

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 five minutes or the last five minutes of class. Students should take care of business between classes, including using the restroom.

Attendance requirements:

Students will be allowed twelve absences in any one class in any one semester. The parent or guardian will be notified when the student has reached the sixth absence and the ninth absence limitation per semester. Contact will be made with the LBL ESD Attendance Officer for further legal action with any additional Non-School Related Absences.

The 18th absence during a semester will result in a loss of credit hearing with the student's teachers and the principal. Parents are notified of the hearing and encouraged to attend.

Absences

Absences will be recorded as period absences from school. Missing class for more than 10 minutes constitutes an absence in that class for that period unless the student has a pass from the office or a teacher. Being gone from a class for a school-sponsored activity is counted as a school-activity absence. Two days of college organized college visitations likewise will not count as absences. Being gone for attendance at a funeral for immediate family members or grandparents and the associated activities when properly excused will not place a student in jeopardy of losing credit due to absences. Student absences due to school bus problems will not count towards loss of credit absences.

The parent or guardian shall provide a home, work, cell or message phone number to the school where they can be notified of their student's absence.

If a student is absent from school for illness, bereavement, family obligations, or because of serious storm conditions, the school staff will make every effort to accommodate the student and the parents in helping minimize the negative impact of the student's absenteeism on school performance.

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.

Policies Relating to Excused Absences:

An excused absence is any absence from class or school that is authorized by parent or guardian or school official provided:

- The student's parent or guardian notifies the school of the reason for their absence either by note or phone call prior to or at the time the student returns to school.
- Students who know they will be absent from school need to get advance Pre-Arranged forms completed and turned in to the office.

For students who bring a note signed by a parent, guardian or school official to explain their absence the note should include:

- The name of the student,
- The date(s) of the absence,
- The specific reason for the absence, AND
- The parent, guardian or school official's signature.

Note: Parents can also fill out an electronic note on the high school website under the attendance tab.

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 their were absent. For example, a student missed two days excused, they will have two days from their return to turn in the missing work from the days they were absent. 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. It is important to note that work assigned before or after the absence is due on the original assigned due date.

Office Checking in/Checking out

Class hours are from 8:00AM– 3:00PM. Students arriving on campus any time after 8:10AM must check in at the office. All 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 pre arranged 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 a consequence.

Advance Pre-arrange Forms

For students who know in advance that they will be absent, forms are available to get prior approval of the absence. Approximately three days before being gone, the student is to pick up a form from the office and have it completed by their teachers, signed by their parents, and then approved by the principal.

Students participating in a school activity that requires an absence from 4 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.

Policy Relating to Unexcused Absences (Truancy):

An Unexcused absence is any absence from a class for more than 10 minutes without the teacher's permission or from school without the knowledge and authorization of a parent, guardian or school official results in the following consequences:

Consequences for Unexcused Absences:

- On the first unexcused absence the student will be required to make up the amount of class time missed during lunch detention.
- On the second unexcused absence the student must make up the time missed during lunch detention .
- On the third unexcused absence the student must make up double the time missed during in-school suspension . In addition, the parent and student together must meet with the principal or superintendent within five days after the offense occurred to determine next steps for the student.
- On the fourth unexcused absence the Principal may recommend to the Superintendent that the student be expelled from school for the remainder of the current semester.

Tardiness

Students are to be in each class prior to the tardy bell. No student should be in hallways after the tardy bell rings.

- If a student receives more than five total tardies **-or-** (*more than two in one class period*) during a school calendar week the student will receive a lunch detention.

- If a student has more than seven total tardies **-or-** (*more than three in one class period*) during a school calendar week the student will receive a lunch detention.

- If a student receives more than ten total tardies during a school calendar week they will receive an in-school suspension.

Repeated violations of the tardy policy will result in progressive consequences from suspension to expulsion