

Attendance

General Statement

All children between the ages of 7 and 18 years who have not completed the 12th grade or who are not otherwise exempt by statute are required to attend regularly and full time the appropriate school within the attendance area in which they reside. **(ORS 339.010, ORS 339.020)**

Regular attendance is essential to the development of skills and competency. Regular attendance contributes to building good habits for life including reliability and punctuality. Students who have good attendance generally achieve higher grades, enjoy school more and are more acceptable to employers after leaving high school.

The student is responsible for fulfilling the attendance requirements. Students are expected to be in their seats when class starts. They should organize their time and materials so they do not need to go to their lockers before every class. Parents are encouraged to schedule family trips, appointments, shopping trips, etc. at times when school is not in session.

Upon returning to school from an absence, students, regardless of age, must bring a note clearly stating the date, duration and a specific reason for the absence. Notes are to be turned in to the office.

If at any time a significant number of any class (Freshmen, Sophomore, Junior, Senior) or the school is not in attendance for other than a school sanctioned event, it will be up to the discretion of the administration and the school board whether the day will be made up.

Students will not be allowed to leave class the first ten minutes or the last ten minutes of class. Students should take care of business between classes, including using the restroom.

Adult Students

Students who are eighteen years of age are responsible for their attendance. These students are encouraged to read and completely understand the ATTENDANCE section of this handbook. As a courtesy, parents/guardians will be informed whenever there is an adult student absence.

Excessive Absences

Students are responsible for maintaining regular attendance in all of their assigned classes. Students are also responsible for being aware of the number of absences they accumulate in a Semester Grading Period. A warning letter will be sent home after the 8th Non-School Related absence. With the 10th Non-School Related absence, an Official Notification as having Excessive Absences will be sent home. This letter will describe the potential loss of credit as well as the legal consequences that may result from an Excessive Number of Absences. Contact will be made with the LBL ESD Attendance Officer for further legal action with any additional Non-School Related Absences.

Prearranged Absences

Students who know they will be absent should make arrangements for a prearranged excuse at least one day in advance of the absence. This will allow the student to know what they will be missing in each of their classes. Students can obtain a Prearranged Absence form from the office. Instructions are provided on the Prearranged Absence form.

Students participating in a school activity that requires an absence from 2 or more of their classes should also make arrangements for a prearranged excuse at least one day in advance of the absence. The Prearranged Absence form also acts as a permission slip from the parent/guardian for the student to attend the school activity. Acting as a permission slip, a Prearranged Absence form **must** be on file in the office for the student to participate in the school sponsored activity. Students must be in class prior to and/or following a school activity that has a departure and/or arrival during class hours.

Homework and Absences

An excused absence from class allows the student to make-up missed work from an absence. However, the student must request their homework from their teachers the day they return or they may forfeit the opportunity to make up the missed work. The student is allowed the same number of days to complete the missed work as they were absent (i.e. if the student missed two days, they will have two days from their return to turn in their missing work). While a maximum of three days is the limit for making up work, arrangements may be made with an agreement between the student and the teacher for an extended period of time in special circumstances.

Checking in/Checking out

Class hours are from 8:00AM – 3:00PM. Students arriving to campus any time after 8:00AM must check in at the office. Students leaving campus any time before 3:00PM must check out at the office.

NO STUDENT MAY LEAVE THE SCHOOL GROUNDS DURING CLASS HOURS WITHOUT PERMISSION FROM THE OFFICE. Prior notification by note or prearrange absence is required if a student needs to leave campus during the class hours. If a note or prearranged absence has not been provided, parental/guardian contact must be made before the student is allowed to check out. While at lunch and/or off campus, and the student anticipates not returning to school, the office must receive a phone call to provide permission for the student to be absent from any classes they will be missing.

Students who are regularly scheduled off campus must check in and out at the office as they arrive or depart. **STUDENTS ARE NOT TO BE ON CAMPUS IF THEY ARE REGULARLY SCHEDULED OFF CAMPUS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE OFFICE.**

Failure to follow any of the Checking In/Checking out Procedures will result in the consequence of an Unexplained Absence.

Attendance Definitions and Actions

Absence

If a student is not present in a classroom for more than 10 minutes they are considered as absent. According to the law, if a student has an excessive number of absences, a significant number of unexplained or unexcused absences, and/or irregular attendance, the school must report the student to the LBL ESD Attendance Officer for further action.

School Related Absence

The student is absent because of a field trip, athletic event, or some other school sponsored event or activity. A prearranged absence may be required for the student to participate. This absence will always be excused. While these absences are recorded on progress reports and reports cards they are not recorded on transcripts.

Non-School Related Absence

The student is absent because of a reason that is not school related. Upon returning to school from this type of absence, all students must provide a note with an explanation for their non-school related absence. The absence will then may be considered as either excused or unexcused. If a note is not provided, the absence may be considered a truancy and subject to disciplinary action. Because of the nature of many activities, there are some kinds of assignments that may not be possible to be made up. Attendance is crucial to success in the classroom.

Absence Policy: Definitions, Procedures, and Consequences

ABSENCE	If a student is not present in a classroom for more than 10 minutes they are considered as Absent. According to the law, if a student has an excessive number of absences, a significant number of unexcused or unexcused absences, and/or irregular attendance, the school must report the student to the LBL ESD Attendance Officer for further action.
School Related	The student is absent because of a field trip, athletic event, or some other school sponsored event or activity. A prearranged absence may be required for the student to participate. This absence will always be excused and Non-State Reported. While these absences are recorded on progress reports and report cards they are not recorded on Absent Notification Letters or on transcripts.
Non-School Related	The student is absent because of a reason that is not school related. Upon returning to school from this type of absence, all students must provide a note with an explanation for their non-school related absence. The absence will then be considered as either excused or unexcused. If a note is not provided, the absence may be considered a truancy and subject to disciplinary action. Because of the nature of many activities, there are some kinds of assignments that may not be possible to be made up. Attendance is crucial to success in the classroom.
Explained Absence	The student returns to school with a note stating the date, duration and a specific reason for the absence. Notes are to be turned in to the office no later than 3 school days after returning to school. The note needs to be signed by a parent, guardian or the student (if the student is 18 years or older). Failing to do this, the absence may be considered a truancy and subject to disciplinary action. If already in attendance and marked absent, the student can only be excused with a note from a teacher, counselor, or office.
Excused Absence	To be legally excused, the absence's reason should meet one of the following 8 state-defined criteria: <ol style="list-style-type: none">1. Illness of student (Being absent for 4 or more consecutive days requires a doctor's note to be excused).2. Illness of an immediate family member and the student's presence at home is necessary.3. Emergency situations that require the student's absence.4. Field trips and school approved activities.5. Medical, Professional, Legal, or Court appointments. Confirmation of attending the appointment may be required.6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.7. Student returns to class from a meeting with another teacher, counselor, or office.8. Ultimately, as allowed by state law, the final decision as to whether an absence will be excused or not will be determined by the school administration. <p>An excused absence from class may require make-up work to be done as set by the teacher's class rules. The student must request homework assignments the day they return. Neglecting to do so may forfeit the opportunity to receive credit for the missing work. The same number of days as the student was absent will be allowed to complete and turn in the missed work (i.e. 2 days missed, there will be an allowance of 2 days after returning to school to turn in the missed assignments).</p>
Unexcused Absence	The student is not in school for any reason other than the state-defined criteria listed above and the parent or guardian knows of the absence. However, the reason for the absence (ex. haircuts, shopping, extended lunch, or recreation) is not one that would grant the student an excused absence. An unexcused absence will still allow a student to make-up any assignments that are missed. All missed assignments are due upon return to class and are graded. However, according to the individual teacher's classroom rules, credit for the assignment may be reduced and/or make-up time may be required.
Unexplained Absence	A student who is absent from class without permission or a proper excuse is considered truant and subject to disciplinary action. Parents may not change truanancies for students who had arrived at school and were not in their assigned classes. No credit will be given for work missed during any truancy.