type or print on a separate piece of paper an explanation of any extenuating circumstances, documentation for excused absences, and/or provide additional information such as doctor notes, that you would like the Principal or designee to consider before a judgement is rendered.

| | |
|----------------------------|----------------------|
| FOR OFFICE USE ONLY | |
| Received by: _____ | Date Received: _____ |

Student signature acknowledging all information is accurate: _____