

PSD 16R Absences and Truancy Guidelines

Absence and Excuses

Parents or guardians of students who miss school for any reason, must notify the attendance office or elementary school office in writing or by telephone. Pre-approved absences must be in writing for absences that are 5 days or more.

Planning ahead and notifying teachers is vital for academic success.

If your student will be absent for any of the following reasons, it will be coded as **excused** when notification is given within 48 hours. Beyond 48 hours a doctor's note may be required for student illness.

1. Illness of the student; a medical doctor's note may be required for chronic absences due to illness beyond 3 days;
2. Illness of an immediate family member when the students' presence is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Pre-approved activities i.e. family leave.

Examples of absences not on the approved list include, will be coded as **unexcused**, but are not limited to:

1. Over sleeping; missing the bus; or a pattern of abuse as it relates to the attendance guidelines.
2. Non-Medical Appointments; including, but not limited to personal business i.e. hair appointments, nail appointments, etc.
3. Non-School Sponsored Activities; including, but not limited to non-school competitions, birthday parties, etc.

Students who are absent for such reasons will be allowed a reasonable amount of time to complete the schoolwork they miss. Arrangements for missed schoolwork can be made with the students' teacher. If for any reason your student is absent for 10 consecutive days, they will be un-enrolled from school for non-attendance per ORS 339.080. If this occurs, your student will need to re-enroll when he/she is prepared to attend.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or cultural considerations.

A student who must leave school during the day must have parents/guardians call the attendance office (or provide a note) providing notice of absence and reason. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher may result in a reduced grade for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who has an absence from school for any reason, which is not on the approved list, at the discretion of the principal or designee, may not be allowed to participate in school-related activities on that day or evening.

Truancy

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