

Arlington School District No. 3

Code: **JED**
Adopted: 9/10/02
Revised/Readopted: 2/11/2013

Student Absences and Excuses

ORS 339.065 states that in estimating regular attendance for purposes of the compulsory attendance provisions of law, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school, which the pupil attends.

Excused absences will be given for the illness of the student or a family member. Notification must be given to the office by the student's return date with the following information: date of absence, reason for absence and the name/signature (in the case of written notification) of the parent or guardian.

Excuses must be presented within two (2) school days after returning to school or that absence will be considered unexcused.

Students returning to school after an excused absence will be given the opportunity to make up the work missed equal to the time missed. The responsibility for makeup work is the students.

Notifications and other correspondence would be filed and kept by the office. **Absence from school requires notification of the excuse from the parent or guardian**, unless the pupil is 18 years of age and living on their own. Students who are 18 years of age or older and living on their own may give their own notifications.

Students will present their parent's/guardian's written notification to the office prior to the start of class or upon returning to school during the school day.

Pre-arranged Absences may be approved as an excused absence providing that a request from the parent/guardian is presented to the office at least one (1) day in advance of the absence. The notification should include the date, student's name, date(s) and/or time the student will be absent, reason for the absence, and parent's/guardian's name/signature (in the case of written notification). The student will take a pre-arranged absence form to each teacher allowing them to be aware of the absence, and the student to get their assignments in advance. Students cannot be failing classes and all assignments are due upon return to school.

Unexcused Absences may result in disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

END OF POLICY

Legal References:

ORS 109.056
ORS 339.030
ORS 339.065
ORS 339.420

OAR 581-021-0046
OAR 581-021-0050
OAR 581-023-0006 (11)

Cross Reference (s):

IGBHD-Program Exemptions