

# Newberg School District 29J

Code: **JEA-AR**  
Adopted: 9/24/07  
Readopted: 5/11/09; 3/15/10; 5/24/10

## **Compulsory Attendance (Compulsory Attendance Notices and Citations)**

### **Definitions**

**The Attendance Team** is composed of the school's administrator(s), attendance secretary, counselor(s) and other staff or agency representatives requested to participate by the school's administrator.

**Regular Attendance** is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period school is in session (ORS 339.065).

**Chronic Absence** is defined as a student's unexcused absence greater than one full day per week or eight unexcused one-half day absences or the equivalent in any four-week period school is in session.

**Chronic Absentee List** is a weekly compilation that includes the names of students who have unexcused absences greater than one full day per week.

**Student Attendance Review Board (SARB)** is composed of administrators (at least one from each level (K-5, 6-8 and 9-12), a district office representative and other staff or agency representatives as requested or appointed by the lead administrator. The administrator/designee referring students to the SARB for chronic absenteeism shall also be present.

**Tuancy referral** is a written notice from the school's administrator or the Student Attendance Review Board to the Newberg-Dundee Police Department notifying police that the parent and student failed to attend a meeting of the Student Attendance Review Board (SARB) or that the parent and student have failed to adhere to the attendance plan established by the SARB. Copies of the truancy referral shall be provided to the student, the student's parent and the superintendent/designee.

**Parent** is the student's custodial parent(s).

### **CHRONIC ABSENCE INTERVENTION PROCESS**

Compulsory attendance citations may be issued by the Newberg-Dundee Police Department as a means to enforce the compulsory attendance law. Parents who exhibit a documented effort to comply with the attendance plan and recommendations of the Student Attendance Review Board shall not be cited.

When citations are considered the following procedures shall be followed and may result in the issuance of a citation:

### **Attendance Team**

The Attendance Team at each school meets weekly to discuss the queried list of students that have an unexcused absence greater than one full day per week or more than eight unexcused one-half day absences or the equivalent in any four-week period school is in session. The Attendance Team consists of counselors, administrators and attendance secretaries and others invited by the school's administrator to participate. Chronic absence issues are identified at this meeting. The following interventions shall be followed:

#### **Step One**

When a student appears on the chronic absence list for the second time with minimal or no improvement in attendance, a Student Letter of Concern is sent home accompanied by a phone call.

#### **Step Two**

When a student appears on the chronic absence list again and demonstrates minimal or no improvement in attendance, a second Student Letter of Concern is sent home highlighting the number of days missed and the consequences that can arise with continued absences.

#### **Step Three**

When a student continues to appear on the chronic absence list and demonstrates minimal or no improvement in attendance, the administrator or designee shall conduct a conference with student(s) and parent(s) and may make a home visit.

#### **Step Four**

If absences continue the student is referred to the Student Attendance Review Board (SARB). The SARB shall meet with parents and students and shall designate an attendance plan the parent and student must follow.

The Student Attendance Review Board (SARB) consists of administrators from each level and an administrator/designee of each school wishing to review students and issue attendance intervention plans. The SARB shall meet regularly.

1. The SARB shall review the compulsory attendance noncompliance notice and pertinent student attendance records.
2. The SARB, and the parents, shall create an attendance plan that must be adhered to at risk of citation.
3. The SARB shall review with parents that failure to send their student(s) to school and to maintain the student in regular attendance is a Class C violation.
4. A citation for violation of compulsory attendance laws may be issued by Newberg-Dundee Police Department.

5. Note: Failure of parents and students to attend a meeting of the SARB shall result in an automatic truancy referral. Failure of students and parents to adhere to the attendance plan shall warrant an automatic truancy referral to the Newberg-Dundee Police Department.

## **Step Five**

### **Compulsory Attendance Citation**

A Compulsory Attendance Citation may be issued to the parent by the Newberg-Dundee Police Department. Under ORS 339.020, law enforcement may cite parents for failing to send their students to school. Parents who exhibit a documented effort to comply with the attendance plan and recommendations of the Student Attendance Review Board shall not be cited.

The Newberg-Dundee Police Department shall:

1. Determine that the parent has continued to fail to enroll his/her student in school or maintain the student in regular attendance following SARB or has refused to attend SARB as required.
2. Ensure that the official representing the district shall be available to present evidence of the violation at the time and date specified.
3. Determine if Oregon Revised Statute requirements have been met.
4. Issue a citation based upon officer discretion.

## **Step Six**

If a Compulsory Attendance Citation is issued to a parent, the parent shall be required to attend Court.

**LETTERHEAD**

**(STUDENT LETTER OF CONCERN)**

Date

Parent Name  
Address

Dear

Research has shown that attendance is important for a student's academic success. Students with irregular attendance are more likely to perform poorly and drop out of school. Furthermore, Oregon law (ORC 339.010) requires regular attendance of every school-aged child. Please be advised that failure to comply with Oregon's compulsory attendance law is a class "C" violation and may result in a Compulsory Attendance Citation and a fine.

We certainly do not want parents to send students to school who are ill. However, we do encourage parents to allow only illness to keep their students from attending school and to schedule appointments, if possible, during non-school hours.

Criteria for excusing students for absences upon parent request shall include: illness/injury, bereavement, serious illness in the family, religious instruction, inclement weather, emergencies and legal or court appointments requiring the student's attendance. Medical professionals may request that a student be granted an excused absence. The principal may deny a parent request to excuse a student's absence for travel if the student has excessive absences and his/her academic progress is in jeopardy.

\_\_\_\_\_ 's attendance at school this year has become a concern. Please see the enclosed attendance report.

We need your support to help your child attend school on a regular basis. We would be most willing to schedule a conference if we can help in any way. Please call her/his counselor at (503) \_\_\_\_\_ - \_\_\_\_\_.

Sincerely,

Administrator/Designee

Cc: Student File/School Counselor

Reference:

ORS 339.010 School attendance required: age limit. Except as provided in ORS.339.030, all children between the ages of 7 and 18 years who have not completed 12th grade are required to attend regularly a public full-time school of the school district in which the child resides.

**LETTERHEAD**

**(SECOND STUDENT LETTER OF CONCERN)**

Date

Parent Name  
Address

Dear

This letter is to inform you of our concern regarding \_\_\_\_\_. He/she is not maintaining regular attendance as required by ORS 339.065.

Regular attendance is defined as attendance that does not include more than eight (8) unexcused one-half day absences, or the equivalent, in any four (4) week period school is in session.

This year, \_\_\_\_\_ has missed all or part of \_\_\_\_\_ days of school. Oregon law (ORS 339.010) requires that children attend school daily. It is an important parental responsibility to get children to school each day (ORS 339.020).

You are hereby notified that you must send your child to school no later than the next school day following receipt of this notice and maintain your child in regular attendance for the remainder of the school year. Please be advised that failure to comply with Oregon's compulsory attendance law is a Class "C" violation and may result in a Compulsory Attendance Citation and a fine.

Sincerely,

Administrator/Designee

CC: Student File/School Counselor

**Reference:**

ORS 339.065 Estimates of attendance; irregular attendance; excused absences. (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. (2) An absence may be excused by a principal or teacher 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 teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. (3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends

ORS 339.010 School attendance required: age limit. Except as provided in ORS.339.030, all children between the ages of 7 and 18 years who have not completed 12th grade are required to attend regularly a public full-time school of the school district in which the child resides.

ORS 339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school year.

**LETTERHEAD**

**STUDENT ATTENDANCE REVIEW BOARD LETTER**

Date

Parent Name  
Address

Dear

This letter is to inform you of our concern regarding \_\_\_\_\_. He/she is not maintaining regular attendance as required by ORS 339.065.

Regular attendance is defined as attendance that does not include more than eight (8) unexcused one-half day absences, or the equivalent, in any four (4) week period school is in session.

This year, \_\_\_\_\_ has missed all or part of \_\_\_\_\_ days of school. Oregon law (ORS 339.010) requires that children attend school daily. It is an important parental responsibility to get children to school each day (ORS 339.020). Failure to do so can result in a Class "C" violation and a fine.

This letter marks the third time we have notified you, via letter, about your child's attendance. Included within these multiple notifications have been meetings and/or phone calls on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Due to the fact that your child's attendance has not consistently improved, you are mandated to attend a Student Attendance Review Board meeting on \_\_\_\_\_. The meeting shall be held in the Newberg School District Office Board Room (714 E. 6th Street, Newberg) at \_\_\_\_\_ a.m./p.m. The purpose of this meeting will be to formulate an attendance goal and steps that will be taken to improve your child's attendance. Failure to attend this meeting will result in a request for police officer services where we will recommend that you be cited under ORS 339.925, 339.990.

Sincerely,

Administrator/Designee

CC: Student File/School Counselor

**Reference:**

ORS 339.065 Estimates of attendance; irregular attendance; excused absences. (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. (2) An absence may be excused by a principal or teacher 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 teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. (3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends.

ORS 339.010 School attendance required: age limits. Except as provided in ORS.339.030, all children between the ages of 7 and 18 years who have not completed 12th grade are required to attend regularly a public full-time school of the school district in which the child resides.

ORS 339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school year.

339.925 Compulsory school attendance violation procedure; rules. (1) In addition to any other persons permitted to enforce violations, the school district superintendent or education service district superintendent, or any employee specifically designated by either superintendent, may issue citations for violations established under ORS 339.990 in the manner provided by ORS chapter 153.

(2) Prior to issuing the citation described in subsection (3) of this section to the parent or guardian of a student not regularly attending full-time school, a school district superintendent or education service district superintendent shall:

(a) Provide a parent or guardian of the student and the student with written notification that:

(A) States that the student is required to attend regularly a full-time school;

(B) Explains that the failure to send the student and maintain the student in regular attendance is a Class C violation;

(C) States that the superintendent may issue a citation;

(D) Requires the parent or guardian of the student and the student to attend a conference with a designated official; and

(E) Is written in the native language of the parent or guardian of the student.

(b) Schedule the conference described in paragraph (a)(D) of this subsection.

(3) Notwithstanding ORS 1.525 or any provision of ORS chapter 153, the State Board of Education by rule shall establish the citation form to be used by superintendents in citing violations established under ORS 339.990. Notwithstanding ORS 153.045, each of the parts of the citation shall contain the information required by the state board.

(4) All fines and court costs recovered from compulsory school attendance violations shall be paid to the clerk of the court involved. After deductions of court costs provided by law for the proceeding, the clerk shall pay the remainder of the money to the State Treasurer to be deposited in the Criminal Fine and Assessment Account in the General Fund

339.990 Penalties. Violation of ORS 339.020 or the requirements of ORS 339.035 is a Class C violation.