

Saint Helens School District 502

Code: **JE-AR**
Adopted: 4/20/98
Revised/Readopted: 9/24/07; 2/08/12
Orig. Code(s): JE-AR

Student Attendance

In accordance with ORS 339.020 every person having control of any child between the ages of 7 and 18 years 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 term except as provided in ORS 339.030.

Specific rules and regulations pertaining to student attendance will be published in the elementary, junior high and high school student handbooks that are sent home with students at the start of the school year in the fall.

Under ORS 339.065 - Section 2 an absence may be excused by a principal or teacher if the absence is caused by the student's sickness, by the sickness of some member of the student'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.

Attendance Procedures

Upon returning to school after an absence it is the student's responsibility to:

1. Bring a signed and dated note from a parent or guardian;
2. Present the note to the teacher or attendance office upon returning to school;
3. Arrange for all make up work upon return from the absence or by other avenues as established in the buildings.

Excused Absence

Students who are absent for the following reasons will be issued an excuse in accordance with Oregon Revised Statutes 339.065 (1) (2) (3):

1. Student illness;
2. Illness at home requiring the student's help;
3. Family emergency;
4. Visitation to a doctor;
5. Visitation to a dentist;
6. Court appearance;

7. Administrative approval (must be pre-arranged);
8. Funeral.

Unexcused Absences – Follow Building Policy and Procedure

Pre-Arranged Absences

1. Parents must contact the school by note, phone or email.
2. The pre-arranged absence MUST be approved by the principal.
3. Parents should arrange to get assignments in advance of the absence.

Leaving School Early for Appointments

1. Parents must contact the school office in person or by note or phone.
2. Students must check out at office.

Leaving with Person Other than Parent or Guardian

1. Students leaving the building with anyone other than their custodial parent, guardian or foster parent must have written permission from their custodial parent, guardian or foster parent.
2. The permission note must be presented to the school office and prearranged procedures followed.

Tardiness – Follow Building Policy and Procedures

Absence from Specific Classes

If a student's illness or injury keeps them from participating in a specific class for more than three days the parent will need to provide a note from a doctor explaining limitations.

Make-up Work – Follow Building Policy and Procedures

Absence Notification to Parents/Guardians

If an unplanned student absence occurs, notification will be delivered by an automated calling system to the contact number available in the district's student information system by the end of the school day. Unplanned afternoon absence notification for students in grades 7 - 12, will be delivered by an automated calling system to the contact number available in the district's student information system no later than 8:00 p.m. on the date of the unplanned absence.

In the event of automated calling system failure, school personnel will notify parents/guardians using the student contact information available in the district's student information system.