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Oregon law requires all children between the ages of 6 and 18 who have not completed the 12<sup>th</sup> grade to regularly attend a public school. Regular attendance is defined as attendance which does not include more than eight (8) unexcused one-half day absences in any four (4) week period during which the school is in session. Failure to comply with Oregon's compulsory attendance law is a Class C violation and can result in a compulsory attendance citation and fine determined by a court.

This Administrative Regulation is designed to help all students, parents and/or guardians understand attendance requirements.

### **Definitions**

#### **1. Excused Absence**

- Student illness: if the student is absent due to illness for three (3) consecutive days or more, medical documentation may be required.
- Emergency, such as death, accident, injury or medical issue to student or family member.
- Dentist, doctor, or court appointment.
- Teacher / Administrator approved arrangements made in advance.

#### **2. Unexcused Absence**

- Student overslept.
- Student arrives tardy or late; past the first 10 minutes of class.
- Student leaves school or a class without permission from the teacher or administrator in charge.
- Student absent to care for siblings.
- Student leaves campus prior to having absence excused.

### **Truancy Process**

- Step 1.** Truancy warning letter with attendance summary, and phone call when appropriate.
- Step 2.** Mandatory attendance meeting (interventions to help support student attendance improvement).
- Step 3.** Truancy citation, court appearance and court mandated attendance agreement.
- Step 4.** Truancy fine for failing to meet the court's mandated attendance agreement.

### **Special Education Consideration**

The parent or person in parental relation who receives notice of a student's non-attendance has the right to request:

- For a child who does not have an Individualized Education Plan (IEP), an evaluation to determine if the child should have an individualized education program; or
- For a child who has an IEP, a review of the IEP.

### **Notifying the Attendance Office of Absences**

The parent / guardian is responsible to notify the Attendance Office within 48 hours following the student's return. Notice may be in writing or by telephone. Notification should include the student's first name, last name, student ID number, and reason for absence. Parents are encouraged to schedule appointments outside of school hours if possible.

### **Consequences of Irregular Attendance**

- Students who do not have regular attendance may be denied access to dances and extracurricular activities.
- All students caught in the act of skipping a class or being off-campus without a pass will face immediate consequences.
- The truancy process will be initiated for students who do not maintain regular attendance.

### **Tardy Policy**

Students arriving late, within the first 10 minutes of class, will be marked tardy. Students arriving later than 10 minutes to class without an excused slip from the Attendance Office will be marked absent.

### **Process for Pre-Arranged Absences**

Students who are aware of an absence exceeding two (2) days are encouraged to call or send a note to the Attendance Office to start the pre-arranged absence process.

### **Arriving Late or Leaving Early**

Students must sign in at the Attendance Office and receive an admit slip if arriving at school or class later than 10 minutes.

Students must sign out at the Attendance Office or have a release slip prior to leaving the building.

A student must:

- Have a note from the parent / guardian, or
- A parent / guardian can call the Attendance Office before the student leaves, or
- A student can go to the Attendance Office to call home. Authorized personnel will speak with the parent / guardian to obtain permission for the student to leave.

If a student needs to leave school early, they must sign out following school attendance procedures. Leaving school without prior approval from the school administrator or designee may result in an unexcused absence.

### **10-Day Drop Policy**

Oregon law requires a public school district withdraw any student who is marked as absent for 10 consecutive, full school days. Withdrawn students are required to re-enroll when they return to school.

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#### **LEGAL REFERENCES:**

ORS 339.010  
ORS 339.065  
ORS 339.095  
ORS 339.080(2)(c)  
ORS 339.095

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