

# Coburg Community Charter School Policy

Code: **JED**  
Adopted: 12/12/16  
Revised: 10/14/19

## **Student Absences and Excuses\*\***

It is the student's responsibility to maintain regular attendance in all assigned classes. A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health 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. Field trips and school-approved activities;
5. Medical (dental) appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the public charter school administrator when satisfactory arrangements have been made in advance of the absence.

The public charter school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Additionally, the public charter school administrator may develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, suspension<sup>1</sup> and/or ineligibility to participate in athletics or other activities.

END OF POLICY

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### **Legal Reference(s):**

<sup>1</sup> The use of out-of-school suspension or expulsion for discipline of a student[ in the fifth grade or below (this bracketed language is required for public charter schools that serve students in grades K-8)], is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

[ORS 109.056](#)  
[ORS 338.115\(2\)](#)  
[ORS 339.030](#)  
[ORS 339.055](#)

[ORS 339.065](#)  
[ORS 339.071](#)  
[ORS 339.250](#)  
[ORS 339.420](#)

[OAR 581-021-0046](#)  
[OAR 581-021-0050](#)  
[OAR 581-023-0006\(11\)](#)