

LCS Attendance Policies:

Excused Absence:

Absence caused by illness of student or family member (student presence at home is necessary); field trips and school approved activities; religious holidays; medical/dental appointments (confirmation may be required); emergency situations that require the student's absence; other reasons deemed appropriate by the administration.

Block day absences are considered two school days!

Tardy:

Arriving late to class during the first 10 minutes of the class period. **After fifteen minutes is considered a VLT (very late tardy) and will be marked as such in RenWeb.**

- **Students 20 minutes late on Mondays = 1-day Absence**
- **Students 45 minutes late on block days = 1-day Absence**

Excused tardies:

Excused tardies are appointments, illness, emergencies and must be accompanied by a signed admit slip from the attendance office. Unexcused tardies may result in missed work that cannot be made up. Parent/ student requests for homework related to absences of 3 or more days should be signed by the parent.

Unexcused absence or tardy/Truancy:

Any reason that does not qualify as an excused absence or tardy (includes oversleeping, missing the bus, etc.) is considered unexcused.

Makeup work: Students who have been absent have the responsibility to request and make up all missed work. Teachers have the option to determine the length of time for completion of make-up work; the general rule is a day for a day.

Tardy Policy (effective September 2016)

Beginning with the 5th unexcused **cumulative** tardy of the semester, a discipline referral will be generated and the following consequences will be administered for stated infractions. **After seven excused tardies, each following tardy is considered unexcused and falls under the discipline procedures below:**

Tardies 5 & 7

Lunch Detention (7th tardy requires parent call)

Tardies 8-10

Out-of-school suspension

Tardies 11+

Each tardy is treated as an unexcused absence and follows the path towards expulsion.

What is Considered an Excused Absence

By law (ORS 399-065) schools can only accept an excuse for the following reasons: illness (including medical appointments), family emergencies, bereavement, pre-arranged leave, participation in a school sponsored activity, and administrative action.

Student absenteeism that exceeds 8 half-days or 4 full-days in any four-week period may result in the issuance of a police citation per ORS 163-577.

An absence of more than 10 days per semester may result in a loss of 0.17 credits per class. Students who are absent 10 or more days without going through the withdrawal process are in danger of being dropped from school, losing entire credits, not being able to enroll in the same classes upon return and failing all classes. The implication would be that your child would not be on target to graduate. **All absences above 10 days are considered unexcused.**

Excessive absences negatively affect a student's academic progress. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. A student may be excused by the District for a period not to exceed five days in a term of three months, or not to exceed ten days in any term of at least six months. Any such excuse shall be in writing directed to the building administrator, and include documentation (e.g., healthcare provider) (ORS 339.065).

According to Oregon state law, any student absent from school for ten consecutive days must be dropped from school rolls (ORS 339.250, OAR 581-23-006).

Persons having legal control of a student ages 7 to 18 who have not completed Grade 12 are required to have the student attend school as pursuant to ORS 339.020. Violation of this requirement is a Class C violation. If the school determines that a parent/guardian has failed to enroll the child and to maintain the child in regular attendance, written notification shall be given to the parent/guardian, requiring the parent/guardian to attend a conference with a designated school official. If the parent/guardian does not attend or fails to send the child to school after the conference, state law and District policy allow the Superintendent/designee to issue a citation to appear in Circuit Court.