

ATTENDANCE

Consistent school attendance is a major factor in guaranteeing student success. Absences and tardiness disrupt the learning process.

DEFINITIONS

Absence/Tardy: students who are not in class when attendance has been posted (ten minutes after class has begun). There are two types of absences: **excused** and **unexcused**. These are according to ORS 339.065.

EXCUSED ABSENCE / TARDY	UNEXCUSED ABSENCE / TARDY
Personal illness	Absences due to truancy
Illness or death in the family	Absences unexcused by a parent for two days after the return of a student to school
Medical appointments (please schedule after school hours if possible)	Lateness due to non-emergency situations (i.e. oversleeping, running late, etc.)
Absences that are school-approved (i.e. field trips, athletic events, etc.)	Although all missing assignments must be completed, unexcused tardies / absences may result in partial or no credit for work missed.
Emergencies as deemed excused by administration	Any absence from school which is not in accordance with Oregon Law, <u>even with parental permission</u>, may not be excused by the school.

Truancy: often referred to as skipping or cutting class or school; it is an absence that could not have been excused under any legal circumstance.

Tardy: not being in class when the tardy bell has rung.

PROCEDURES FOR ABSENCES / MORNING TARDIES

TARDY	ABSENCE – PRE-ARRANGED	ABSENCE - UNEXPECTED
Parent must notify school by phone or email by 8:15 if student is late	Notify the office prior to a known absence as soon as possible	Notify school by phone or email by 8:15 a.m. if the child will be absent
If arriving after 8:15 students must sign in at the office	Middle and high school students will receive a homework sheet to collect missed assignments	Returning to school, students must check in at the office for an admittance slip

Student attendance may be viewed by parents in RenWeb.

Please contact the office for any assistance.

TARDIES BETWEEN CLASSES (excused only)

Students must obtain a pass from the teacher/staff member responsible for detaining a student.

CONSEQUENCES

TARDIES	ABSENCES
A total of 4 tardies for 1st period will be allowed per quarter. Should a student receive a 5th tardy a detention will be assigned.	1 unexcused absence = 45 minute after school detention
1 st additional Tardy = lunch detention	2 unexcused absences = parent conference with contract
2 nd additional Tardy = after school detention	3 unexcused absences = contract enforced / possible 2 to 3 day suspension
3 rd additional tardy = conference with parents	