

## Attendance Policy

1. Because the success of the student's educational experience depends upon teacher-student relationships and peer interactions, **being absent from class disrupts the individual's educational process**. Therefore, **a Lincoln High School student is expected to attend every scheduled class period, every school day**.
2. It is a requirement of Oregon School Law ([ORS339.010](#)) that children between the ages of 7-18 regularly attend school. **Research shows excessive absences have a negative effect on grades and learning**. Absences cause students to fall behind in completion of required course work. Participation in class discussion, lectures, group projects, audio-video presentations, and demonstrations are required activities, which often cannot be made up outside the classroom. Students who are frequently absent are in jeopardy of failing classes and losing credit.
3. Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of the law and is punishable by a court imposed fine, as provided by [ORS 339.925](#)
4. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under [ORS 163.577](#) (1) ©, be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.
5. Failure to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.
  - 10 Day Drop: [Oregon State Law](#) requires that we withdraw students who miss ten consecutive days of school. If a student is absent for any reason for 10 consecutive days, they will be withdrawn from school and will have to re-enroll when they return.

## Excused Absences

Oregon Law charges the school, not the parent, to determine which absences, other than illness or family emergency, should be excused. The following are legal reasons for an absence to be excused according to ORS 339.065:

- Student illness.
- Illness of an immediate family member when the student's presence at home is necessary.
- An emergency, such as death, accident, medical or injury.

- Dentist, doctor, or court appointment. (Please try to schedule these outside school hours.)
- Other reasons where satisfactory arrangements have been made in advance (See Pre-Arranged Absence section).
- Teacher/Administrator Arrangements, Field Trips, and school-approved activities.
- A student may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or from a personal, religious, or ethnic consideration.

**It is the parent's responsibility to clear unexcused absences within two school days or 48 hours of the absence or the absences(s) will remain unexcused.**

Single period absences can result in disciplinary action.

Once students are 18 or over with parent permission or students who are emancipated or declared homeless may write their own excuse notes. Authorized students who manage this responsibility inappropriately will see this privilege revoked.

**Once a student gains the privilege to write his/her own notes, the school expects to receive excuse notes only from the student.**

### **Unexcused Absences**

Any absence not excused within two (2) consecutive school days and according to the following guidelines will be considered, and will remain, unexcused.

### **How to Excuse an Absence**

It is the parent's responsibility to notify the Attendance Office of an excused absence within two consecutive school days following the student's return to school. Notice may be in writing or by telephone.

A parent or legal guardian can excuse the absence in the following ways:

- Written note to the Attendance Office. Notes may be written in the parent's chosen language. All written notes must include student name, student ID number, reason for absence, dates to be excused, and parent or guardian signature
- Phone call to the Attendance Office at (503) 916-5200 Ext:75411. Please indicate the student's first and last name and student ID # with all notes or messages. Spelling the last name is helpful as well.

## **Truancy**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including **detention**, suspension, referral to truancy court, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

### **When is a student / parent in violation?**

**Unexcused Absences:** Eight (8) unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

**Excused Absences:** Not to exceed five (5) days in a term of three months or not to exceed ten (10) days in any term of at least six months.

**TEACHERS are required to take attendance every period within the first 10 minutes of class. This is a district policy.**

**If a student is truant, the following interventions/strategies will be adhered to:**

**Tier 1:**

- A school counselor or a secretary monitor attendance every morning. The secretary calls every parent of an absent student. The counselor and the Principal both intervene immediately if a student misses three or four days (*Article: "Empty Desks"*); factors contributing to chronic absenteeism and habitual truancy will be identified and addressed (*Article: School Attendance Improvement Strategies*)
- Parent/guardian will be provided a written notice. The written notice will include the following: the superintendent or the designee has the authority to enforce the provisions of compulsory attendance laws, failure to send a student to school is a Class C violation, a citation may be issued by the district, a conference with the parent/guardian and student is required.
- Lunch or after school detention will be assigned. If a student does not attend detentions, then it becomes a referral for "willful disobedience"
- Send commendation letters to students and parents, guardians, or caregivers for improved school attendance and perfect attendance (*Article: School Attendance Improvement Strategies*)

**Tier 2:**

- Home visits will be arranged and/or adjustments will be scheduled depending on the cause for chronic absenteeism (*Lincoln HS*)
- Mandatory meeting with a student and parent will be required
- A truant student will be required to enroll in Reconnecting Youth class that addresses attendance issues (*Lincoln HS*)
- Student will be referred to a school nurse, school counselor, school psychologist, school social worker, or other student support personnel for case management and counseling (*Article: School Attendance Improvement Strategies*)
- Student will sign daily attendance sheet maintained by a secretary.
- Teachers will sign student's weekly form indicating whether the student has attended class and participated. Forms will be inspected by Principal at the end of every week

**Tier 3:**

- Student will be referred for Student Study Team to determine underlying causes for chronic absenteeism.

### **Leaving During the School Day**

A student who must leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse or designee.

The school nurse or designee will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

**The student must sign out at the Attendance Office prior to leaving the building.**

### **Exemptions from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

**Requested homework may be picked up in the Counseling Office 24 hours after the request is made.** Teachers need the time to put assignments together.

If the student anticipates a longer absence, a counselor should be contacted. Arrangements for make-up, private study. And/or a tutor may be necessary. Parents should also notify the Attendance Office at 503-916-5200 Ext: 75411.

### **Arriving Late or Leaving Early During the School Day**

Students must sign in at the Attendance Office if they have arrived more than 10 minutes into a class period to receive an admit slip.

Students must sign out at the Attendance Office or have a release slip prior to leaving the building. This means a student:

- Must have a note from the parent/guardian, or
- A parent or/guardian can call the office **before** the student leaves, or

A student can go to the Attendance Office to call home. Authorized personnel will speak with the parent/guardian to obtain permission for the student to leave. If parent permission is not obtainable, an administrator may determine the most suitable plan of action.

If a student is sick and needs to leave school early, they must go to the Nurses Office and check out with nurse, or if the nurse is not available, through the Student Management Office.

Leaving school without **prior** Attendance Office, Nurse, or Student Management Office contact with a parent/guardian will result in an unexcused absence.

Students returning to school following permission to leave will report to the Attendance Office to secure an admit slip.

### **Non-Attendance Consequence**

Students who do not have regular attendance may be denied access to dances, prom, games or other extracurricular activities.

All students caught in the act of skipping a class or being off-campus without a pass will receive immediate consequences as per current policy.

After 3 unexcused absences in (1) class in a semester, a letter may be mailed to the student's home from the school attendance monitor.

After 5 unexcused absences in (1) class in a semester, a student/parent meeting may be held by counselor and/or Dean of Students to determine a plan of action, which may include loss of credit, failure of the class, or recommendation for alternate placement.

### **Parents/Guardians Out of Town**

When parents/guardians must be out of town, both the Attendance and Nurses Offices should be notified who to contact for their student's absence or emergency care should the need arise.

Parents/guardians who are out of town for a short time or unplanned reasons should provide the Attendance Office with the following information: where the student will be staying and who is authorized to excuse and pick up the student. This information should be on the emergency card.

### **Tardy Policy**

**Students are expected to be in class on time.**

- A tardy is defined as arriving to a classroom after the tardy bell has rung without an appropriate pass from the Attendance Office. This pass will denote "excused" or "unexcused" tardy based on whether the student was properly cleared through a parent/guardian note or phone call.
- Teachers may use their own policies/procedures for tardy #1 and #2 for each semester. This may include the teacher assigning detention or community service in the teacher's room.
- Upon receiving the 3<sup>rd</sup> tardy during a semester, teachers may notify the Student Management and assign an after-school detention.
- Students arriving after the school day begins need to check in at the Attendance Office.

### **Pre-Arranged Absences**

An absence should be prearranged when a student will be absent for more than two days for a school-related, field trip, family business, medical procedures or college visitations. Prearranged Absence Forms can be picked up in the attendance office or downloaded from the school website. The form will include student's name, dates of absence, reason for absence, and parent/guardian signature. After all teachers have signed and administrative or counselor approval has been obtained then the student will return the form to the attendance office. Prearranged absences should be arranged at least one week prior to the excused absence.

### **Process for Prearranged Absence Approval:**

Parent must call or send a signed note to the Attendance Office to start the prearranged absences process. Students must then do the following:

- Obtain the Prearranged Absence Request Form from the Attendance Office
- Obtain Teacher Signatures
- Obtain administrative approval
- Return the form to the Attendance Office prior to the absence

If these steps are not taken, the absence is not considered prearranged and will remain unexcused.

Extended absences may endanger the student's grades. For this reason, we feel it is important to check the academic progress of the student before release is allowed.

For school-related absences, such as a spectator at athletic competitions, students wishing to attend must bring a note or have a parent phone in by 8:35am the day of the event in order for the absence to be excused. Rooter buses are seldom provided for these activities.

### **Periods with No Scheduled Class**

**An excused period** is a period during the school day when a student does not have a scheduled class. It is not to be considered a period of free time at school. When a student has requested "Late Arrival" (period 1) or "Early Dismissal" (period 4) this is considered an excused period. No additional school bus transportation is available.

**Students with excused periods may use the Commons or go to the library with a pass from SMO.** If the student is in the library, they must sign in on a designated excused period sheet. A student needs a teacher's written permission to study in the teacher's classroom.

**Students are not allowed to loiter in the hallways or stairwells.**

### **Field Trips**

Students who participate in extended classroom activities, such as field trips, are responsible for the work missed in any class during the time of the trip. Students should make arrangements with teachers for any missed class work prior to all field trips. The student is expected to return to the classroom the following day fully prepared to continue the class instruction or activities as though the student had not been absent from the class.

If a field trip is more than two days, the teacher or advisor will distribute Pre-Arranged Absence Forms to all students involved.

### **Attendance and Eligibility at Co-Curricular Activities**

Portland Public Schools regulations specify that a student must attend school for at least one-half of the student's schedule (at minimum one full period) the day of a contest in order to be eligible to participate in an activity, sports event, or practice. Attendance at, or participation in, extra-curricular activities and athletics is not permitted if a student has been absent during the entire school day. The Athletic Department and coaches are expected to check and enforce this rule.

The Athletic Office will generate grade and attendance information for coaches/advisors to monitor students' performance more closely. Students may not be eligible to participate in an



activity if they have been unexcused from a class or classes and/or if they are earning failing grades.

### **Absences During Semester Exams**

If a student is absent on the day of a semester exam, the Attendance Office must be notified by a parent/guardian within 24 hours, and arrangements for make- up exam must be made with the teacher. If the school is not notified a “0” will be given as the score for the final exam.

### **Part-Time Students**

All students must maintain a minimum of five classes in order to be considered a full-time student. Students who have dropped below this minimum may be withdrawn from school. Students who have dropped classes or are not attending classes will have their schedules consolidated and cannot be on the campus at other times. If a student continually violates this provision, or if consolidation of the class schedule is not possible, the student may be withdrawn from school until the following semester.

### **No Senior Skip Day**

There are not authorized or school sponsored skip days allowed in Portland Public Schools for any student.