



BLUE language is OSBA sample policy language.

RED language is current language pulled from JEA-AP.

Appropriate notices on student absences or irregular attendance may be issues by the district in accordance with law.

1. Attendance Supervisor

The attendance supervisor shall:

- a. Determine whether a parent or legal guardian has failed to enroll their child and to maintain the child in regular attendance at a public school. "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
- b. Provide written compulsory attendance noncompliance notification to the parent or legal guardian within 24 hours of notification of the violation from the proper authority. If the student is an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the student's parole or probation officer of the student's absence;
- c. Serve the notification personally or by certified mail. The notification will be written in the home language of the parent or legal guardian of the student;
- d. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- e. Ensure that the notification states that the parent or legal guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan ("504 plan") or right to request a review of their child's current IEP or 504 plan;
- f. Provide a copy of the notice to the superintendent's designee at the time notice is given to the parent or legal guardian.

The attendance supervisor, within three days of knowledge of noncompliance by the parent or legal guardian, shall notify the superintendent's designee.

Regular Attendance

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/legal guardians understand attendance requirements.

Definitions

1. Excused Absence

- Illness, including mental and behavioral health of the student.
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency, such as death, accident, injury or medical issue to student or family member.
- Dentist, doctor, or court appointment.
- Student is a dependent of a member of the U.S. Armed Forces¹ who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
- 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/legal 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/legal guardians 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 consequences.
- Truancy processes will be initiated for students who do not maintain regular attendance.

Tardy Policy

Students arriving late will be marked tardy.

Process for Pre-Arranged Absences

Parents/legal guardians who are aware that their student will be absent exceeding two (2) days are encouraged to call or send a note to the Attendance Office of their student's school 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 their parent/legal guardian, or
- A parent/legal 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/legal 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 Inactivation Policy

Oregon law, ORS 581-023-006 (4)b and (11)c, 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.

Absences in Excess of 10 Days

If a student will be out for more than 10 consecutive days, parents/legal guardians shall make arrangements before the start of the absence. In elementary schools, parents/legal guardians need to contact the student's classroom teacher and/or building principal. For middle and high schools, parents/legal guardians need to contact the student's school counselor.

Virtual Attendance

Students who are out of a medical leave and have made prior arrangements with their school principal or counselor may have the option to attend classes virtually. Virtual attendance is checking in within 24 hours with each teacher, each day that the student is absent. Check-in includes:

- Active participation in a virtual class;
- A meaningful series of two-way communication between student and teacher(s) via chat, communication application, or email; or
- Phone call between student and teacher(s)

END OF ADMINISTRATIVE REGULATION

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