

Truancy/Compulsory School Attendance

Standards for Attendance

1. All Students

Shall adhere to standards of attendance as set forth in Oregon Revised Statutes wherein unexcused absences totaling eight one-half days in a 20-day (4-week) period shall be declared irregular attendance and cause for action under the district's truancy procedures.

2. Secondary Students (9-12)

Irregular attendance shall be cause to consider assignment to supervised study or a program of alternative education. Disciplinary measures may also be taken if any of the absences were unexcused.

Attendance Definitions

1. Erratic Attendance (OAR 581-021-0071)

Student is frequently absent to the degree that he/she is not benefiting from the educational program.

2. Irregular Attendance

Eight unexcused one-half day absences in any four-week period during which school is in session shall be considered irregular attendance.

3. Regular Attendance (OAR 581-021-0077 (e))

Attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session.

Absences Definitions

1. Excused Absences

The student is not in school for one of the following reasons:

- a. Illness or injury;
- b. Educational/Occupational interviews;

- c. Illness of student's immediate family member;
- d. Family emergency/travel;
- e. Bereavement;
- f. Religious instruction/service;
- g. Legal or court appointments;
- h. Medical/Dental appointments;
- i. Activities as required by the school.

2. Unexcused Absences

The student is not in school for any absence other than an excused absence.

Building Responsibilities - Attendance Enforcement Procedures

1. Elementary and Middle School (K-8)

- a. At 10 consecutive days of absence, truancy procedures must be initiated. Although students who are absent for 10 consecutive days (excused or unexcused) are by Oregon Administrative Rules (OAR) dropped from school rolls for state accounting purposes, this does not release them from the requirement to attend school. Upon return, these students may be required to re-enroll.
- b. Upon accumulation of eight unexcused one-half day absences in any 20-day (4-week) period, a certified or hand-delivered letter of notification will be sent to parents.
- c. Document efforts of intervention to return student to school with regular attendance.
 - (1) Parent/Student conference.
 - (2) Telephone contacts with parent/student.
 - (3) Assessment of factors contributing to irregular attendance (LBL ESD Referral form).
 - (4) Verify student's individualized education plan (IEP) status.
 - (a) If student is on an IEP or 504 Plan, the multidisciplinary team (MDT) shall determine the relationship between the student's absenteeism and the student's identified disability. If such a relationship exists, disciplinary action will not normally be taken. The team may, however, recommend a meeting be held to make appropriate changes in the IEP or 504 Plan.
 - (b) Where there is no relationship between the absenteeism and the disabling condition, normal procedures may be followed.
 - (5) Identify any special arrangements or any special pertinent information.
- d. For assistance in returning a student to school after the above steps or procedures have been completed, send formal referral to the Linn-Benton-Lincoln Educational Service District Attendance Officer. The formal referral shall include:

- (1) Copies of all written correspondence to parent/student;
 - (2) Copy of completed LBL Referral for Attendance Services Form;
 - (3) Copy of student's attendance record;
 - (4) Copy of information for items in c. (1)-(3) above;
- e. Any change in enrollment or attendance of the student must be reported to LBL Attendance Officer at the time of change. Any changes in enrollment or attendance will determine any action taken by the attendance officer activity.

2. Secondary School (9-12)

- a. At 10 consecutive days of absence, truancy procedures must be initiated. Although students who are absent for 10 consecutive days (excused or unexcused) are by OAR dropped from school rolls, this does not release them from the requirement to attend school. Upon return these students may be required to re-enroll.
- b. Upon accumulation of eight unexcused one-half day absences in any 20-day (4-week) period, a certified or hand-delivered letter of notification will be sent to parents.
- c. Upon accumulation of five absences per quarter from a subject or upon accumulation of three unexcused absences in three or more subjects, a letter will be sent to parent(s)/student notifying that his/her absenteeism may result in an alternative assignment. This change in placement may result in the student not being able to earn credit(s).
- d. Document efforts of intervention to return student to school with regular attendance.
 - (1) Parent/Student conference to discuss academic progress and/or alternative placement or retention.
 - (2) Telephone contacts with parent/student.
 - (3) Assessment of factors contributing to irregular attendance (LBL ESD Referral form).
 - (4) Verify student's IEP status:
 - (a) If student is on an IEP or 504 Plan, the MDT shall determine the relationship between the student's absenteeism and the student's identified disability. If such a relationship exists, disciplinary action will not normally be taken. The team may, however, recommend a meeting be held to make appropriate changes in the IEP or 504 Plan;
 - (b) Where there is no relationship between the absenteeism and the disabling condition, normal procedures may be followed.
 - (5) Identify any special arrangements or any special pertinent information.
- e. For assistance in returning a student to school after the above steps or procedures have been completed, send formal referral to the Linn-Benton-Lincoln Educational Service District Attendance Officer. The formal referral shall include:
 - (1) Copies of all written correspondence to parent/student;
 - (2) Copy of completed LBL Referral for Attendance Services Form;

- (3) Copy of student's attendance record;
 - (4) Copy of information for items in c. (1)-(3) above;
- f. Any change in enrollment or attendance of the student must be reported to LBL Attendance Officer at the time of change. Any changes in enrollment or attendance will determine any action taken by the attendance officer activity.

ESD - Attendance Officer Responsibilities

1. The attendance officer, upon district office request, will review the referral and will issue a Formal Notice of Truancy to the parent/guardian via certified mail or hand-delivered. Once receipt of delivery is received, the attendance officer will determine compliance by the parent/guardian in sending student to school the next day.
2. Informal intervention options may include:
 - a. Informal letter sent certified or hand-delivered advising of law;
 - b. Home visit/Family conference:
 - (1) Verify excusable absences;
 - (2) Assessment of barriers to attendance in home;
 - (3) Review alternative learning opportunities.
 - c. School visit/School conference:
 - (1) Assessment of barriers at school;
 - (2) Assist in development of education plan;
 - (3) Attendance data reviewed.
 - d. Contact/Collaboration with families and social service agencies:
 - (1) Youth Services Team Case Management;
 - (2) Assist law enforcement; juvenile department; Oregon Department of Human Services, Community Human Services, in support and enforcement;
 - (3) Assist families in accessing needed services.
3. If the attendance officer determines the parent or other person is still in noncompliance, recommendation and request for approval to proceed with the issuance of a citation for a Class C violation will be made to the superintendent.
4. The attendance officer will provide a monthly status report to the district office on all truancy referrals.