

Other

Verification of absence: An excused absence must be verified by the parent or school authority responsible for the absence. Families have 48 hours, or two school days, after the student's return to request that an absence be excused.

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

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.

Make-up Work: Student may be permitted to make up missed assignments outside of class under reasonable conditions and time limits established by the teacher.

School sponsored activities: Students are excused to participate in Athletic events, classroom/club field trips, performing arts festivals and performances. If students have chronic absences, tardies, and/or have failing grades, the student may not be able to participate in the school sponsored activity. This decision will be determined by the administration.

Truancy

Oregon Revised Statute 339.065 states "Eight unexcused one-half day absences, or four 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. ORS 339.065 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

Request for Pre-arranged Excused Absence - School District 4J Middle and High School
 Use for absences of more than 2 days. Submit form to administration at least 5 days in advance of the absence.

Student Name _____ ID# _____ Grade _____

Total # of days _____ FROM (Date) ____/____/____ TO (Date) ____/____/____

○ Pursuant to Oregon law and district policy, absences for reasons other than sickness, an emergency or an authorized religious holiday must be arranged in advance with the principal to be considered **excused**. The student may make arrangements with teachers to make up work for excused absences with the understanding that some classroom activities do not lend themselves to make-up work. In these instances, an alternate assignment may be arranged with the teacher. Students who are absent for more than 10 days must be un-enrolled as required by state law. Parents must accompany a child returning after absence greater than 10 days in order to re-enroll.

Reason for Absence (Attach additional information if necessary)

Parent/Guardian Signature _____ Date _____ Parent Phone # (If there are additional questions.) _____

Check with your teachers: Teachers are not required to provide work prior to an absence. Students will be permitted to make up missed assignments outside of class under reasonable conditions and time limits established by the teacher.

Period	Teacher Comments/Concerns	Work given prior to absence or upon return	Teacher Signature

If you are a senior obtain counselor input. Is student on track to graduate on time? _____

Other comments: _____ Counselor Initial: _____ Date: _____

Submit form to school office.

Approved ___ Yes ___ No Administrator Signature _____ Date: _____

Schools Schedule:

- Front Office Opens: 8:00AM
- Building Opens: 8:00AM, Breakfast Available in Cafeteria at 8:30AM Library is open at 8:30AM.
- 1st Period Begins: 9:00AM
- Regular Dismissal: 3:35PM, M-TH Friday: 2:35

Reporting an Absence:

- *Please contact the attendance office everyday that the student is absent. For an absence to be excused, parents must contact the school within 48 hours. Pre--planned absences for family trips, etc. may be excused if arranged in advance by filling out the pre--planned absence form available in our front office or on our website.*
 - To leave a voice message: 541--790--5525
 - To send an email: caruth_e@4j.lane.edu
 - Attendance Clerk: Elizabeth Caruth (541) 790-5525

Contact Information:

- Main Office Phone: 541-790-5500, Fax: 541--790--5505
- Office Manager: Victoria Miller: 541-790-5522, miller_v@4j.lane.edu
- Registrar: Melissa Brennan: 541-790-5527, brennan_m@4j.lane.edu
- Counselor : Stephane Baxter: 541-790-5524 baxter_s@4j.lane.edu

Parent Vue:

- Parent Vue is a very useful web--based tool for parents to keep track of how things are going with a student. Once you have been set up for Parent Vue you can check attendance, assignments, and grades from any computer. Mobile apps are also available.
- To find out more check out www.pv.4j.lane.edu. To obtain the activation key for Parent Vue contact our Registrar, Trish Van Damme at the above listed number.

Attendance Frequently Asked Questions

1. How do I let the school know my student will be absent?

Email: caruth_e@4j.lane.edu or call: 541-790-5525

2. Why do I still get an automated message even though I called the school this morning about today's absence?

Absences that are phoned or emailed in are entered as quickly as our staff can get them entered. Sometimes there is higher volume of emails and calls and although your entry is pending, it has not been made by the time the automated call goes out.

3. Does the school have a legal responsibility to alert me of my student's absence?

A phone call will go out at 12:30p.m. and 3:30p.m. each day to keep you up to date on your student's period absences. Oregon law (ORS 339.071) requires that schools notify parents/guardians of their child's unplanned absence. Parents can also get up to the minute information by having a ParentVue account.

4. What's the difference between an excused and an unexcused absence?

A parent can request to excuse an absence by calling, emailing or sending a note to our attendance office. Doctor's notes may be submitted for a medical appointment or span of time off school. Preplanned absences of 5 days or less may be excused if the "Request for Pre- Arranged Absence" form is submitted and signed by the Principal and the student has otherwise maintained regular attendance. Multiple unexcused absences can lead to additional communication by a Kennedy staff member.

Examples of valid excused absences include participation in a district or school approved activity, illness, medical appointment, family emergency or absences resulting from disciplinary action.

5. My student was sick yesterday; can this still be an excused absence?

4J Attendance Policy states: Please report all absences within 48 hours of the student's absence. If you report an absence after this time period, it may not be excused.

6. My student has a medical appointment tomorrow; do I follow the same attendance procedure?

Yes. You may call/email ahead to excuse medical appointments if you know exact timing, otherwise email/call the attendance office within 48 hrs. of the appointment.

7. Can I request that the main office send a runner to deliver a note or collect my student from class?

Running notes to collect students should be reserved for emergencies only. Parents/guardians should pre-arrange a pick up with your student, sending a note with your student the morning of the planned absence. Please include all details of the absence (time, location of pickup, return time if appropriate and the reason for the absence).