

# Eola Hills Charter School Board Adopted Policies

Code:  
Adopted: 10/2019

## **Eola Hills Charter School Attendance Policy**

Absences may adversely affect a student's ability to make educational progress or receive credit for coursework. Typically, successful students often maintain an attendance rate of 95% or more. Students whose attendance falls below 90% are often at risk. Excessive absences may result in lowered grades and/or loss of credit and ultimately affect on-time graduation. The school is anxious to help if there are social, academic, or health issues that are affecting attendance.

Under Oregon State Law parents/guardians are responsible for maintaining their child's regular school attendance. Oregon Revised Statute 339.020 states: "... every person having control of any child between the ages of 6 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."

When students are absent, parents or guardians are asked to call the school office at 503.437.9138 or email the school at ehcsenrollment@gmail.com OR d19patten@gmail.com. Requests to excuse absences must be received by the end of the school day. Under Oregon State Law, schools are responsible for taking attendance daily and for notifying parents or guardians of the student's absences. Parents or guardians will be notified by phone call or email in the event of an absence or late arrival.

**Verification of absence:** ~~excused absence must be verified by the parent/guardian~~ with authority to excuse student absences.

The following are typically accepted reasons for absences:

- Student illness, health condition, or ~~medical appointment~~ including but not limited to medical, counseling, dental, or optometry. Administrators may ask for documentation from a medical provider regarding an appointment, illness, or health condition.
- Family emergency, including but not limited to a death or illness in the family
- Court proceeding

### **Attendance Definitions**

**Absence** is defined as missing a class, or school day, altogether and is classified as excused or unexcused.

**Excused Absence:** Oregon Revised Statute 339.065 states: "An absence may be excused ... 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 may also excuse absences for other reasons where satisfactory arrangements are made in advance."

**Unexcused Absence:** Any absence from school is unexcused unless it meets one of the criteria for an excused absence and is verified by an authority on file with the student to authorize absences.

**Early Departure:** Early Departure (ED) is marked as an unexcused absence if the student is present at the beginning of class/school, and leaves without signing out/returning.

**Late Arrival:** Students who arrive within the first 10 minutes of class are recorded as tardy but excused. Students who arrive more than 10 minutes are marked tardy. A late arrival to class/school will only be excused if the reason is considered acceptable for excused absences (i.e., illness, doctor's appointment, emergency) and are excused by a parent or guardian with authority to excuse student absences. Late arrival due to traffic, over-sleeping, carpool trouble or other personal reasons typically will not be excused.

**Suspensions** – Suspensions are not counted as unexcused absences.

**Prearranged Absences:** Absences for religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction; and post-secondary, technical school or apprenticeship program visitation or scholarship interview may be excused if a prearranged absence form has been submitted and approved. Vacations are not customarily considered as excused absences.

### **Truancy**

Oregon Revised Statute 339.065 states "Eight (8) unexcused one-half day absences, or four (4) full-day absences in any four week period during which school is in session shall be considered irregular attendance. A student may be excused from attendance by the 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 is to be in writing, directed to the school principal. In such cases, an administrator will meet with parents. Severe cases may be referred to the county truancy officer."

### **Resources**

Information on Oregon state law regarding school attendance is available at [http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_581/581\\_023.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_581/581_023.html)