

VI. ATTENDANCE POLICY

Regular attendance in school is essential for academic success. Poor attendance impairs the educational progress of the student. An absence means missing class discussions/lectures, class interactions, labs, etc., which cannot be adequately represented in make-up work. In addition, absences cause a loss to the missing student and the loss of the student's contribution to the class.

Regular, punctual school attendance reinforces responsible habits. Irregular attendance is one of the prime factors in student failure and frustration with the school experience.

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 the 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 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.

ORS 339.925 Compulsory school attendance violation-The school district superintendent or education service district superintendent, or an employee specifically designated by either superintendent, may issue citations for nonattendance.

ORS 339.280 Student grading policies; consideration of attendance allowed-The school district board has established student grading policy that permits teachers to consider a student's attendance in determining the student's grade or deciding whether the student should be *granted or denied credit*.

Excused Absences

Timely communication between parents and school staff encourages student accountability consistent with the adult world of work, facilitates the assignment of make-up work, and supports school compliance with state attendance laws. *Teachers are not obligated to permit make-up work for unexcused absences.*

Within two days of any absence, parents should request that the absence be excused by phone, e-mail, or note. Be sure to give the reason for the absence. The attendance office can be reached directly, 24 hours a day, at **541-998-8617**. Messages may also be left with the main office at **541-998-2343**. Parents may request a student's absence be excused in writing by note or e-mail addressed to rhoward@junctioncity.k12.or.us.

Consistent with state law and district policy, the following reasons are acceptable for an excused absence:

<p style="text-align: center;">> <i>personal illness</i> > <i>family illness or bereavement</i> > <i>emergencies</i> > <i>school activities</i> > <i>medical or dental appointments</i></p>
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Parent may request an excused absence prior to the absence or during the absence. The request should be made within two days of the absence. Please note that the school staff is not obligated to honor requests for excused absences when they are received more than two days after the absence is recorded (considered to be the final day of a multiple day absence).

School administration shall make the final determination on whether an incident qualifies as an excused emergency. Other absences may be excused if they are approved in advance by the administration and pre-arranged with each teacher. All other absences are unexcused.

Teachers are not obligated to permit make-up work for unexcused absences.

Truancy

Any student absent from school or class without permission will be considered truant and subject to disciplinary action including detention, In-School suspension, expulsion, ineligibility to participate in athletics and other activities. Students missing class time for other than school-related reasons or appointments may not be permitted to participate in, or attend, school-related or extracurricular activities occurring on that day.

Up to the 3rd unexcused absence in the same class period, the teacher will attempt to communicate with the parent by telephone, e-mail, or regular mail that a negative pattern is being established. Such attempt will be documented.

Upon the 4th unexcused absence in the same class period, the attendance secretary will notify the appropriate building administrator. The administrator will pursue the matter as a discipline referral for truancy. As part of this process, the student and parent may be subject to attendance remedies including the loss (or denial) of driver's license or permit, contact with Department of Youth Services personnel, truancy officers, or local police.

Make-up Work

Make-up work for missed days will be governed by the classroom policies of the individual teacher. Work missed due to a documented and excused absence will be accepted for full credit if completed within reasonable timelines established by the classroom teacher. Make-up work may be an alternative assignment.

Students are responsible for all activities/assignments missed – even if absence is due to a school-related activity or event. Students may be given an incomplete for a course until requirements for the course are completed.

Suspended students are not permitted to be on campus during the time of suspension, however, they are still responsible for acquiring make-up assignments during the suspension and submitting them to their instructor on the day they return. Homework pick up/return arrangements may be made with Room 1 (Attendance).

V. Tardies

Teachers will provide their expectations regarding tardies in their course syllabi. Teachers may enforce their own tardy policy with detentions, make-up assignments, or grade consequences. Students who do not cooperate with the classroom management plan may be referred to the office for uncooperative behavior.

Being prepared and on time are the first ingredients for success in school and in the world beyond high school. Chronically tardy students disrupt classroom instruction and demonstrate disrespect for the learning and achievement of other students. Teachers will have the discretion after 5 minutes to report the appropriate attendance mark.