

Portland Public Schools Attendance Handbook 2019-2020

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

District Title VI:
503-916-6499

Title IX Contact Number:
503-916-3340

District 504 Contact Number:
503-916-5460

American Disabilities Act Contact:
Human Resources - BESC

Office of Attendance August, 2019

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PURPOSE OF ATTENDANCE HANDBOOK

Portland Public Schools wishes to achieve multiple goals with the development of this Attendance Handbook and the implementation of its directives. A systematic and sustainable approach to reducing chronic absenteeism requires a combination of preventive programs and interventions that build a culture of attendance

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throughout schools and community. Early outreach enables schools and community staff to build relationships with families and intensive interventions focus resources on the most chronically absent students and their families.

- a. Our first goal is to provide guidance and resources to staff when dealing with attendance issues that ultimately will result in improving attendance. As a district, we recognize the importance of attendance and its direct connection to student achievement. When children are not in school, it becomes extremely difficult for them to make gains and improve their academic skills.
- b. Our second goal is to clarify district definitions for excused and unexcused absences and tardies and apply uniform practices to provide consistency in attendance recording throughout the district. This increases the validity of the data upon which we make many decisions.
- c. The third goal is to ensure staff, students, and families know and uphold attendance policies with consistency and fidelity.

It is the expectation of the Superintendent that all Portland Public Schools staff follow the practices stated in this handbook. We realize, however, that a handbook such as this is an evolving document. The materials will be reviewed annually and, where appropriate, updates will be instituted.

DEFINITIONS

Attendance Records: OAR 166-400-0060 Attendance Records Records document the attendance of students in school. Records may include but are not limited to teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records; excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation. The attendance recorded on the Oregon Student Record is a summary of this information.

All attendance records must be kept for three years after the school year in which records were created.

Day absence¹: Full day = missing more than 75% of the day
Half day = missing 25% to 75% of the day

Class absence: Missing more than 25% of the class period

Each K-5, K-8, Middle, and High Schools each have different bell schedules. Each school must follow the 25% guideline based on the attendance handbook policies for the time that includes: Tardies, Absences, and Late After Tardies (LAT). Please contact your school's attendance coach for support.

Examples:

- a. A student arriving after the first 12 minutes of a 48-minute class period is marked absent for the class.
- b. A student arriving after the first 23 minutes of a 90 minute-block period is marked absent.
- c. A student arriving after the first 30 minutes of a two-hour class period is marked absent.
- d. A student arriving after the first 45 minutes of the three-hour morning session that is not divided into individual periods is marked absent for the AM.

¹ A discrepancy exists between the day absence definition and 4.10.012-AD. Please note, the administrative directive is in the process of being updated.

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- e. A student arriving after the first 45 minutes of the three-hour afternoon session that is not divided into individual periods (after missing the morning session) is marked absent for the full day.

Excused absence: Notification by a parent/guardian, determined excusable by the district, provided verbally or in writing prior to the absence or within three days after the return of the student to class. Select the appropriate absence reason from the list on page 9.

Unexcused absence: Parent/guardian provided no excuse within three days after the student returned to school or those presented fell outside excusable absences as determined by the district (see page 9). It is only necessary to enter an absence reason for an unexcused absence if it was for cutting class or for arriving after 25% of the class time has started without a parent/guardian verbal or written message determined excusable by the district.

For elementary and K-8 students on “daily” attendance, the attendance auto-dialer will complete one call, daily, beginning at 10:30 am. Data must be entered in Synergy by 10:20 am. The attendance auto-dialer will call all students with unexcused absences.

For middle school, high school, and K-8 students on “period” attendance, the attendance auto-dialer will complete two calls, daily. Morning calls begin at 1:00 pm. Afternoon calls begin at 5:30 pm. Data must be entered in Synergy by 12:45 pm and 5:15 pm, respectively.

Calls are delayed for late opening day and only affect daily attendance. Attendance auto-dialer calls begin at 11:30 am; data must be entered by 11:15 am.

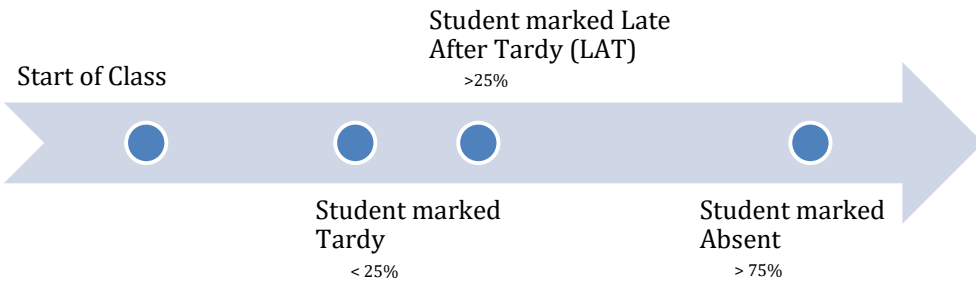
Authorized Absence: Student is absent from class but is participating in an instructional activity such as a field trip, outdoor school, testing or school event, such an absence does not count against the student attendance rate.

Tardy: Student is not present at the start of class and arrives within the first 25% of the class period or entire morning or afternoon session if the sessions are not divided into individual periods.

Examples:

- a. A student arriving within the first 12 minutes of a 48-minute class period is marked tardy for the class.
- b. A student arriving within the first 23 minutes of a 90 minute-block period is marked tardy for class.
- c. A student arriving within the first 30 minutes of a two-hour class period is marked tardy.
- d. A student arriving within the first 45 minutes of the three-hour morning session that is not divided into individual periods is tardy for the AM.

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Late After Tardy: Student arrives in class after the first 25% of class, this is still considered an unexcused absence unless verified differently by school secretary. The student is required to get a pass from the front office to enter the classroom.

- All Administrators or secretaries and **High School Teachers** have access to the LAT code in Synergy.

Excused Tardy by a Staff Member: Notification was provided by a staff member indicating an acceptable reason for the tardy by that staff member. For Example; ISA, LX

Excused Tardy If Not School-Related: Student was tardy for a reason deemed excusable as an absence by the district, however, the student arrived within 25% of the class period/session.

Unexcused Tardy: Student was tardy for reasons not deemed excusable by the district.

Chronic Absenteeism

- Exceeding 4 excused and/or unexcused one-half day absences in any month when school is in session.
- Excused and/or unexcused absences exceeding 2 days in a month or 17 days in a full school year shall be considered irregular attendance and considered chronic absenteeism and subject to monitoring.

Child Find: Under federal and state law, each school has a legal duty to identify, locate and evaluate all resident children if the IEP/504 team suspects that the student may have a disability and may need special education and/or related services. PPS's obligation for child find is independent of a parent's request for an evaluation. A school's BSC, SIT or CARE team supports child find compliance by referring students to the Section 504 and special education process as appropriate. Parents may also refer students for evaluation.

Portland Public Schools Attendance Reason Codes

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LIST OF EXCUSED ABSENCES AND TARDIES

Code	Description	Definition	Type	Code	Description	Definition	Type
L	Class - Tardy	Tardy marked by teacher	Unexcused Tardy	Absences marked with the following codes are considered "excused". *Note that excused and unexcused absences affect student absentee rates equally			
LUX	Tardy - Unexcused	Student is tardy for reasons not deemed excusable by the district	Unexcused Tardy	APT	Appointment	Doctor, Dentist, Counseling, translating for family, Take Your Child To Work Day, etc.	Excused
LX	Tardy - Excused	Student is tardy for any reason considered excused as an absence but has arrived within 25% of the class period/session	Excused Tardy	CLV	College Visitations	Student (jr./sr. only) absent because traveling to various colleges to determine best choices	Excused
LBS	Tardy - Bus	Student is tardy due to school bus or other school provided transportation delayed arrival	Excused Tardy	FEM	Family Emergency	Student absent from class due to family emergency	Excused
A	Class - Absent	Absent marked by teacher	Unexcused	FRL	Funeral	Student absent because attending a funeral	Excused
CUT	Cutting	Teacher observes student cutting class	Unexcused	HEX	Health Exclusion	Student absent due to immunization exclusion, head lice, chicken pox, etc.	Excused
LAT	Late After Tardy	Student is tardy for reasons not deemed excusable by the district, and arrived after 25% of the class period/session has passed	Unexcused	ILL	Illness or Injury	Student or member of family is sick (State Law)	Excused
"School Activity" type codes are authorized codes and count students as attending school and do not send auto-dialer phone calls home				HSP	Hospital	Student absent because in hospital and not receiving tutoring	Excused
ATH	Athletic Event (HS)	Authorized school athletic event	School Activity	ISN	ISS without Instruct	Student absent from class due to in school suspension, and not receiving instruction during suspension	Excused
FTP	Field Trip	Student absent from class because on a class field trip	School Activity	RH	Religious Holiday	Student absent due to religious holiday	Excused
ISA	In-School Appt.	Student absent due to appointment or meeting with school personnel.	School Activity	RI	Religious Instruct	Student absent due to attending a school giving instruction in religion (elem. max 2 hrs/wk, sec. max 5 hrs/wk - State Law)	Excused
ODS	Outdoor School	Student is a student leader at or is attending outdoor school	School Activity	SSP	Suspended Out of School	Student is suspended out of school	Excused
SEV	School Event	Student absent due to preparing for or attending school event (i.e. assembly) includes Rose Festival Princess absences	School Activity	VAC	Vacation	Student absent because on family vacation	Excused
TPL	Teen Parent Leave	Student is attending Teen Parent program	School Activity	ED	Early Dismissal	Student excused after meeting minimum seat time requirements. Code does not impact ADA	Excused
TST	Testing	Student is absent because they are testing	School Activity	CEM	Community Emergency	Student absent due to community emergency such as extreme weather, evacuation, or safety concern	Excused
SSC	SSC Attending	Student absent because attending SSC	School Activity	MHD**	Mental Health Day	Student absent due to, mental or behavioral health	Excused

***SS2 (Student Success Pending)** - is no longer an active synergy code. When a student is directed to SSC, space may not be immediately available and/or SSC may not be immediately able to schedule an intake meeting. **During this time, the student should continue to attend their home school.**

-Rarely, a hearing officer may determine that a student should not continue to attend home school while awaiting SSC or other placement. **This should be treated as absence.** If this exceeds 10 days, student must be withdrawn, but efforts to re-engage the student should continue.

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****Mental Health Day** - Students and families will be able to identify excused absences due to mental or behavioral health healing. Families who want to identify their students excuse as a mental health day will need to call the school the day of, or send a note within 3 days of the absence.

DISTRICT REQUIRED ATTENDANCE PROCEDURES

Why is it important to take attendance regularly?

Regular attendance is an essential part of student success. Taking attendance regularly will help ensure that our students are safe while at school. Taking attendance with fidelity provides accurate attendance data.

Building administrators must be certain all staff members understand their role in the attendance process. Most importantly, schools must:

- Train their staff in the attendance expectations and requirements.
- Diligently follow district attendance procedures; teachers must enter attendance into synergy system and record within the first 10 minutes of class.
- Principals should run a “Classroom Taken Attendance Summary” report on synergy to ensure attendance fidelity in their building.
- Maintain accurate and up-to-date parent contact information for the auto-dialer system.
- Identify the alternative communication means if no phone is available to the parents.
- Have practice in place to manually contact parents if the auto-dialer report indicates no contact was made. Contact must be done before the end of the day for all reported K-8 absences and all **AM** middle and high school absences.
- Staff should have clear direction about when they need to pass student absence information on to the building principal who acts as the district attendance supervisor at their school and is expected to follow the requirements of this position as defined in ORS 339.040;055, 080 and 090.

Attendance Taking Fidelity

Teachers are to take attendance within the first 10 minutes of their class period. For longer block periods, teachers may wish to wait until the end of the tardy window (see 25% rule) before entering attendance into Synergy TeacherVUE. Teachers **should not** wait until the middle or end of the day/period before entering their attendance. Students could be missing and the school would be unaware of this concern.

Attendance for students in grades 6 through 12 is taken every class period; attendance for students in grades Pk-5 is taken twice daily, at the start of the school day and after lunch.

Updating Late Arrivals

Schools are to develop a procedure for marking students tardy throughout the school day. This procedure is to be followed by all staff members. A recommended procedure requires students to check into the school office first to receive a tardy slip if they arrive 10 minutes after the start of school or class period. The office staff is responsible for updating Synergy from an absence to an excused tardy when a verbal or written message determined excusable by the district is provided or an unexcused tardy (or LAT) when no verbal or written reason is provided.

Attendance Follow-up

School secretaries are to check Synergy to make sure that every teacher has taken attendance according to the established procedures.

Synergy instructions are available on the [Application Support Resources site](#) and at <https://goo.gl/yXxhLR>.

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Please note: It is prudent for attendance clerks/school secretaries to check the attendance to note irregularities. For example, a student in middle school has attended 1st & 4th periods but is marked absent for 2nd & 3rd periods.

Marking Absences Excused

When a parent/guardian appropriately notifies the school of a student's absence and the student's absence is excused as defined earlier in this handbook, it **is required** that schools mark the absence in Synergy as excused. **EVERY ABSENCE IS CONSIDERED UNEXCUSED unless it is specifically marked as excused.** The attendance clerk/school secretary/or selected schools staff should enter this information upon receiving such notification.

Examples:

- a. A 10th grade student is missing from their first two class periods. The teachers mark the student absent. When the parent/guardian has appropriately notified the school of the absence, the secretary must mark the absence as excused with the appropriate absence reason code in Synergy or it will be considered an unexcused absence.
- b. A 3rd grade student does not attend school until after lunch. The classroom teacher has marked the student absent for the morning. When the parent/guardian has appropriately notified the school of the absence, the secretary must mark the absence as excused with the appropriate absence reason code in Synergy or it will be considered an unexcused absence.

Absence Reason Codes (see chart on page 9) have been created to identify types of absences and tardies. No other codes may be created or used in Synergy without district approval.

Acceptable Notification by Parent/Guardian for Excused Absences

Parent/Guardian notification may come in the form of a note, an email, a reply to an auto-dialer call, in person, or over the phone and must go through the school office. Any verbal communication will be noted on the Parent/Guardian Verbal Confirmation Attendance Log. As part of the public record, this log and any written communication (notes, emails) all must be maintained for three years. Normally parent excuses are not kept in cum folders unless there is some reason concerning student forgery or some other unique issue.

Unaccompanied Minor: In the case of an unaccompanied minor a trusted designated adult should be assigned for the student to check in with. In the case that the student needs to leave school, the designated adult will "excuse" the student. Please contact the McKinney Vento title X staff for additional support.

NOTE: Students who are 18 may **not** excuse themselves from school or specific class periods. To excuse any student absence, the district requires notification from the parent/guardian regardless of student age. The **ONLY** exception to this rule is if a student has been legally emancipated from their parents and provides proof of such court action. In that case, schools may accept a written notification from the student.

Parent/Guardian Excuses for Tardies

The district will excuse students who are tardy due to a school-related occurrence or an excuse acceptable to the district (see chart on page 9).

Tardies vs Half Day Absences

A tardy or early dismissal signifies that a student misses less than 25% of the school day either at the beginning or the end of the school day.

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The below charts provide examples for cut off times when a tardy or early dismissal becomes a half day absence. Individual schools are responsible for knowing cut off times based on their school schedule, morning and afternoon timetable, and daily schedule (early dismissal/late start days, etc).

K-5 schools: Daily Attendance

- Full day absence = missing more than 75% of the day
- Half day absence = missing 25% to 75% of the day
- When students arrive late to school, but within the first 25% of day, it is considered a tardy and does not effect their attendance rate.
- When students leaves school early, but outside of the last 25% of day, it is considered an early dismissal and does not effect their attendance rate.

Each K-5, K-8, Middle, and High Schools each have different bell schedules. Each school must follow the 25% guideline based on the attendance handbook policies for the time that includes: Tardies, Absences, and Late After Tardies (LAT). Please contact your school’s attendance coach for support.

Example of daily schedule:

School hours: Daily Attendance	Tardy Code: L or LX	½ day absent Code: LAT or excused	½ day absent Code: LAT or excused	Early dismissal (not ½ day absent) Code: ED
8:00 am – 2:15 pm	Arrive before 9:34	Arrive between 9:34 – 12:41	Depart before 12:41	Depart after 12:41
8:45 am - 3:00 pm	Arrive before 10:19	Arrive between 10:19 – 12:59	Depart before 1:26	Depart after 1:26

6-12 schools: Period Attendance

- Class Tardy: Student is not present at the start of class and arrives within the first 25% of the class period
- Class absence: Missing more than 25% of the class period
- Class absences add up to make half or full day absences. Missing 2 or 3 of four class periods, equates to a half day absence. Missing 4 of 4 class periods or missing 3 class periods and late to one class period also equates to a full day absence.
- Attendance must be taken every period in order for students’ attendance rate to be accurate.

Example of period schedule:

Regular Day: Period Attendance	Tardy Code: L or LX	Absent Code: LAT or excused	Early dismissal Code: ED
1/5 Period 8:15 – 9:47	Arrive before 8:38	Arrive after 8:38	Depart after 9:24
2/6 Period	Arrive before 10:15	Arrive after 10:15	Depart after 11:01

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9:52 – 11:24			
3/7 Period 12:06 – 1:38	Arrive before 12:29	Arrive after 12:29	Depart after 1:15
4/8 Period 1:43 – 3:15	Arrive before 2:06	Arrive after 2:06	

If a student has missed more than a quarter of the school day, then use the appropriate code (such as APT or FEM) for either the morning or afternoon section to indicate that a student will be counted as half day absent for that reason.

In order for tardies or early dismissals to be calculated correctly, it is important that only the codes L, LAT, LX, or ED are used. Detailed information and step-by-step guides on how to enter attendance information in Synergy can be found here [Application Support Resources site](#) and at <https://goo.gl/yXxhLR>

Notifying Families of Unexcused Absences

The Oregon Legislature passed House Bill 3197 requiring all school boards across the state to adopt a new attendance notification policy for their districts. To comply, all PPS schools are required to notify parents/guardians (or other person designated by the parent or guardian) **before the end of the school day** if their child has an unexcused absence. The reporting timeline is to be followed by all PPS schools.

10 Consecutive Days Absent Withdrawal

When a student has 10 consecutive full day absences (absent more than 75% of each day for 10 consecutive days) the student **must be withdrawn**, backdated from the first date of absence. Some examples of students who must be withdrawn are: a student on a long-term medical leave, on maternity leave, on extended vacation, or taking early release at the end of the school year. **A student who is absent and completing homework assignments must still be withdrawn according to State law.**

Enter the **Leave Date in Synergy** as the student’s last day of attendance. Select ‘10+ Days Absent’ as the Leave Code. For example, if a student last attends school on Wednesday, October 14, 2019, school staff records the withdrawal date of Wednesday, October 14, 2019. When, or if, the student returns, use an Enter Code of ‘Standard Enrollment’.

The Oregon Administrative Rule regarding withdrawing students states that the student must be withdrawn no later than the 11th day.

- a. **If a school is aware** that a student will no longer be attending or will be on an extended trip taking the student out for more than 10 consecutive days, the school should remove the student from the rolls marking the withdrawal date as the first day of the known absence on the 10th consecutive day.
- b. **If a school had no previous knowledge** of why a student was gone for 10 consecutive days, on the 10th day of the absence, the student must be removed from the rolls. The date of withdrawal should be marked as the first day of the consecutive absences.

Please note: The district continues to have “child find” responsibilities after a student is dropped for non-attendance if the school has a reason to suspect that the student has a disability and needs an IEP or 504 plan of accommodations. The District also has continuing responsibilities for students who have been dropped for non-attendance who are already on an IEP or 504 plan – to be sure that we have offered appropriate

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services and supports for the student. Please contact District 504 Coordinator or SPED office if you have any questions.

Temporary Medical Leave

A student who is absent from school for an extended period (beyond 10 days) because of a documented illness or medical condition that does not allow him/her to attend the on-site school program or participate in home instruction must be withdrawn from the full-time rolls.

How to respond to chronic attendance problems when parents are asserting that the reason for nonattendance is a chronic health problem:

- Does school/MESD have current signed release from parent to consult with student's medical/mental health providers?
 - If no, ask (or ask school nurse to ask) parents for this.
 - If yes, has school nurse consulted with outside providers and reported back to school staff on status?
- Does student have a 504 plan or IEP?
 - If yes, review 504 plan or IEP in light of most recent medical/mental health information to ensure that plan is responsive to student's needs. Include school nurse.
 - If no, refer to BSC/SIT or other student intervention team and consider referral to 504/IEP process. Please contact District 504 Coordinator or SPED office if you have any questions.

Home Instruction

A student who is receiving tutoring from a licensed teacher provided by PPS must be re-enrolled for part-time instructional hours. There are special enrollment instructions for these students. Please refer to the Enrollment Handbook, or contact the IT Service Desk at itservicedesk@pps.net / 503.916.3375 to reach the SIS team for assistance with the Synergy process.

Inter District Transfer

The PPS [interdistrict transfer AD](#) states that:

Standard inter-district agreements may be revoked if students do not maintain minimal attendance or behavior standards. a. Attendance conditions that could lead to a standard inter-district transfer being revoked include: 1.) Absenteeism of greater than 10% in any two grading periods, 2.) Instances of late arrival on more than 15% of days in any two grading periods, and/or 3.) Absenteeism for ten or more consecutive days. Schools must send a list of non-PPS students whose attendance falls within the above categories to Enrollment and Transfer. Enrollment and Transfer will send attendance letters to families and will work with schools to determine whether to unenroll if attendance expectations are not met. Please refer to Enrollment and Transfer for assistance 503.916.3205.

Athletic Attendance Procedure

Attendance at school for the entire day is a prerequisite for participation in an athletic contest or practice. School related activities or appointments with prior approval by the administration do not fall under this regulation. Emergency situations must be reviewed by the administration.

As soon as it is verified that a student athlete has an unexcused absence from any class, he/she/they will not be permitted to participate in the next contest. Also, the student is not allowed to practice the day of the "cut" if there is not a contest day.

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Student Success Center (SSC) Attendance Procedure

The following procedures outline how to mark students who are assigned to Student Success Center.

- The time between the hearing results and the first day at SSC, Synergy is marked SSC1, the SSC exclusion code, by the home school secretary. This code is **NOT** Authorized but **IS** Excused so parents will not receive an auto-dialer phone call.

For full-time enrollment at SSC, the following procedures are followed.

- When the student is attending SSC, Synergy is marked SSC, the SSC attending code, by the home school secretary. This counts the day as not present at the home school, but indicates the student is attending SSC. This code **IS** Authorized and Excused so parents do not receive an auto-dialer phone call.
- If the student is not at SSC during their assigned time, due to illness for example, the absence is changed from “SSC Attending” to the correct absence code (i.e. Illness) in Synergy. If the student was present at SSC, the home school does NOT have to do any additional work.

For part-time or half-time enrollment at SSC, the following procedures are followed.

- When a student attends SSC part-time and home school part-time, Synergy is marked SSC during AM periods. Home school teachers will use normal attendance code during PM periods.
- When a student attends SSC part-time, the home school secretary leaves the student’s full schedule in Synergy. AM classes will be marked SSC, the SSC attending code; PM classes will be marked SSC1, the SSC exclusion code.
- If the student is not at SSC during their assigned time, due to illness for example, the absence is changed from “SSC Attending” to the correct absence code (i.e. Illness) in Synergy.

For students on delay expulsion, not yet attending SSC, the following procedures are followed:

- SS2 (Student Success Pending) - is no longer an active synergy code. When a student is directed to SSC, space may not be immediately available and/or SSC may not be immediately able to schedule an intake meeting. During this time, the student should continue to attend their home school. Rarely, a hearing officer may determine that a student should not continue to attend home school while awaiting SSC or other placement. This should be treated as absence. If this exceeds 10 days, student must be withdrawn, but efforts to re-engage the student should continue.

For students attending SSC for disciplinary and 10 day drop, the following procedure should be followed:

- Expulsion should be entered in Synergy.
- After expulsion hearing, if not returning to home school, attendance code SSC2 is entered in Synergy.
- Upon enrolling in SSC, SSC attendance code is entered by home school for the 1st three weeks the student is in attendance.
- At conclusion of 3 weeks in SSC “School” change enrollment to “SSC Monitoring” for 6 months of continued monitoring by program staff.

Letters Available for Excessive Absences/Tardies

Form letters are available online for schools to use when communicating with parents/guardians regarding excessive absences and/or tardies. Letters are available online (go to Inside PPS> Admin Connection> Admin Connection Resources> Attendance Resources) and at <https://www.pps.net/Page/1604> where letters are fillable PDF’s and can be saved. If you are having difficulty saving them, you might not have the up-to-date Adobe software. You need Adobe Acrobat which can be purchased through IT purchasing.

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It is recommended that the first letter be sent prior to a student missing 5 days of school. Administrators will assign a school staff to send letters. Attendance letters should be reviewed by an attendance team or administrative staff and discretion should be applied. Missing 2 school days in a month or 17 school days in a full school year is considered chronically absent. **All attendance letters sent home must be uploaded in the cumulative folder**

A printout of these letters can be found in the appendix of this handbook. They are also available on the web. Go to Inside PPS> Admin Connection>Admin Connection Resources> Attendance Resources; this page has all of the letters in English, Spanish, Vietnamese, Chinese Mandarin, Russian, and Somali. You will see a listing of the letters in the appendix of this handbook.

Please note: Schools should mail the first two letters by standard 1st Class. All other letters should be mailed certified.

SUPPORTING AND IMPROVING ATTENDANCE IN YOUR SCHOOL

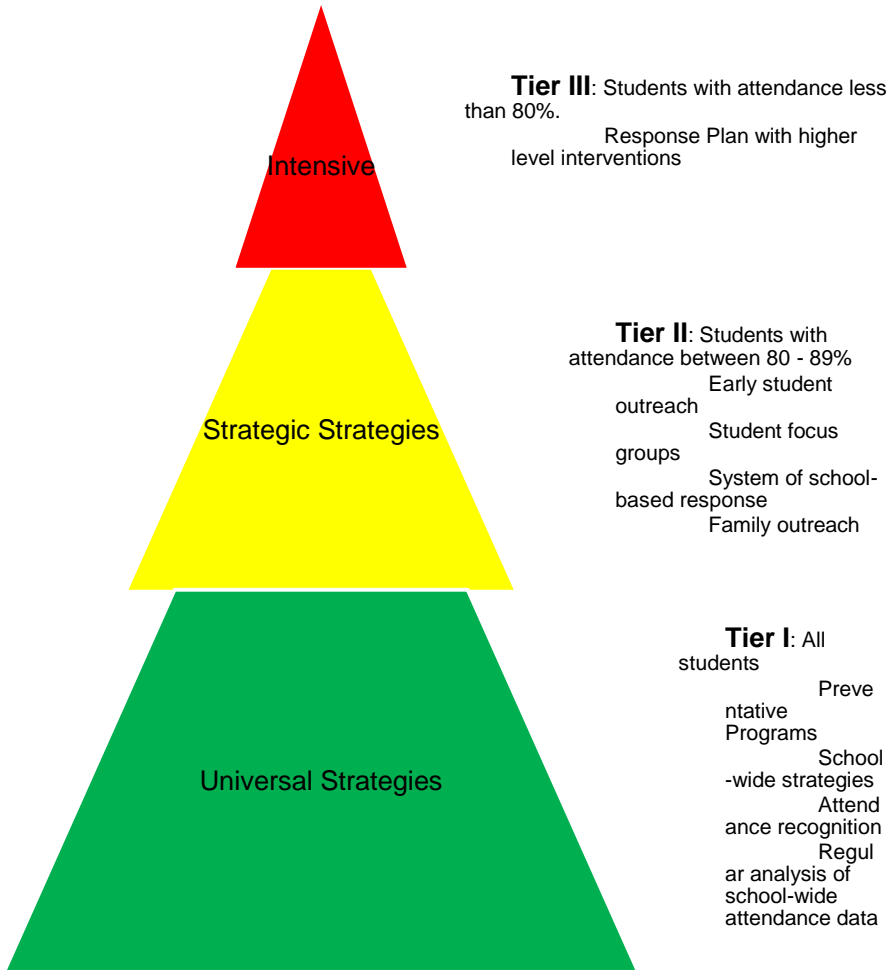
The following practices are provided from the District's agreement with the Communities Supporting Youth (CSY) Collaborative in partnership with All Hands Raised to support necessary planning and implementation of concrete strategies required for improving school attendance. The protocols were created from a larger body of research focusing on the prevalence and impact of chronic absenteeism on students, schools, and districts. Access to the full toolkit is available [here](#) and at <https://multco.us/file/8299/download>.

PPS Standardized Attendance Protocol

A systematic approach to reducing chronic and severe absenteeism necessitates both universal and preventative programs that build a culture of attendance throughout schools and the community; early outreach that supports school and community staff to build relationships with families; and intensive interventions that focus resources on the most high need students and their families.

The protocol is aligned with other models, such as RTI, with three tiers reflecting various levels of strategies and interventions around reducing chronic absenteeism. School teams, such as Student Attendance Response Team (SART, see details under attendance teams) should be established to increase intentionality to monitor attendance data, intervention services, and maintain a continual improvement approach to attendance protocols.

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This graph illustrates an overview of attendance protocols. Suggestions for attendance response plans are described in greater detail.

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	Evidence Based Attendance Interventions
Tier I Universal Strategies	<ul style="list-style-type: none"> ● Positive school environment that is perceived as safe, inclusive, and inviting <ul style="list-style-type: none"> ○ PBIS ○ New student orientation/tour ● Regular school communication to families with information regarding the importance of student attendance ● Positive Contact home from teachers (ie. Phone Call, Post Card, Email, Text, Parent Teacher Conferences etc.) ● Effective and engaging classroom instruction ● Lesson on attendance early in the year ● Engage families early <ul style="list-style-type: none"> ○ System of positive communication ○ Establish positive relationship ○ Information provided to students and families on the importance of attendance ○ Communicate clear attendance expectations (i.e. bell schedule, current day school schedule, school events) ● School wide recognition of good attendance <ul style="list-style-type: none"> ○ Attendance incentives/Rewards available to all students ● Regular examination of school attendance data by administration and staff
Tier II Strategic Strategies	<ul style="list-style-type: none"> ● Effective Student Attendance Response Team (SART) <ul style="list-style-type: none"> ○ Review attendance data ○ Respond to individual student attendance concerns ● Family Contact² <ul style="list-style-type: none"> ○ Letters, phone calls, email, postcards, text or school messenger ● Response plan with in-school interventions¹ <ul style="list-style-type: none"> ○ School Based Community Partnerships (SUN, IRCO, SEI, Step Up, Gear Up, TRIO, etc.) ○ Student workshops/Skill building ○ Attendance Groups ○ Check in/Check Out ○ Improved Attendance Awards
Tier III Intensive Strategies	<ul style="list-style-type: none"> ● Intensive Case Management: Referral to SIT or WRAP teamst ● Individualized attendance assessment and intervention plan.¹ <ul style="list-style-type: none"> ○ Alternative options/Flexible curriculum ○ Attendance Success Plan: Individualized goal setting and problem-solving ○ Check-in/Check-Out ○ Community Partnership (ie DHS, MESD, SUN, IRCO etc) ● Engage parents through intensive outreach <ul style="list-style-type: none"> ○ Home Visit

² Interventions provided as examples. Additional interventions provided in the Attendance Team section.

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Student Attendance Response Team (SART)

The purpose of the SART is to review student level data (reports can be found on Administrators' Dashboard), identify and determine appropriate individualized interventions for students with attendance at or below 89% that are matched to student needs and to collaboratively monitor progress of individual students, intervention practices, and attendance trends. Meetings should occur twice per month.

Required Members

- Principal (or other administrator)
- School Counselor
- Attendance Secretary
- SUN Community School Site Manager (if applicable)
- School/Student Attendance Coach (if applicable)

Recommended Members

- School Psychologist
- Teachers
- Coaches, Athletic Director
- School Nurse or Health Assistant
- Community Partners

The [PPS Attendance Website](#), has many resources and tools to support improved attendance. Additional resources can be found [here](#). Some examples of resources are

- **Newsletter ideas**
- **Template for positive phone calls**
- **How to run an effective SART**
- **Attendance Calendar**
- **Ideas for tiered interventions**
- **Ideas for supporting tier 1**
- **Parent communication**
- **Attendance Fliers**

Documenting Work of Attendance Teams

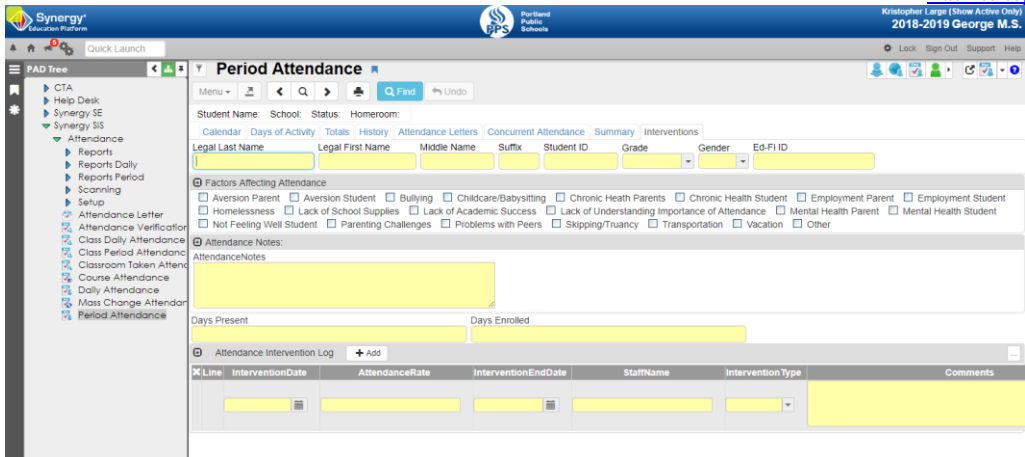
All attendance related interventions should be documented. This can be done on synergy in the student's intervention tab or the student's contact log. We understand that some schools have been using google drive for tracking interventions for some time and this is acceptable. The important piece is that interventions are being documented and reviewed.

How to access Intervention Log

For Schools using Period Attendance: Select your Focus school. Go to the Navigation Tree (or you can type in 'Period Attendance' in the Quick Launch box) > Synergy SIS > Attendance > Period Attendance.

For Schools using Daily Attendance: Select your Focus school. Go to the Navigation Tree (or you can type in 'Daily Attendance' in the Quick Launch box) > Synergy SIS > Attendance > Daily Attendance.

Sample Screen Shot:



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How to access Student Contact Log (For Teachers):

- Log in to Synergy
- Click on Student Picture
- Select Student Contact
- Document Contact

Contacts

If you need assistance working in Synergy, please call the IT Service Desk at 916-3375 and select option 2. If you have questions or concerns about the information in this handbook that is not technology related, please contact your school administrator or the Department of Teaching and Learning to help answer your questions.

FAQs

Q: What if I can't access a phone number for a parent?

A: First, check with your school's secretary to ensure the most up-to-date information is in Synergy. This will flag the office to update registration information if the family calls or visits the school. If the student gets picked up from school, see if you can connect with a family member to express one positive thing about the student. Finally, partner with your building administrator, school counselor, or designated educational partner to arrange a home visit to start to build a positive relationship with the family.

Q: I've tried calling many times, but the parent never answers or calls back. What do I do now?

A: Try talking with your school counselor or the student to learn who they look up to in their family or community. This might be a grandparent, aunt, uncle, or even a sibling.

Q: What do I say when making a positive phone call?

A: Look for a bright spot that you can share, such as Comment on their student's progress

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- Inform them of their special accomplishments, such as "Student of the Week" or other special recognition.
- Inform them of their child's strengths or share an anecdote with a parent such as, "John was very excited about our science project today," or "Faith is a very talented artist." Remember you are trying to build the relationship over time and it always helps to start on a positive note, especially if you have to have tougher conversations down the road. The following scripts

Q: When does a student become chronically or severely absent from school?

A: A student is chronically absent when they have missed 10% of school or more or they have attendance below 90%, for any reason. This includes both excused and unexcused absences. This is equivalent to approximately 2 days of school per month or 17 days a year.

A student is severely absent when they have missed more than 20% of school or attendance is below 80%.

Q: Where can I find a student's attendance rate?

A: Dashboard. You can access Dashboard [here](#). Download the 'Three Period ADA' or 'Chronic Absence Monitoring' report under the Attendance Tab.

Q: How do I enter attendance in Synergy?

A: For assistance working in Synergy, please call the IT Service Desk at 916-3375 and select option 2 or send an email to itservicedesk@pps.net. The IT Department provides trainings and tutorials to familiarize and train staff to use Synergy. Detailed technical information on entering attendance in Synergy can also be found [here](#).

Q: What if a student leaves and returns school for an excused appointment? How do I document this absence in Synergy?

A: If a student departs and returns for an appointment mid-day which is less than 25% of the school day or class period, arrival and departure times should be used on the daily/period entry tab with relevant information placed in the notes section. No absences codes are required.

If the time out of school is equal to or more than 25% of the school day or class period, a code should be used for either morning or afternoon (or class period) so that the student will be counted as absent.

Q: Do tardies affect attendance rates?

A: No. A tardy signifies that a student misses less than 25% of the school day or class period and students still meet necessary seat time for attendance purposes.

Q: Are we required to drop a student for missing 10 consecutive days if the student has a verified medical excuse?

A: Yes. A student who is absent from school for an extended period (beyond 10 days) because of a documented illness or medical condition that does not allow him/her to attend the on-site school

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program or participate in home instruction must be withdrawn from the full-time rolls. This includes students on a long-term medical leave, maternity leave, extended vacation, or taking early release at the end of the school year. A student who is absent and completing homework assignments must still be withdrawn according to State law.

Q: *How should we respond to absences where the reason for nonattendance is a chronic health problem?*

A: The school should request a consent for information form allowing the school nurse to consult with outside providers. If the student has an existing 504 plan or IEP, the school team needs to review the plan to ensure appropriate responsiveness to the student's current needs. Students without a 504 plan or IEP should be referred to BSC/SIT or other student intervention team and consider a referral to 504/IEP process. Please contact your school's 504 coordinator or SPED team for additional information or for guidance documenting individual schedule exemptions.

APPENDICES

- [APPENDIX A - LETTERS TO PARENTS/GUARDIANS](#)
- [APPENDIX B - PPS POLICIES AND ADMINISTRATIVE DIRECTIVES](#)
- [APPENDIX C - STATE LAWS REGARDING SCHOOL ATTENDANCE](#)

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APPENDIX A LETTERS TO PARENTS/GUARDIANS

These letters are available on the web and in Synergy. Go to the Administrator's Connection webpage and on the left side, click on the link Attendance Resources. The page has all letters in English, Spanish, Vietnamese, Chinese Mandarin, Russian, and Somali. Copies of all attendance letters should be filed in students' cumulative folder. The first two letters should be mailed standard 1st Class. All other letters should be mailed certified and 1st Class.

- [Generating Attendance Letters in Synergy](#)
- [Letter Prior To Start Of The Year](#)
 - Mail before school year begins.
 - Mail to every student with less than 90% attendance from the previous year.
 - Include school calendar and attendance flyer.
- [Attendance Letter 1](#)
 - Mail letter when student has accumulated less than 5 days unexcused absences.
 - Include attendance profile and attendance infographic.
 - Letter requires attendance category designation
- [Attendance Letter 2 – Notice of Attendance Expectations](#)
 - Mail when student has accumulated 5 days absent, within a 3 month period.
 - Include attendance profile in mailing.
- [Attendance Letter 3 – Notice of Attendance Violation](#)
 - Mail letter when student has accumulated 8 days absent and following multiple intervention attempts.
 - Letter should be sent via certified mail and standard 1st Class to ensure delivery.
 - Letter requires manual entry of (1) previously attempted interventions, (2) number of days tardy and absent, and (3) the date/time of a required parent conference.
 - Include attendance profile in mailing.
- [Attendance Letter 3a – Notice of Missed Appointment](#)
 - Mail letter when student and family miss scheduled attendance meetings.
 - Letter requires an appointment be scheduled with family. Include date and time of attendance meeting in the letter.
 - Include attendance profile in mailing.
- [Attendance Letter 4 – Notice of Attendance Violation with Action](#)
 - Mail letter as needed for students with 10 or more days absent and lack of student and/or family involvement require mandated reporting to Department of Human Services, Child Protection. Letter must be mailed from school administrator and be mailed certified to ensure delivery.
 - Letter requires documentation of previously attempted interventions. This information must be filled in manually. Synergy will not auto-populate this required information.
 - Include attendance profile and attempted attendance contracts in mailing.
- [Tardy Letter 1: Tardies at start of day](#)
 - Include attendance profile in mailing.
- [Tardy Letter 2: Tardies at start of day](#)
 - Include attendance profile in mailing.
- [Tardy Letter 3: Tardies at start of day](#)
 - Letter requires an appointment be scheduled with family. Include date and time of attendance meeting in the letter.
 - Include attendance profile in mailing.
- [Student Nearing Withdrawal](#)
 - Mail letter when student has missed 5 consecutive days of school.
 - Review letter to ensure appropriate attendance category is emphasized.
- [Student Withdrawn: Parent Informed School](#)
- [Student Withdrawn: No Parent Contact](#)

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Letter Prior To Start Of the Year

Date:

**To the parent or guardian of [Student Full Name]
[Mailing Address]**

The school year is beginning soon; the first day of school is [First Day of School Year]. We work very hard to ensure all students receive the best education possible. However, we cannot provide students a quality education if they are not in school — on time, every day. As you may already know, school attendance is required by the State of Oregon³ for all children ages seven through eighteen.

Last year, your child, [Student Full Name], had a high number of absences and/or tardies and was considered chronically absent. This year we will monitor [Student's First Name]'s attendance closely and will expect that [Student's First Name] attend school regularly and on time. A good general rule is to make sure [Student First Name] does not miss more than 2 days of school in a month.

We realize certain occasions will arise in which children will have a necessary and excused absence. Please remember to contact the school office at (503)916- ---- if [Student First Name] will be absent. Please help us to provide the outstanding education [Student First Name] deserves.

Thank you very much for your cooperation. Enclosed you will find a copy of this year's school calendar and information around the importance of regular attendance. **The first day of school is [First Day of School]. If you would like to arrange a meeting with an administrator or school counselor to discuss your child's needs in greater detail, please call the office.**

We hope you have had a great summer and are ready for a new school year! We will see you on the first day of school. If you have any questions, please feel free to call us at 503-916- .

Yours truly,

Principal or designee
cc: Cumulative Folder

³ See reverse or page 2

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Oregon Laws:

339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

163.577 Failing to supervise a child. (1) A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child:

- (a) Commits an act that brings the child within the jurisdiction of the juvenile court under ORS 419C.005;
- (b) Violates a curfew law of a county or any other political subdivision; or
- (c) *Fails to attend school as required under ORS [339.010](#).*

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Attendance Letter 1

[Date]

To the parent or guardian of [Student Name]
[Mailing Address]

The school staff at [School's Name] is committed to improving student achievement and is concerned when a student misses school for any reason. Recently, you should have received a message or call from our school informing you of [Student First Name]'s absence.

Often, the number of days that students are absent accumulates without families realizing how many days have been missed. This letter is to help prevent this from happening and inform you that as of [Date] [Student First Name] has missed [#] days of school.

[Student First Name]'s attendance is currently considered:

Severe Absence -- less than 80%

Chronic Absence -- 80 - 89%

Acceptable Attendance -- 90-94%

Good Attendance -- 95% or better

We want [Student First Name] to have every opportunity to gain instruction, access to classroom participation and learning experiences, as well as opportunities to study and grow. A good general rule is to make sure your student misses no more than 2 days of school in a month.

We realize certain occasions arise in which students will have a necessary and excused absence. Please remember to contact the school office at (503) 916-**** if [Student First Name] will be absent.

If you would like to arrange a meeting with an administrator or school counselor to discuss your child's needs in greater detail, please call the office. Your child's counselor is [Counselor Name] and can be reached by calling [phone #] or email at [email address]. We are here to support you and your student to improve school attendance.

If you believe that you received this notice in error or if you have any questions, please contact us at your earliest opportunity.

Yours truly,

Counselor/attendance analyst/attendance supervisor
cc: Cumulative Folder

Attendance Letter 2
Notice of Attendance Expectations

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[Date]

To the parent or guardian of [Student Full Name]
[Mailing Address]

This letter is to notify you of our concerns about the lack of attendance for [Student Full Name]. According to our records, [Student Name] has been absent from school [#] days this year. Regular school attendance is required by the State of Oregon⁴ for all children ages seven through eighteen.

Oregon Law (ORS 339.065) requires regular attendance. Regular attendance is defined by Oregon law as attendance that does not include more than eight (8) unexcused one-half day absences in any four week period during which the school is in session or excused from attendance by the district school board for a period 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. Any such excuse shall be in writing directed to the principal of the school that the pupil attends.

Enclosed is an attendance summary that verifies our concern.

Recently you should have received a call from school support staff expressing our concern. If you have not already done so, we encourage you to schedule an appointment with your student's counselor and/or school administrator to create a plan to improve [Student First Name]'s attendance. We have many school services, programs, and partners who may be able to support your child in attending school regularly and achieving school success.

Please note: *Oregon Law (339.080) requires that (a) The child must appear at the public school on the next school day following the receipt of [this] notice.(b) Regular attendance at school must be maintained during the remainder of the school year.(c) The parent or other person in parental relation has the right to request: (A) For a child who does not have an individualized education program, an evaluation to determine if the child should have an individualized education program; or (B) For a child who has an individualized education program, a review of the individualized education program.*

We are here to support you and your student to improve school attendance. We look forward to meeting and working with you soon. Thank you for your support and cooperation.

Yours truly,

Principal or designee
cc: Cumulative Folder

Oregon Laws:

339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

⁴ See reverse or page 2

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163.577 Failing to supervise a child. (1) A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child:

- (a) Commits an act that brings the child within the jurisdiction of the juvenile court under ORS 419C.005;
- (b) Violates a curfew law of a county or any other political subdivision; or
- (c) *Fails to attend school as required under ORS [339.010](#).*

339.065' Estimates of attendance (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 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. (2) An absence may be excused by a principal or teacher if the absence is caused by the pupils sickness, by the sickness of some member of the pupils 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. (3) 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. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]

339.080 Nonattendance notice to parents, school officials and parole or probation officer requires that (a) The child must appear at the public school on the next school day following the receipt of [this] notice. (b) Regular attendance at school must be maintained during the remainder of the school year. (c) The parent or other person in parental relation has the right to request: (A) For a child who does not have an individualized education program, an evaluation to determine if the child should have an individualized education program; or (B) For a child who has an individualized education program, a review of the individualized education program.

339.095 Compulsory school attendance violation procedure (1) In addition to any other persons permitted to enforce violations, the school district superintendent or education service district superintendent, or any employee specifically designated by either superintendent, may issue citations for violations established under ORS 339.990 in the manner provided by ORS chapter 153.

(2) Prior to issuing the citation described in subsection (3) of this section to the parent or guardian of a student not regularly attending full-time school, a school district superintendent or education service district superintendent shall:

- (a) Provide a parent or guardian of the student and the student with written notification that:
 - (A) States that the student is required to attend regularly a full-time school;
 - (B) Explains that the failure to send the student and maintain the student in regular attendance is a Class C violation;
 - (C) States that the superintendent may issue a citation;
 - (D) Requires the parent or guardian of the student and the student to attend a conference with a designated official; *[and]*
 - (E) States that the parent or guardian has the right to request:
 - (i) For a student who does not have an individualized education program, an evaluation to determine if the student should have an individualized education program; or
 - (ii) For a student who has an individualized education program, a review of the individualized education program; and is written in the native language of the parent or guardian of the student.
- (b) Schedule the conference described in paragraph (D) of this subsection. A conference may not be scheduled until after any evaluations or reviews described in paragraph (E) of this subsection have been completed.

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Attendance Letter 3
Notice of Attendance Violation

[Date]

To the parent or guardian of [Student Full Name]
[Mailing Address]

This letter is to notify you the staff at [School Name] have significant concerns about the lack of attendance for [Student First Name]. Your student is currently not attending regularly, which is a violation of Portland Public School's Attendance Policy and a Class C Violation of Oregon State law⁵.

We have sent letters and had meetings on the following dates indicating our concern regarding [Student First Name]'s attendance issues.

Date	Action

Your child continues to have an attendance problem and is or could soon be considered chronically absent. Since the beginning of the school year, the attendance for your child is as follows:

Number of classes/days tardy:

Number of classes/days absent:

A conference has been made for you and [Student First Name] to meet with me to develop a plan for correcting this problem. Additional staff members may be invited. All of [Student First Name]'s parents or guardians are requested to attend.

YOUR SCHEDULED CONFERENCE IS AS FOLLOWS:

Date:

Time:

Location:

In the event that [Student First Name]'s school attendance problem cannot be resolved by our mutual efforts, the district is required to take further action. **This action could include a citation from the Superintendent or a referral for educational neglect to the Department of Human Services.** However, it is our desire to develop a successful plan so that additional procedures will be unnecessary.

Please note ORS 339.080 states that the parent or other person in parental relation has the right to request: (A) For a child who does not have an individualized education program, an evaluation to determine if the child should have an individualized education program; or (B) For a child who has an individualized education program, a review of the individualized education program and that the conference may not be scheduled until after any evaluations or reviews. In this event, please notify the school so that the conference can be re-scheduled.

I look forward to meeting and working with you on [Date] at [Time] to improve your child's attendance. If you are unable to attend at the scheduled time, you must contact the school office immediately at (503) 916-2000 ext. [extension #] to reschedule the meeting. Thank you in advance for your support and cooperation.

Yours truly,

Principal or designee
cc: Cumulative Folder

***Oregon Laws:**

⁵ See attachment

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339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

163.577 Failing to supervise a child. (1) A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child:
(a) Commits an act that brings the child within the jurisdiction of the juvenile court under ORS 419C.005;
(b) Violates a curfew law of a county or any other political subdivision; or
(c) **Fails to attend school as required under ORS [339.010](#).**

339.065' Estimates of attendance (1)In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 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. (2)An absence may be excused by a principal or teacher if the absence is caused by the pupils sickness, by the sickness of some member of the pupils 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.(3)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. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]

339.080 Nonattendance notice to parents, school officials and parole or probation officer requires that (a) The child must appear at the public school on the next school day following the receipt of [this] notice.(b) Regular attendance at school must be maintained during the remainder of the school year.(c) The parent or other person in parental relation has the right to request: (A) For a child who does not have an individualized education program, an evaluation to determine if the child should have an individualized education program; or (B) For a child who has an individualized education program, a review of the individualized education program.

339.095 Compulsory school attendance violation procedure (1) In addition to any other persons permitted to enforce violations, the school district superintendent or education service district superintendent, or any employee specifically designated by either superintendent, may issue citations for violations established under ORS 339.990 in the manner provided by ORS chapter 153.

(2) Prior to issuing the citation described in subsection (3) of this section to the parent or guardian of a student not regularly attending full-time school, a school district superintendent or education service district superintendent shall:

- (a) Provide a parent or guardian of the student and the student with written notification that:
 - (A) States that the student is required to attend regularly a full-time school;
 - (B) Explains that the failure to send the student and maintain the student in regular attendance is a Class C violation;
 - (C) States that the superintendent may issue a citation;
 - (D) Requires the parent or guardian of the student and the student to attend a conference with a designated official; *[and]*
 - (E) States that the parent or guardian has the right to request:
 - (i) For a student who does not have an individualized education program, an evaluation to determine if the student should have an individualized education program; or
 - (ii) For a student who has an individualized education program, a review of the individualized education program; and is written in the native language of the parent or guardian of the student.
- (b) Schedule the conference described in paragraph (D) of this subsection. A conference may not be scheduled until after any evaluations or reviews described in paragraph (E) of this subsection have been completed.

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Attendance Letter 3a
Notice of Attendance Violation and Missed Appointment

Date:

To the parent or guardian of:

We sent you a letter earlier in the year indicating our concern regarding your student's attendance. When the problem persisted, a SECOND letter was sent and eventually a THIRD letter was also sent informing you of your student's continued attendance problem. At that time, we set up a conference to develop a plan of assistance through which the school and home would work together to improve your student's attendance.

You did not attend the conference nor have you contacted us to set up a different appointment time if, in fact, the one previously set up was not possible for you to attend. We hope to work closely with you to the benefit of your student's education.

Please refer to the attached Attendance Summary to see a detailed list of your student's absences and/or tardies.

We have set up another appointment at which we can work together to create a plan to address the barriers that exist. Please bring your student.

YOUR SCHEDULED CONFERENCE IS AS FOLLOWS:

Date: Time: Location:

If you are unable to attend at the scheduled time because of a work conflict or another appointment, you must contact the school office immediately at 503-916-**** to reschedule the meeting for as soon as possible. **Failure to appear will result in a referral for further action. That action could include a referral for educational neglect to the Department of Human Services.**

The State of Oregon requires students to attend school:

339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

163.577 Failing to supervise a child. (1) A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child:

- (a) Commits an act that brings the child within the jurisdiction of the juvenile court under ORS 419C.005;
- (b) Violates a curfew law of a county or any other political subdivision; or
- (c) *Fails to attend school as required under ORS [339.010](#).*

I look forward to meeting with you on **[Date]** at **[Time]** to develop a plan to improve your student's attendance.

Yours truly,

Principal or designee
cc: Cumulative Folder

Attendance Letter 4
Notice of Attendance Violation with Action

[Date]

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**To the parent or guardian of [Student Full Name]
[Mailing Address]**

This letter serves as final notification that the staff at [School Name] continue to have significant concerns about the lack of attendance for [Student First Name]. [Student Full Name] is currently not attending regularly, which is a violation of Portland Public School's Attendance Policy and Oregon State law⁶. **As a result, we must proceed with further action and will refer this case for educational neglect to the Department of Human Services.**

As you recall, we sent letters and had meetings on the following dates indicating our concern regarding [Student First Name]'s attendance issues. Unfortunately, absenteeism is still a great concern and has continued to increase.

- [list dates of letters mailed and meetings and attendance contracts]
-
-

Please refer to the attached Attendance Summary to see a detailed list of [Student First Name]'s absences and/or tardies.

We regret that we must take such action; however, we are required to follow the law. More importantly, your student needs to be attending school on a regular basis, and we will take the necessary measures to make that happen.

Yours truly,

Principal or designee
cc: Cumulative Folder

Oregon Laws:

339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

⁶ See reverse or page 2

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163.577 Failing to supervise a child. (1) A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child:

- (a) Commits an act that brings the child within the jurisdiction of the juvenile court under ORS 419C.005;
- (b) Violates a curfew law of a county or any other political subdivision; or
- (c) *Fails to attend school as required under ORS [339.010](#).*

339.065' Estimates of attendance (1)In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 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. (2)An absence may be excused by a principal or teacher if the absence is caused by the pupils sickness, by the sickness of some member of the pupils 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.(3)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. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]

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Tardy Letter 1
Tardies At Start Of Day

Date:
To the parent or guardian of:

[School Name] is committed to improving student achievement, we are concerned when a student misses part of a lesson for any reason. The process of education requires instruction that is based on skill building, class participation, learning experiences, and study. Frequent tardies and absences affect your student's learning opportunities.

Please refer to the attached Attendance Summary to see a detailed list of your student's absences and/or tardies. This summary shows that your student has a large number of tardies. Regular school attendance is required by State law. Tardies interrupt the classroom and interfere with the learning environment for all students. Also, when students arrive extremely late, tardies can become absences as defined by State and District attendance rules.

Please make sure that your student attends school every day and is on time. Discuss this issue with your student, pointing out the importance of being in the classroom and ready to learn when school begins. Do not hesitate to contact us to assist you and your student in anyway to improve school attendance.

If you believe that you received this notice in error or if you have any questions, please contact the school office.

Yours truly,

Principal or designee
cc: Cumulative Folder

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Tardy Letter 2
Tardies At Start Of Day

Date:
To the parent or guardian of:

Attendance is an essential component to a student's academic success. Truancy, excessive excused absences, and tardies affect the student's education and increase the chances for failure. Our goal is to educate your student. We cannot be successful if your student is not at school on time and attending on a regular basis.

As you recall, we recently sent you a letter indicating our concern regarding your student's attendance issues. This **SECOND LETTER** is to inform you that your student continues to have an attendance problem.

Please refer to the attached Attendance Summary to see a detailed list of your student's absences and/or tardies.

When students have too many absences and/or tardies, they are missing valuable classroom instructional time. I am sending this letter to you as a matter of concern for your student's educational progress. If the school can be of any assistance in helping your student to attend regularly and on time, please feel free to call. Your support in helping us provide your student with the best possible education is greatly appreciated.

Yours truly,

Principal or designee
cc: Cumulative Folder

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Tardy Letter 3
Tardies At Start Of Day

Date:
To the parent or guardian of:

Attendance is an essential component to a student's academic success. Truancy, excessive excused absences, and tardies affect the student's education and increase the chances for failure. Our goal is to educate your child. We cannot be successful if your child is not at school on time and attending on a regular basis.

As you recall, we have already sent you TWO letters indicating our concern regarding your student's attendance issues. This THIRD LETTER is to inform you that your student continues to have an attendance problem.

Please refer to the attached Attendance Summary to see a detailed list of your student's absences and/or tardies.

An appointment has been made for you and your student to meet with me to consider a plan for correcting this problem. I may invite additional staff members to assist us in developing this plan. All of your student's parents or guardians are requested to attend. Please bring your student.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

Date:
Time:
Location:

If you are unable to attend at the scheduled time because of a work conflict or another appointment, you must contact the school office immediately at (503) 916-xxxx to reschedule the meeting for as soon as possible.

I look forward to meeting and working with you on (Insert Date) to improve your child's attendance. It is our desire to develop a successful plan. Thank you in advance for your support and cooperation.

Yours truly,

Principal or designee
cc: Cumulative Folder

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Student Nearing Withdrawal

[Date]

**To the parent or guardian of [Student Full Name]
[Mailing Address]**

This letter is to notify you that [Student Name] is at risk to be withdrawn from [School Name] for non-attendance. Oregon State Law and District Policy require if students miss 51% or more of classes for ten days in a row, for any reason, they must be withdrawn.

As of [Today's Date], [Student Name] was marked absent for more than 51% of classes for [# of days] days in a row.

[Student's Name] attendance is currently considered:

Severe Absence -- less than 80%

Chronic Absence -- 80 - 89%

Acceptable Attendance -- 90-94%

Good Attendance -- 95% or better

An attendance summary has been included for your review.

Attendance is an essential component to a student's academic success. Excessive absences and tardies affect a student's education and make it difficult for your student to succeed in school. Our goal is to educate [Student's Name]. We cannot be successful if your student is not at school on time and attending on a regular basis.

Please note ORS 339.080 states that the parent or other person in parental relation has the right to request: (A) For a child who does not have an individualized education program, an evaluation to determine if the child should have an individualized education program; or (B) For a child who has an individualized education program, a review of the individualized education program.

If you are moving or having your student attend a different institution, we will want to send copies of your student's records. If you intend to homeschool your student, you must register with the Multnomah Educational School District.

Please contact us at your earliest opportunity.

Yours truly,

Principal/Enrollment Specialist or designee
cc: Cumulative Folder

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Student Withdrawn
Parent Informed School

[Date]

To the parent or guardian of [Student Full Name]
[Mailing Address]

Oregon State Law requires school districts to withdraw students who are absent 10 consecutive days. As you have notified us that your child will be absent for 10 or more days starting [Date of first absence], we have withdrawn your child from the active rolls.

We will be glad to assist you in re-enrolling [Student First Name] upon return. Please contact us at your earliest convenience.

Yours truly,

Principal/Enrollment Specialist or designee
cc: Cumulative Folder

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Student Withdrawn
No Parent Contact

[Date]

To the parent or guardian of [Student Full Name]
[Mailing Address]

This letter is to notify you that [Student Full Name] has been withdrawn from [School Name] for non-attendance. Oregon State Law and District Policy require if students miss 51% or more of classes for ten days in a row, for any reason, they must be withdrawn. **As of [Today's Date] [Student First Name] was marked absent for more than 51% of classes for [# of days] days in a row and has been dropped.**

Please contact us immediately at (503) 916-**** concerning your student's school attendance. We will be glad to assist you in re-enrolling [Student Name] as soon as possible. During this meeting, an attendance contract will be developed to support [Student's Name] to be successful in school and attend all classes regularly.

Please note ORS 339.080 states that the parent or other person in parental relation has the right to request: (A) For a child who does not have an individualized education program, an evaluation to determine if the child should have an individualized education program; or (B) For a child who has an individualized education program, a review of the individualized education program.

If you are moving or having [Student First Name] attend a different institution, we will want to send copies of educational records. If you intend to home-school, you must register with the Multnomah Educational School District.

Currently, we have no phone number or email address on file. Please share this information with us when you re-enroll so we can better communicate with you. Thank you!

Sincerely,

Principal/Enrollment Specialist or designee
cc: Cumulative Folder

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APPENDIX B
PPS POLICIES AND ADMINISTRATIVE DIRECTIVES

- [4.10.010-P Compulsory Enrollment and Attendance](#)
- [4.10.012-AD Student Attendance and Absences](#)
- [4.10.020-P Age at Entrance](#)

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4.10.010-P Compulsory Enrollment and Attendance

4.10.010-P

4.10.010-P Compulsory Enrollment And Attendance

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- (1) All children, unless exempted, who are between the ages of 7 and 18 years and have not completed the 12th grade are required to regularly attend a public school full time. (ORS 339.010)
- (2) Every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send and maintain the child in regular full-time attendance in a public school. (ORS 339.020)
- (3) Children exempted from regular attendance in public schools are children who:
 - (a) Regularly attend a private or parochial school;
 - (b) Demonstrate that they have knowledge equivalent to a completed 12-year course of study;
 - (c) Are in home instruction;
 - (d) Are excluded from attendance as provided by law;
 - (e) Are 16 or 17 years of age and exempted because they are:
 - (A) Employed full time;
 - (B) Employed part time and in school part time;
 - (C) Enrolled in a community college or other state-registered alternative education program; or
 - (D) Are married or have applied for legal emancipation.

(ORS 339.030; OAR 581-021-0076)
- (4) When considering a request for exemption from compulsory attendance, the principal shall conduct an interview that shall include, but not be limited to, the following:
 - (a) Attendance by the child and the parent or legal guardian or the emancipated minor;
 - (b) Attendance by a school counselor or school administrator;
 - (c) Consideration of the reasons for the request;
 - (d) Review of the following information about the child or emancipated minor:
 - (A) Credits for graduation;
 - (B) Grades;

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4.10.010-P

4.10.010-P Compulsory Enrollment And Attendance

- (C) Programs towards meeting state Certificate of Initial Mastery and Certificate of Advanced Mastery requirements and state and local district standard levels of performance;
 - (D) Current disability status, if applicable;
 - (E) Prior disability status, if applicable;
 - (F) Results of district and state assessments, including progress towards meeting statewide benchmarks;
 - (G) Teacher evaluation;
 - (H) Counselor appraisal;
 - (I) Immediate plans;
 - (J) Other relevant information.
- (5) If the principal recommends that exemption from compulsory attendance should be granted, the record and his/her recommendation shall be forwarded to the administrator in charge of alternative education. The administrator shall review the recommendation and forward his/her recommendation for the superintendents or designee's approval. If the exemption is granted, the principal shall give the child and the parent or legal guardian the following in writing:
- (a) A description of any alternative programs of instruction or instruction combined with counseling which are appropriate and accessible to the student as provided in ORS 339.250(10) and (11);
 - (b) Notice that: (1) the exemption is granted for a limited time; (2) the exemption must be renewed on a semiannual basis; and (3) the exemption will be reviewed by the district on a certain date;
 - (c) Notice that the parent/student must reapply for an exemption by a specific date or the student must return to school until he/she attains a high school diploma, GED or the age of 18.

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Legal References: ORS 339.010; ORS 339.020; ORS 339.030; ORS 339.250; OAR 581-021-0076

History: Adpt 6/71; Amd 9/73; Amd 5/24/90; Amd 12/21/91; Amd 11.20/92; Amd 9/9/02; BA 2420

4.10.012-AD Student Attendance and Absences

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	ADMINISTRATIVE DIRECTIVE	4.10.012-AD
	Student Attendance and Absences	

4.10.012-AD Student Attendance and Absences

Oregon law requires parents or guardians to send their children between the ages of 7 and 18 years to a full-time public school regularly until they have completed the 12th grade. (ORS 339.010)

- I. **Definitions:**
 - A. Full day absence means missing 51% or more of the day.
 - B. Half day absence means missing 25% to 50% of the day.
 - C. Class absence means missing more than 25% of the class period.
 - D. Excused absence means that the parent or guardian provided an excusable reason for the absence verbally or in writing either prior to the absence or within three days after the student's return to class.
 - E. Tardy means not present at the start of class and arriving prior to the completion of 25% of the class period or the entire morning or afternoon session if the sessions are not divided into individual periods.
 - F. Unplanned absence means the student is absent from the class and the teacher and/or school did not know in advance

- II. **Attendance Reporting:** Principals shall establish and implement procedures through which the school can appropriately report on student attendance.
 - A. Attendance Records: The school will maintain attendance records.
 1. Attendance records may include, but are not limited to, teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records, excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation.
 - B. Retention of attendance records is required for three years.
 - C. Reporting Absences: Parents/guardians must be notified by the end of the school day on any day that the child has an unplanned absence.
 1. Notification must be provided:
 - (a) In person; or
 - (b) Directly by telephone (by staff or autodialer); or
 - (c) By any other method identified in writing by the parent/guardian to the child.
 2. If a parent/guardian cannot be contacted in person or directly by telephone and another method has not been identified by the parent/guardian, a message shall be left for the parent/guardian where possible.

Commented [1]: DUNYA please look at this page in regards to full day absence

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	ADMINISTRATIVE DIRECTIVE Student Attendance and Absences	4.10.012-AD
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3. Irregular attendance: When a student's attendance is irregular, the school shall notify the parent/guardian by letter, telephone, or electronic mail and will also be noted on the student's report card. In such instances, it is important that parents take additional measures at home and in consultation with the school to assure improved attendance patterns.
- D. **Recording Absences:** Absence of whole days or part days shall be reported in accordance with instructions from the office of the superintendent and in a manner compatible with State requirements.
1. School staff will accurately enter absences into the electronic student information system.
 2. Absences are unexcused unless an excuse is received from the parent/guardian prior to the absence, or within three days after the return of the student to school or class, and falls within excusable absences as determined by the district.
 3. Verbal communications from the parent/guardian explaining the reason for the absence shall be recorded on a log and become part of the attendance records to be retained for three years.
- III. **Excused Absences:**
- A. **General Education Program:**
1. An absence may be excused if the student is absent because of illness, a family member's illness, or an emergency.
 2. Upon application of the parent or guardian, or, if the student has attained the age of majority, upon application of the student, a student may be excused from school to receive instruction in religion for up to two hours a week for elementary pupils and up to five hours a week for secondary pupils.
 3. Students wishing to complete school before the end of the school year may, upon a request to the principal, be excused provided they satisfactorily meet the requirements for examination and make up work as deemed necessary by the school administration.
 4. The District defines all other excused absences.
- B. **Physical Education:**
1. Permanent Absenteeism: A permanent excuse from physical education may be granted upon the written request and recommendation of a physician.
 2. Part-time Attendance: Regular attendance should be required in physical education and health classes, as with any other subject of the school program. However, students may receive temporary excuses for illness, accident, or religious

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ADMINISTRATIVE DIRECTIVE

4.10.012-AD

Student Attendance and Absences

reasons. In each instance, a written request from the parent describing the reason for the excuse must be placed on file.

- a) Excuses for Illness: Excused absences for illness shall ordinarily not be effective for more than a three-day period, and should ordinarily be limited to two consecutive such periods.
- b) Dancing or Dancing Classes: Upon the written request of the parent, students may be excused from dancing classes on constitutional or religious grounds. In honoring these requests, students should not be made conspicuous.
- C. Communicable Diseases: If a student has a school restrictable disease as determined by the Local Public Health Authority (Multnomah Educational School District), s/he shall not attend school as long as the disease is in a communicable stage. These restrictions may be removed by the written statement of the local health officer or designee or a licensed physician that the disease is no longer communicable to others in the school setting. A school nurse may remove certain disease restrictions.

Policy Implemented: 4.10.010-P

History: Formerly ADs 4.10.080, 4.10.081, 4.10.082, 4.10.012-AD; Amended 8/11

Legal References: OAR 166-400-0600, ORS 339.010, ORS Chapter 339.

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4.10.020-P Age at Entrance

4.10.020-P

4.10.020-P Age At Entrance

- (1) **Preschool - Early Childhood Centers.** A child will be admitted to early childhood education when space in such programs permits and provided his/her fourth birthday occurs on or before September 1. The Head Start Program admits three year olds on a "space available" basis.
- (2) **Kindergarten.** A child will be admitted to kindergarten if his/her fifth birthday occurs on or before September 1.
- (3) **First Grade.** A child will be admitted to the first grade if his/her sixth birthday occurs on or before September 1.
- (4) **Students 19 Years of Age.** Resident students over age 19 who have a diploma may be admitted with the approval of the [superintendent or designee] and upon payment of tuition at a rate established by the district. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
- (5) **Students 21 Years of Age.** The district shall admit otherwise eligible students who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma or are receiving special education services and have not yet received a regular high school diploma. These students may attend school without paying tuition for the remainder of the school year.

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Legal References: ORS 327.006; ORS 336.092; ORS 336.095; ORS 339.115

History: Adpt 9/71; Amd 9/73; Amd 8/81; Amd 10/27/83; Amd 8/95; Amd 9/9/02; BA 2420

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Oregon State Law: Chapter 339, Sections Regarding School Attendance

339.010 School attendance required; age limits.

Except as provided in ORS [339.030](#), all children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term. All children five years of age who have been enrolled in a public school are required to attend regularly the public school while enrolled in the public school.

339.020 Duty to send children to school.

Except as provided in ORS [339.030](#) ([Exemptions from compulsory school attendance](#)), every person having control of a child between the ages of 6 and 18 years who has not completed the 12th grade is required to send the child to, and maintain the child in, regular attendance at a public full-time school during the entire school term.

339.040 Attendance supervisors; appointment; compensation.

(1) The executive officer of the administrative office for the county shall appoint one person to act as the attendance supervisor for school districts having a school census of less than 1,000 children in the county. The attendance supervisor shall perform duties under the direction of the administrative office for the county. The attendance supervisor shall receive as compensation for services a sum fixed by the governing body of the county and allowed and paid in the same manner as the salaries of county officers are paid.

(2) District school boards of districts having a school census of 1,000 or more children, according to the latest school census, shall appoint attendance supervisors and fix and pay their compensation.

(3) The administrative office for the county, upon written application from the district school board in any school district having a school census of more than 200 and less than 1,000 children, according to the latest school census, shall grant such district permission to appoint attendance supervisors and fix their compensation and pay.

(4) For purposes of the appointment and duties of attendance supervisors, the territory in a joint school district shall be considered part of the county in which the administrative office of the joint district is located. [Amended by 1965 c.100 §277]

339.055 Duties of attendance supervisors.

The attendance supervisor when notified of a truancy or unexcused absence shall investigate the truancy or nonattendance at school. If the child is not exempt from compulsory school attendance, the attendance supervisor shall proceed as provided in ORS [339.080](#) and [339.090](#). [Formerly [339.100](#)]

339.065 Estimates of attendance; irregular attendance; excused absences.

(1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS [339.005](#) to [339.030](#), [339.040](#) to [339.125](#), [339.137](#), [339.420](#) and [339.990](#), 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.

(2) 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.

(3) 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. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]

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339.080 Nonattendance notice to parents, school officials and parole or probation officer.

(1) Except as provided in ORS 339.030, in case any parent or other person in parental relation fails to send any child under the control of the parent or other person to the public school, the attendance supervisor, within 24 hours after notification from the proper authority of the failure, shall give formal written notice in person or by registered or certified mail to the parent or other person. The notice shall state that the child must appear at the public school on the next school day following the receipt of the notice. The notice shall inform the parent or other person that regular attendance at school must be maintained during the remainder of the school year.

(2) At the same time notice is given to the parent or other person, the attendance supervisor shall notify the superintendent or principal, as suitable, of the fact of the notice. The superintendent or principal shall notify the attendance supervisor of any failure on the part of the parent or other person to comply with the notice.

(3) If the child who is the subject of a notice under subsection (1) of this section is a youth offender on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the child's parole or probation officer of the child's absence. [Amended by 1965 c.100 §282; 1993 c.45 §115; 1999 c.963 §4]

339.090 Determination of compliance; notice to district superintendent.

The attendance supervisor shall determine whether the parent or other person given written notice of attendance requirements has complied with the notice. If the attendance supervisor determines that the parent or other person has failed to comply, the attendance supervisor, within three days after having knowledge of such failure or after being notified thereof, shall notify the district superintendent. [Amended by 1965 c.100 §283; 1993 c.413 §2]

339.280 Student grading policies; consideration of attendance allowed; policy content.

Each school district board may establish student grading policies that permit teachers to consider a student's attendance in determining the student's grade or deciding whether the student should be granted or denied credit. A student's attendance shall not be the sole criterion for the reduction of a student's grade. Such policies shall provide that prior to reduction of grade or denial of credit:

(1) The teacher identifies how the student's attendance and participation in class is related to the instructional goals of the particular subject or course and gives notice to the student and parents or guardian of the student.

(2) Procedures are in effect to ensure due process when the grade is reduced or credit is denied for attendance rather than academic reasons.

(3) The reasons for the nonattendance are considered and the grade is not reduced or credit is not denied based on absences due to:

- (a) Religious reasons;
- (b) A student's disability; or
- (c) An excused absence as determined by the policy of the school district. [1995 c.656 §4]

339.420 Child excused to receive religious instruction.

Upon application of the parent or guardian of the child, or, if the child has attained the age of majority, upon application of the child, a child attending the public school may be excused from school for periods not exceeding two hours in any week for elementary pupils and five hours in any week for secondary pupils to attend weekday schools giving instruction in religion. [1965 c.100 §298; 1973 c.827 §32; 1977 c.276 §1]

339.925 Compulsory school attendance violation procedure; rules.

(1) In addition to any other persons permitted to enforce violations, the school district superintendent or education service district superintendent, or any employee specifically designated by either superintendent, may issue citations for violations established under ORS 339.990 in the manner provided by ORS chapter 153.

(2) Prior to issuing the citation described in subsection (3) of this section to the parent or guardian of a student not regularly attending full-time school, a school district superintendent or education service district

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superintendent shall:

- (a) Provide a parent or guardian of the student and the student with written notification that:
 - (A) States that the student is required to attend regularly a full-time school;
 - (B) Explains that the failure to send the student and maintain the student in regular attendance is a Class C violation;
 - (C) States that the superintendent may issue a citation;
 - (D) Requires the parent or guardian of the student and the student to attend a conference with a designated official; and
 - (E) Is written in the native language of the parent or guardian of the student.
- (b) Schedule the conference described in paragraph (a)(D) of this subsection.

(3) Notwithstanding ORS 1.525 or any provision of ORS chapter 153, the State Board of Education by rule shall establish the citation form to be used by superintendents in citing violations established under ORS 339.990. Notwithstanding ORS 153.045, each of the parts of the citation shall contain the information required by the state board.

(4) All fines and court costs recovered from compulsory school attendance violations shall be paid to the clerk of the court involved. After deductions of court costs provided by law for the proceeding, the clerk shall pay the remainder of the money to the State Treasurer to be deposited in the Criminal Fine and Assessment Account in the General Fund. [1993 c.413 §4; 1995 c.116 §1; 1999 c.1051 §112]

339.990 Penalties.

Violation of ORS 339.020 or the requirements of ORS 339.035 is a Class C violation. [Amended by 1965 c.100 §299; 1967 c.67 §10; 1985 c.597 §3; 1993 c.413 §1; 1999 c.1051 §113]

163.577 Failing to supervise a child.

(1) A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child:

- (a) Commits an act that brings the child within the jurisdiction of the juvenile court under ORS 419C.005;
- (b) Violates a curfew law of a county or any other political subdivision; or
- (c) Fails to attend school as required under ORS [339.010](#).

(2) Nothing in this section applies to a child-caring agency as defined in ORS [418.205](#) or to foster parents.

(3) In a prosecution of a person for failing to supervise a child under subsection (1)(a) of this section, it is an affirmative defense that the person:

- (a) Is the victim of the act that brings the child within the jurisdiction of the juvenile court; or
- (b) Reported the act to the appropriate authorities.

(4) In a prosecution of a person for failing to supervise a child under subsection (1) of this section, it is an affirmative defense that the person took reasonable steps to control the conduct of the child at the time the person is alleged to have failed to supervise the child.

(5) In a prosecution of a person for failing to supervise a child under subsection (1)(a) of this section, the court may order the person to pay restitution under ORS [137.103](#) to [137.109](#) to a victim for pecuniary damages arising from the act of the child that brings the child within the jurisdiction of the juvenile court.

The amount of restitution ordered under this subsection may not exceed \$2,500.

(6) If a person pleads guilty or is found guilty of failing to supervise a child under this section and if the person has not previously been convicted of failing to supervise a child, the court:

- (a) Shall warn the person of the penalty for future convictions of failing to supervise a child and shall suspend imposition of sentence.
- (b) May not order the person to pay restitution under this section.

(7)(a) If a person pleads guilty or is found guilty of failing to supervise a child under this section and if the person has only one prior conviction for failing to supervise a child, the court, with the consent of the person, may suspend imposition of sentence and order the person to complete a parent effectiveness program approved by the

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court. Upon the person's completion of the parent effectiveness program to the satisfaction of the court, the court may discharge the person. If the person fails to complete the parent effectiveness program to the satisfaction of the court, the court may impose a sentence authorized by this section.

(b) There may be only one suspension of sentence under this subsection with respect to a person.

(8) The juvenile court has jurisdiction over a first offense of failing to supervise a child under this section.

(9) Failing to supervise a child is a Class A violation. [1995 c.593 §1; 1999 c.1051 §154]

Note: [163.577](#) was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 163 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

109.640 Right to medical or dental treatment without parental consent; provision of birth control information and services to any person.

Any physician or nurse practitioner may provide birth control information and services to any person without regard to the age of the person. A minor 15 years of age or older may give consent to hospital care, medical or surgical diagnosis or treatment by a physician licensed by the Board of Medical Examiners for the State of Oregon, and dental or surgical diagnosis or treatment by a dentist licensed by the Oregon Board of Dentistry, without the consent of a parent or guardian, except as may be provided by ORS 109.660. A minor 15 years of age or older may give consent to diagnosis and treatment by a nurse practitioner who is licensed by the Oregon State Board of Nursing under ORS 678.375 and who is acting within the scope of practice for a nurse practitioner, without the consent of a parent or guardian of the minor. [1971 c.381 §1; 2005 c.471 §7]

166-400-0060 Student Education Records

Note: Inclusion of a records series in this schedule does not require the series be created. If a record is created electronically, it can be retained in electronic format only if the retention period is 99 years or less.

(3) **Attendance Records** Records document the attendance of students in school. Records may include but are not limited to teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records; excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation. The attendance recorded on the Oregon Student Record is a summary of this information. SEE ALSO Oregon Student Record in this section. Minimum retention: 3 years after school year in which records were created.

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