

Newberg School District 29J

Code: **JED-AR**
Adopted: 10/8/03
Readopted: 2/26/07, 5/18/09
Orig. Code(s): AR-5100

Student Attendance, Absences and Excuses

Minimum Attendance Requirements

A student is expected to attend school as required by law. Eight unexcused one-half day absences in any four-week period during which school is in session shall be considered irregular attendance.

Irregular attendance is frequently a symptom of additional problems. School officials shall view excessive absences as a reason for counselor referral, referral for disciplinary action, and/or referral to the district attendance officer.

The district shall cooperate with outside agencies and employers regarding the reporting of student absences.

Excused Absences

In order for an absence to be excused, the parent must notify the school within 48 hours of the first day of the absence. Absences may be excused by the principal on one of the following grounds:

1. Student illness;
2. Illness of an immediate family member;
3. Emergency (an unexpected occurrence for which advance planning cannot be made);
4. Death of an immediate family member;
5. Court summons;
6. Religious reasons;
7. Student disability;
8. Satisfactory arrangements made in advance with the principal/designee for other reasons.

Notification of Absence to Parent or Guardian

On a daily basis, the parent will be contacted if the school has not received notification of a student absence.

Make-up Work for Absences

1. The school shall provide make-up work when requested for a student having excused absences.
2. The school may offer the opportunity for make-up work for unexcused absences.

Loss of Credit/Grade Level Status for Nonattendance

1. Minimum attendance requirements and class participation requirements shall be included in the syllabus for each course or grade level.
2. A student who has violated the minimum attendance requirements may be subject to a loss of course credit, promotion, or grade level status. A student may also be subject to ineligibility to participate in school activities/athletics as per the students rights and responsibilities handbook, athletic handbook, and other district policies.
3. A student who is in violation of the minimum attendance requirements, but who presents to the teacher a well documented case of absence because of illness, injury, family emergency, or prearranged absence, may receive the earned grade and credit promotion, or grade level status.
4. The school shall take reasonable steps to notify the student/parents when the student is in danger of violating the minimum attendance requirements, and is in danger of losing credit, promotion, or grade level status.