

# 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 <b>two days after</b> 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	<b>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.</b>

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