

# LHS Attendance

Attendance in all classes at La Grande High School is important to insure a successful academic experience. Regular attendance builds good habits for life, including reliability and punctuality. Students who have good attendance generally achieve higher grades, enjoy school more, and are more marketable in the workforce. Students who attend school consistently gain knowledge and skills from classroom activities (such as discussions, films, guest speakers and special demonstrations) which are difficult to make up.

Students and parents are responsible for school attendance. Excessive absences may result in loss of credit, removal from class(es), and even removal from school.

Parents who monitor attendance closely increase the likelihood of success for their students. Parents may call 541-663-3311 to inquire about attendance any time between 7:30 and 3:00 p.m. Parents can go to the parent portal online. The link is: [sm.lagrande.k12.us/familylink/login.aspx](http://sm.lagrande.k12.us/familylink/login.aspx) or go to the LHS home page and click on Family Live info link (see page 8 for more information). If the parent does not have access to computers, they may request that attendance records be mailed to them.

## STATE OF OREGON ATTENDANCE LAWS

### ***ORS 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.

### ***ORS 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.

### ***ORS 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.

## ATTENDANCE AND PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES

Students who participate in school-sponsored activities, i.e., sports, musical events, clubs, etc. **must attend a full day of school the day of the event** (or the day preceding the event of a weekend activity) in order to be eligible to participate. Exceptions are made for pre-arranged or school-related absences.

## ATTENDANCE DEFINITIONS

**ABSENCE:** Missing any class or leaving class without permission.

**EXCUSED ABSENCES:** Oregon Revised Statute recognizes **only** the following reasons as valid excuses for absences:

1. Illness of the student.
2. Illness of an immediate family member when the student's presence at home is necessary.
3. Emergency situations that require the student's absence.

4. Medical appointments. Verification of appointments may be required.
5. Field trips and school-approved activities.
6. Other reasons deemed appropriate by the Assistant Principal in charge of attendance when satisfactory arrangements have been made in advance of the absence.

**UNEXCUSED ABSENCE:** Any absence, other than those listed above, including those known to a student's parent or guardian (i.e. haircuts, shopping, going to the store, recreation, sleeping in, running home for books, babysitting or gainful employment). Students who leave class without permission or are reported out of class without permission will also be marked as unexcused. A skip noted by a teacher may not be excused. Teachers are NOT required to provide make-up homework for unexcused absences.

**PLEASE NOTE:** The following are NOT excusable absences in accordance with Oregon State Attendance Laws:

- Truancy
- Missing the bus or car malfunction
- Family vacations not excused in advance
- Birthdays or other celebrations
- Oversleeping
- Shopping/haircut appointments
- Hunting or fishing excursions
- Attending athletic events in which you are not a participant during the school day.

**TARDY:** Arriving late to any class. Excused tardies must be accompanied by a note from a staff member. Unexcused tardies may result in work being missed that cannot be made up.

**EXCESSIVE TARDY:** Arriving more than 10 minutes late to class. Excused excessive tardies must be accompanied by a note from a staff member. Unexcused excessive tardies may result in work being missed that cannot be made up.

**TRUANCY:** Absence from school without prior knowledge of parent.

**PRE-ARRANGED ABSENCE:** If a student knows in advance he/she will be absent from school for any reason other than an excused absence (see definition), he/she should pick up a Pre-Arranged Absence Form in the main office. (i.e. Field trips, out-of-town doctor/dental appointments, college visitations or family vacations; competitive athletic or other co-curricular activities; and official religious holidays).

**EXCESSIVE ABSENCES:** If a student is absent 10 or more days in a class in a semester, either excused or unexcused, credit for that class may be withheld. Absences related to athletics, field trips, **or** other school-related activities are not counted in the total of absences.

## ATTENDANCE EXPECTATIONS

### **Student Action:**

Attendance in class is an important responsibility of the student. The expectations of La Grande High School students are:

1. Attend classes regularly.
2. Be on time when reporting to school and class.
3. Check with individual teachers for make-up work after an absence.
4. Obtain make-up work for excused absences before or after school. Complete it during the time frame agreed upon by the teacher and student.

### **Teacher Action:**

1. The teacher will take attendance in the first ten minutes each day, and keep an accurate accounting in his/her gradebook.
2. The teacher will confer with the student when a pattern of excessive absences is observed.
3. The teacher is encouraged to contact the parent about the excessive absence problem and refer the student to an administrator or the attendance officer.

### **SCHOOL WORK MAKE-UP POLICY**

The following procedures are used at La Grande High School for students' excused absences:

1. The student is responsible for requesting makeup work from the teacher.
2. The teacher is responsible to provide, upon request, what he/she considers to be an appropriate review of the work missed.
3. Students will have one day to make up missed work for each day of absence. This time period may be extended if mutually agreed upon between teacher and student.
4. Students participating in activities that take them away from school (band, choir, sports, etc.) are responsible for the work that takes place in each class the day of the absence. Students may arrange to complete assignments in advance of the absence. It is the student's responsibility to ask teachers for make-up assignments.
5. The teacher will explain and post course expectations that shall include an explanation of the system of points earned for participation or attendance in class.

### **HOMEWORK REQUESTS**

If a student is absent because of extended illness (more than 2 days) or suspension of more than two days, requests for homework assignments must be made **24-hours in advance**. Assignments may be requested and picked up from the secretary, Patty O'Reilly, in the Main Office (541-663-3301). Requests for assignments will not be filled and made available to parents for pick-up until 3:15 PM of the day following the request.

### **GRADE REDUCTION**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction through attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject. Due process will be provided to any student whose grade is reduced for attendance rather than for academic reasons.

For excused absences (note reasons that absences may be excused in previous definitions), please use the following procedures:

1. Parent/guardian excuses an absence by:
  - a. Calling the Attendance Office at 541-663-3311. An answering machine is available 24 hours a day.
  - b. Sending a note to the Attendance Office.
  - c. Sending an e-mail: [lhsattendance@lagrandesd.org](mailto:lhsattendance@lagrandesd.org)
2. **All notes and calls must include a reason for being absent or tardy.**
3. The school must be notified within **48 hours of the absence**.
4. **Absolutely no changes will be made in a student's attendance record after a 5-day period without a formal appeal to an administrator from the student and parent. Blanket excuses will not be allowed.**
5. If absences have not been excused within the 5-day period, the student's record will show an unexcused

absence. Work missed during an unexcused absence cannot be made up, and consequences will be assigned to the student.

6. Parents may not excuse absences for students who are at school and supposed to be in class.
7. La Grande High School is under no obligation to accept an absence excuse from a parent/guardian if the parent/guardian did not know the precise whereabouts of the student during the time in question.
8. Students who become 18 years of age during the school year and still reside with their parents must follow the attendance policy. Students will not be allowed to excuse themselves from classes. **Self-excusing by students requires administrative approval and may be revoked at any time.**

### **PREARRANGING AN ABSENCE**

Prearranged absences may be excused using the following procedures.

1. Get a prearranged absence form from the Main Office.
2. Fill the form out and get a parent signature.
3. Take the form to each teacher whose class the student will miss for a signature and/or comment on what will be missed during the absence.
4. Return the form to the Main Office at least the day before the scheduled absence begins.

### **SIGNING IN AND OUT OF SCHOOL DURING THE DAY**

All students must sign in and out of the school building when leaving school, returning from an appointment, or arriving late. **Do this in the front office with Patty O'Reilly.** Partial day or single period absences may not be excused unless the student has properly signed out and/or in to school. All students checking in or out must have a parent note, appointment card, or phone call from a parent/guardian to be excused. **Simply signing in and out does not excuse the absence.**

### **FORGERY OF NOTES OR PHONE CALLS**

Students forging notes and falsifying phone calls to obtain an excused absence will be given consequences, which may include ISS, or out-of-school suspension.

### **TARDY PROCEDURES**

Punctuality is a critical piece of attendance. It is the student's responsibility to arrive in class on time with all materials needed for class. Unexcused tardies will accumulate for each semester in all classes combined and will result in disciplinary action. Students must remain in class even if marked tardy. Failure to remain in class will be regarded as insubordination and will be reported to the administration.

Tardiness is considered a disruptive behavior and will be handled in the following manner.

1. Students who are tardy to class without an note may not receive work they missed.
2. On the third and subsequent tardies students will be assigned lunch detention.
3. On the seventh tardy, the student will be called into the office for a conference and a parent will be notified.
4. Beginning with the eleventh tardy, students will be referred to the administration for further disciplinary action. This action could include, but is not limited to: in-school suspension, or out-of-school suspension.

**EXCESSIVE TARDY PROCEDURE:** Excessive tardies (more than 10 minutes late to class) are handled the same as unexcused absences. Students who are excessively tardy will not receive work, test, etc. that they missed while absent from class.

**UNEXCUSED ABSENCE PROCEDURE:** Attendance is vital to student's success in their classes. If a student misses a class, without getting it excused, discipline may include:

1. La Grande High School uses SchoolReach call system to notify parents of any student with an unexcused absence or tardy each day. When a student is absent from class, the automated system attempts to make telephone contact with the home. Make sure the school has current telephone information for your home.
2. Students may not receive work until absences have been excused. Additionally, Students may not receive credit for tasks handed in during the unexcused absence.
3. Students with unexcused absences may be given any of the following consequences: lunch detention, in-school suspension (ISS) or out-of-school suspension.
4. When a student accumulates 5 unexcused absences in any class, a letter will be mailed home outlining consequences for excessive absenteeism. Absences related to athletics, field trips, or other school-related activities are NOT counted in the total number of absences.
5. When a student accumulates 8 unexcused absences in a class, the student will sign a contract that any additional absences from the class will result in credit denial.
6. When a student accumulates 10 absences in any class, the student may be denied credit in that class. Absences related to athletics, field trips, or other school-related activities are NOT counted in the total number of absences. A letter will be mailed home notifying the student of their right to attend a meeting of the Appeals Committee in order to appeal the credit denial. The student will be allowed to attend class until the Appeals Committee meeting. If the student fails to show up for the meeting, or if the credit denial is upheld, the student will no longer be allowed to attend the class.