

## Medford School District 549C

Code: EBC/EBCA  
Adopted: 4/24/17  
Revised/Readopted: 5/06/19  
Orig. Code: EBC/EBCA

### Emergency Procedures and Disaster Plans

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as, but not limited to, disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and safety threats on district property. The superintendent will consult with Medford Police Department Student Resource Officers, as well as other community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed that the district has a plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

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#### Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)  
[ORS 332.107](#)  
[ORS 433.260](#)

[ORS 433.441](#)  
[OAR 437-002-0161](#)

[OAR 581-022-2030\(3\)\(c\)](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2225](#)

#### Cross Reference(s):

EEAC - School Bus Safety Program  
GBE - Hazardous Materials  
JHCC - Communicable Diseases – Students

# Medford School District 549C

Code: EBC  
Adopted: xx/xx/xx

## Emergency Plan and First Aid\*\*

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent or designee will consult with community and county agencies while developing this plan. The district’s emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district’s plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

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### Legal Reference(s):

[ORS 30.800](#)  
[ORS 192.660\(2\)\(k\)](#)  
[ORS 332.107](#)  
[ORS 433.260](#)  
[ORS 433.441](#)

[OAR 437-002-0042](#)  
[OAR 437-002-0120 - 0139](#)  
[OAR 437-002-0161](#)  
[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)  
[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)  
[OAR 581-022-2225](#)  
[OAR 581-053-0003\(40\)](#)  
[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)  
[OAR 581-053-0320\(5\)\(b\)](#)  
[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

# Medford School District 549C

Code: EBC  
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Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

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[OAR 437-002-0042](#)  
[OAR 437-002-0120 - 0139](#)  
[OAR 437-002-0161](#)  
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[OAR 437-002-0377](#)  
[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)  
[OAR 581-022-2225](#)  
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Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

# Medford School District 549C

Code: EBCA  
Adopted: xx/xx/xx

## Safety Threats\*\*

“Safety threat action” means a lockdown, ~~lockout~~ secure, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)

# Medford School District 549C

Code: EBCA  
Adopted: xx/xx/xx

## Safety Threats\*\*

“Safety threat action” means a lockdown, secure, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

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END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)

# Medford School District 549C

Code: EBCB  
Adopted: 4/24/17  
Revised/Readopted: 5/06/19; xx/xx/xx  
Orig. Code: EBCB

## Emergency **Procedure** Drills and Instruction

Each building administrator will conduct emergency **procedure** drills in accordance with the provisions of Oregon Revised Statutes (ORS) **and the applicable Oregon Fire Code**.

All schools are required to instruct and drill students on **district** emergency procedures so ~~that students they~~ can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on ~~fires, earthquakes, and safety threats and drills for students~~; **emergency procedures** shall be conducted for at least 30 minutes each school month.

**The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.**

### **Fire Emergencies**

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### **Earthquake Emergencies**

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover, and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

### **Safety Threats**

~~It is recommended that staff conduct three drills each year, however a~~At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, ~~lockout~~ **secure**, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, **and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats\*\*).**

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)

[ORS 336.071](#)

[ORS 339.324](#)

[ORS 476.030\(1\)](#)

[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE ~~(2014)~~

**~~Cross-Reference(s):~~**

~~GBE -- Hazardous Materials~~

## **Medford School District 549C**

Code: EBCB  
Adopted: 4/24/17  
Revised/Readopted: 5/06/19; xx/xx/xx  
Orig. Code: EBCB

### **Emergency Procedure Drills and Instruction**

Each building administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so they can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on emergency procedures shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

#### **Fire Emergencies**

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

#### **Earthquake Emergencies**

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover, and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

#### **Safety Threats**

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, secure, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats\*\*).

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

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**Legal Reference(s):**

ORS 192.660(2)(k)

ORS 336.071

ORS 339.324

ORS 476.030(1)

OAR 581-022-2225

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE

DRAFT

# Medford School District 549C

Code: JEA  
Adopted: 12/04/17  
Revised/Readopted: 9/19/19; 1/22/20; 10/20/22; xx/xx/xx  
Orig. Code: JEA

## Compulsory Attendance\*\*

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having **legal** control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to **have send** the child **attend to school** and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having **legal** control of a child, who is five years of age and **has who have** enrolled the child in a public school, are required to **have send** the child **attend to school** and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. **A citation for violation of ORS 339.035 may be issued.**

~~The district will develop procedures for issuing a citation.~~

A parent **or guardian** who is not supervising their student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c). Failing to supervise a child is a Class A violation.

### Exemptions from Compulsory School Attendance

In the following cases, children shall not be required to attend public, full-time schools.

1. Children being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Children proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Children who have received a high school diploma or a modified diploma.
4. Children being taught by a private teacher **who instructs that include the** courses of study usually taught in kindergarten through grade 12 in the public school **and** for a period equivalent to that required of students attending public schools.
5. Children being educated in the home by a parent or **legal** guardian or private teacher:

- a. When a student is taught or is withdrawn from a public school to be taught by a parent, **legal guardian** or private teacher, the parent, **legal guardian** or **private** teacher must notify the Southern Oregon Education Service District (ESD) in writing, within 10 days, of the intent to homeschool. In addition, when **such a home-schooled** student moves to a new ESD, the parent, **legal guardian or private teacher** shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90 days of the receipt of the notification. ~~Notification must be received and acknowledged before a student is withdrawn from school and thereafter before the start of each school year.~~ The ESD is to notify, at least annually, the school districts of **home-schooled** students who **are registered with the ESD and** reside in their district.
  - b. Each student being taught by a parent, **legal guardian** or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10.
    - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew **from public school**;
    - (2) If the child never attended public or private school, the first examination shall be administered prior to the end of grade 3.
  - c. Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;
  - d. Examination ~~testing each child~~ shall be from the list of approved examinations from the State Board of Education;
  - e. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
  - f. The person administering the examination shall score the examination and report the results to the parent **or guardian. Upon request of the ESD superintendent, the parent or guardian shall submit the results of the examination to the ESD**;
  - g. **All costs for the test instrument, administration and scoring are the responsibility of the parent or guardian**;
  - h. In the event the ESD superintendent finds that the child is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.
  7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
  8. Children excluded from attendance as provided by law.

9. Children who are eligible military children<sup>1</sup> are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.
10. An exemption may be granted to the parent or guardian of any child 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.
11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.558.

END OF POLICY

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**Legal Reference(s):**

[ORS 153.018](#)  
[ORS 163.577](#)  
[ORS 339.010 - 339.095](#)  
[ORS 339.139](#)  
[ORS 339.990](#)  
~~[ORS 807.065](#)~~  
~~[ORS 807.066](#)~~  
  
[OAR 581-021-0026](#)  
[OAR 581-021-0029](#)  
[OAR 581-021-0076](#)  
[OAR 581-021-0077](#)

**Cross Reference(s):**

IGBHA - Alternative Education Programs  
IGBHB - Establishment of Alternative Education Programs  
IGBHC - Alternative Education Notification

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<sup>1</sup> “Military child” means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

## **Medford School District 549C**

Code: JEA  
Adopted: 12/04/17  
Revised/Readopted: 9/19/19; 1/22/20; 10/20/22; xx/xx/xx  
Orig. Code: JEA

### **Compulsory Attendance\*\***

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. A citation for violation of ORS 339.035 may be issued.

A parent or guardian who is not supervising their student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c). Failing to supervise a child is a Class A violation.

### **Exemptions from Compulsory School Attendance**

In the following cases, children shall not be required to attend public, full-time schools.

1. Children being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Children proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Children who have received a high school diploma or a modified diploma.
4. Children being taught by a private teacher who instructs the courses of study usually taught in kindergarten through grade 12 in the public school and for a period equivalent to that required of students attending public schools.
5. Children being educated in the home by a parent or legal guardian or private teacher:
  - a. When a student is taught or is withdrawn from a public school to be taught by a parent, legal guardian or private teacher, the parent, legal guardian or private teacher must notify the Southern Oregon Education Service District (ESD) in writing, within 10 days, of the intent to

- homeschool. In addition, when such a student moves to a new ESD, the parent, legal guardian or private teacher shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90 days of the receipt of the notification. The ESD is to notify, at least annually, the school districts of students who are registered with the ESD and reside in their district.
- b. Each student being taught by a parent, legal guardian or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10.
    - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew from public school;
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  - c. Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;
  - d. Examination shall be from the list of approved examinations from the State Board of Education;
  - e. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
  - f. The person administering the examination shall score the examination and report the results to the parent or guardian. Upon request of the ESD superintendent, the parent or guardian shall submit the results of the examination to the ESD;
  - g. All costs for the test instrument, administration and scoring are the responsibility of the parent or guardian;
  - h. In the event the ESD superintendent finds that the child is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.
  7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
  8. Children excluded from attendance as provided by law.
  9. Children who are eligible military children<sup>1</sup> are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.

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<sup>1</sup> "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

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11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.558.

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**Legal Reference(s):**

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[ORS 163.577](#)  
[ORS 339.010 - 339.095](#)  
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[OAR 581-021-0026](#)  
[OAR 581-021-0029](#)  
[OAR 581-021-0076](#)  
[OAR 581-021-0077](#)

**Cross Reference(s):**

IGBHA - Alternative Education Programs  
IGBHB - Establishment of Alternative Education Programs  
IGBHC - Alternative Education Notification

# Medford School District 549C

Code: JEA-AR  
Revised/Reviewed: 10/31/16; 9/19/19; 10/06/22; xx/xx/xx  
Orig. Code: JEA-AR

## Compulsory Attendance Notices and Citations\*\*

~~Compulsory attendance citations may be issued by the superintendent or designee as a means to enforce the compulsory attendance law. All such citations shall be issued according to the following procedures:~~

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law. A citation may be issued by the superintendent or designee for noncompliance of ORS 339.035<sup>1</sup> in accordance with ORS 339.095.

### 1. Attendance Supervisor

The attendance supervisor shall:

- a. ~~Determine that the whether~~ a parent or guardian has either failed to enroll their student or failed to maintain the student in regular attendance at a public school. Regular attendance shall mean attendance, which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
- b. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of verification notification of the violation from the proper authority. If the student is a youth offender an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor principal or designee shall notify the student's parole or probation officer of the student's absence;
- c. Serve the notification personally or by certified mail via email or through ParentVue. The notification will be written in the native home language of the parent or guardian of the student;
- d. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- e. Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or right to request a review of their child's current IEP or 504 plan;
- f. Provide a copy of the notice and pertinent attendance records to the superintendent or designee at the time notice is given to the parent or guardian. The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the superintendent or designee.
- g. ~~Notify the building administrator within three days of knowledge that the parent or guardian receiving the notification has not complied with the notice.~~

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<sup>1</sup> ORS 339.035 provides requirements for teaching by private teacher, parent or guardian.



## 2. Superintendent or Designee

~~The superintendent or designee will:~~

- a. ~~—~~If after review of ~~attendance records~~ a student's record, a citation ~~in violation of ORS 339.035~~ appears warranted, prior to issuing the citation, ~~the superintendent or designee shall~~ provide written notification to the parent or guardian ~~of the student and the student~~. The notice will be written in the ~~native home~~ language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:
  - a. The student is required to attend school regularly, ~~a full-time school during the school year;~~
  - b. A citation for violation of ~~compulsory attendance laws ORS 339.035~~ may be issued by the superintendent or designee;
  - c. The parent ~~or guardian~~ has the right to request: an evaluation to determine if the student should have an ~~individualized education program (IEP) or 504 plan~~, if the student does not have one; or a review of the student's current IEP ~~or 504 plan~~.
  - d. The parent or guardian and student are required to attend a ~~scheduled~~ conference with the superintendent or designee. The date, time and place of conference will be specified ~~in the notice~~.

If an evaluation or review as described in item c. above has been requested, ~~this conference may not be scheduled until after an evaluation or review as described in item 3. Above, if requested by the parent, has been completed~~ will be scheduled after its completion.

## 3. Conference

The superintendent or designee ~~will may~~ conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee ~~will may~~:

- a. Review Oregon's ~~compulsory~~ attendance law and the student's attendance record;
- b. Determine the reasons for the noncompliance;
- c. Develop a ~~student success~~ plan for student attendance improvement (~~i.e., contract, etc.~~);
- d. ~~Refer~~ ~~Inform~~ the parent or guardian and student ~~to~~ of other ~~available resources in the district and community, if available agencies as necessary (i.e. building support team; youth services team; Oregon Department of Human Services, Community Human Services; Juvenile Department, etc.);~~
- e. Discuss the potential consequences for continued ~~compulsory~~ attendance noncompliance, including the potential for the issuance of a citation ~~and the consequences for violation of the board's student conduct and truancy policies~~ if applicable.

## ~~4. Citation~~

~~Compulsory attendance noncompliance citations may be issued by the superintendent or designee. The superintendent or designee shall:~~

- a. ~~— Determine that the parent or guardian has continued to fail to enroll their student in school or maintain the student in regular attendance following a conference or has refused to attend the conference as required.~~

- ~~b. Contact the clerk of the court for the county and determine which court will hear the case and when.~~
- ~~e. Ensure official representing the district will be available to present evidence of the violation at the time and date specified.~~
- ~~d. Determine whether the local court's interpretation of Oregon Revised Statute (ORS) 339.925 requires the parent be named as defendant. Complete form accordingly.~~
- ~~e. Complete Uniform Compulsory Attendance Citation and Complaint form as follows:
  - ~~(1) Specify appropriate court, district, circuit, municipal or justice as appropriate.~~
  - ~~(2) Specify when the court will hear the case, including date, time and location of the court appearance at the bottom of the form.~~
  - ~~(3) Provide all pertinent defendant information, including the name and address of the parent or guardian. Only one adult should be named as the defendant.~~
  - ~~(4) Provide all pertinent offense information, including the period of time during which the absences occurred.~~
  - ~~(5) Ensure the minimum number of absences constituting irregular attendance as defined in law has in fact occurred. Excused absences should not be counted for purposes of this citation.~~
  - ~~(6) Provide all pertinent student information including the grade, date of birth, length of time in the school district, and parent(s) name(s). The Oregon Department of Education will compile this information at the end of the calendar year to determine trends in excessive absenteeism.~~
  - ~~(7) Provide date superintendent's or designee's prior notification of attendance requirements, consequences including possibility of citation and conference meeting date was sent.~~
  - ~~(8) Ensure that the prior notice was served to the same parent or guardian who is named as the defendant in the citation.~~
  - ~~(9) Provide district name, date, superintendent's name and signature. If the superintendent has designated another district official to issue citations, such delegation will be documented and the delegated official's name and signature will appear on the form.~~
  - ~~(10) Personally serve (or send via certified mail) the citation.~~
  - ~~(11) Complete time and date citation was issued, name, title and signature of district official serving the citation.~~
  - ~~(12) Ensure that the parent or guardian is provided with the citation. Ensure the designated court is appropriately notified immediately after the citation is served.~~
  - ~~(13) Ensure the district retains a copy of the citation.~~
  - ~~(14) Consult with district's attorney to assist in these procedures as necessary.~~~~
- ~~f. Maintain student attendance records in accordance with applicable education records laws.~~

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 1. NOTICE \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

The school staff at [School Name] is committed to improving student achievement and is concerned when a student has missed school for any reason.

This letter is to inform you that as of [Date], [Student Name] has [#] unexcused absences within a four-week period.

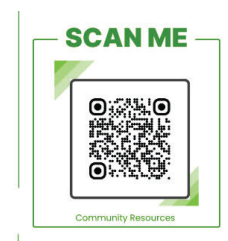
We realize certain occasions arise in which students will have a necessary and excused absence. Please remember to contact the school office at [School Phone Number] if will be absent. Open communication between parents and school staff is encouraged for promoting student success.

If you would like to arrange a meeting with a member of our team to discuss your child's needs in greater detail, please call the office. We hope to continue to support to achieve success and seek goals for their future.

This notification is to let you know that we have resources to promote positive attendance. If you believe that you received this notice in error or if you have any questions, please contact us at your earliest opportunity.

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

\* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 2. IRREGULAR ATTENDANCE \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

This letter is to notify you of ongoing irregular attendance for [Student Name]. According to our records, has [#] unexcused absences from school. Children with regular school attendance are most successful in school. Regular attendance can promote a sense of belonging, reduce confusion, and increasing learning while establishing positive relationships with their classmates.

Families and schools working together is vital to student success. We want to do everything possible to help your child succeed and look forward to partnering with you. Our hope is that by notifying you we can help your student achieve regular school attendance.

If you have not already done so, we encourage you to schedule an appointment with your child's school team and/or school administrator to create a plan to improve [Student Name]'s attendance. We have school services, programs, and partners who may be able to support your child in attending school regularly and achieving academic success.

We can be reached by calling [School Phone Number] or emailing their teacher(s). Thank you for your support and making yourself available to connect.

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

\* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 3. EXCESSIVE ABSENCE \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

We are very concerned that 's school performance will be affected by absenteeism. Research tells us that when a student misses school for any reason, excused or unexcused, this creates a gap in their learning. This learning gap becomes significant when a student misses 10% or more days of school in a year. At 10% of missed school days, your child would be considered chronically absent. Like you, we are concerned about 's academic success.

Oregon Law ORS 339.010 requires children between the ages of six and eighteen to attend school. In addition, the Oregon Department of Education has established 90% attendance as the minimum attendance required for all schools and thus for all students.

This letter is to notify you that your student currently has an excessive amount of absences, which is also a violation of Medford School District Attendance Policy. Since the beginning of the year, has had [#] unexcused absences.

We look forward to working with you to improve your child's attendance. Please contact the school's office at [School Phone Number] to schedule a meeting and build a success plan.

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

\* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 4. TRUANCY \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

This letter serves as notification that we have significant concerns about the lack of attendance for [Student Name]. This is our fourth notification regarding your student's attendance concerns. [Student Name] is currently not attending regularly, which is a violation of Medford School District's Attendance Policy and Oregon State law.

According to our records, [Student Name] has [#] unexcused absences from school. Unfortunately, [Student Name]'s absences have continued to increase which can put students at risk for graduating on time.

Please come in to meet with us to collaborate on ways to help your child achieve regular attendance. We are deeply concerned about your child's academic and social development. Please contact the school office to schedule a meeting with our team .

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

\* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER - 10 DAY DROP NOTIFICATION \*\*\*\*\*

[Date]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

To the parent or guardian:

This letter is to notify you that [Student Name] has been withdrawn from [School Name] for non-attendance as of [Date]. Oregon Administrative Rule 581.023.0006 requires that if a student has 10 consecutive absences for any reason, they must be withdrawn from active school enrollment.

Oregon law ORS 339.020 requires that [Student Name] must regularly attend school during the entire school term and that you, as parent or guardian, are responsible for assuring your student does so.

**As directed by OAR 581-021-0077, we are notifying you that your student must be in school the next scheduled school day following receipt of this letter and must maintain regular attendance for the remainder of the school year.**

Our goal at [School Name] is to contribute to your student's educational progress. We would like to work with you to help your student be successful. For assistance with re-enrollment of your student, please call [Contact Number]. A reentry meeting with your student's counselor and a school administrator may be required.

Please contact [School Name] for more information.

Sincerely,

[Principal Name]

Principal

cc: Cumulative Folder

\* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

[District Name  
Address, City, State, Zip Code  
Phone: ]

~~\*\*\*\*\* [ATTENDANCE SUPERVISOR'S] NON-ENROLLMENT NOTICE \*\*\*\*\*~~

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

After review of attendance records, your child \_\_\_\_\_ (name) is not exempted from compulsory attendance for school, under provisions of ORS 339.030, and is not currently enrolled in school.

In accordance with Oregon law, children between ages 6 through 18 must be enrolled in school. Please enroll your child at [name of school] no later than the next school day following receipt of this notice and maintain your child in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or request a review of your child's current IEP or 504 plan.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].

If you have questions and/or need assistance, please contact [name] at [number].

Sincerely,

[Attendance Supervisor] [Principal]

[cc: [Principal]/[Superintendent]]



[District Name  
Address, City, State, Zip Code | Phone: ]

~~\*\*\*\*\* [ATTENDANCE SUPERVISOR'S] IRREGULAR ATTENDANCE NOTICE \*\*\*\*\*~~

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

After review of attendance records, your child \_\_\_\_\_ (name) is not maintaining regular attendance at a public school as required by ORS 339.065. [“Regular attendance” is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent thereof in any four-week period school is in session.] According to attendance records, your child has had [ ] unexcused absences from school on the following dates: [ ]:

Please send your child to school no later than the next school day following receipt of this notice and maintain your child in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan (“504 plan”), or request a review of your child’s current IEP or 504 plan. If you request an evaluation for an IEP or a review of a current IEP or 504 plan, a conference will be held after such evaluation or review has been completed.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].

If you have questions and/or need assistance, please contact [name] at [number].

Sincerely,

[Attendance Supervisor] [Principal]

[cc: \_\_\_\_\_ [Principal] [/Superintendent]]

[District Name  
Address, City, State, Zip Code  
Phone:—]

~~\*\*SUPERINTENDENT'S NOTICE OF COMPULSORY ATTENDANCE NONCOMPLIANCE\*\*~~

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

~~According to district records, you were notified by the district's attendance supervisor on [date] that your child, [name], [is not yet enrolled in school] [is not maintaining regular school attendance] [is not enrolled with the local education service district] as required by Oregon compulsory attendance laws.~~

~~Your child was required to appear in school no later than the next school day following your receipt of the notice and to maintain regular attendance for the remainder of the school year. District records indicate your child continues to be absent from a public school. A child is required to regularly attend a full-time school.~~

~~The superintendent or designee may issue a citation for your continued violation of Oregon's compulsory attendance law.~~

~~You [may request an evaluation of your child's individualized education program (IEP) or Section 504 plan or a review of your child's current IEP/same.] [requested an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan.] [requested a review of an existing IEP or Section 504 plan for your child] and the requested evaluation or review was completed on [date].]~~

~~In accordance with law, you and your child are required requested to attend a conference with [designated school official] on [date] at [time] to discuss:~~

- ~~1. Oregon's compulsory attendance law and your child's attendance record;~~
- ~~2. The reasons for your noncompliance;~~
- ~~1. The development of a plan for improvement;~~
- ~~2. Resources available to help your child be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;~~
- ~~3. Any questions you may have concerning the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies district programs and resources to help your child attend regularly.~~

~~Failure to attend this conference or to maintain your child in regular school attendance will result in the issuance of a citation, as provided by law.~~

~~If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].~~

~~If you have questions and/or need assistance, please contact [name] at [number].~~

Sincerely,

[Superintendent][Designee]

# Medford School District 549C

Code: JEA-AR  
Revised/Reviewed: 10/31/16; 9/19/19; 10/06/22; xx/xx/xx  
Orig. Code: JEA-AR

## Compulsory Attendance Notices and Citations\*\*

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law. A citation may be issued by the superintendent or designee for noncompliance of ORS 339.035<sup>1</sup> in accordance with ORS 339.095.

### 1. Attendance Supervisor

The attendance supervisor shall:

- a. Determine whether a parent or guardian has either failed to enroll their student or failed to maintain the student in regular attendance at a public school. Regular attendance shall mean attendance, which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
- b. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of notification of the violation from the proper authority. If the student is an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the principal or designee shall notify the student's parole or probation officer of the student's absence;
- c. Serve the notification via email or through ParentVue. The notification will be written in the home language of the parent or guardian of the student;
- d. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- e. Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or right to request a review of their child's current IEP or 504 plan;
- f. Provide a copy of the notice to the superintendent or designee at the time notice is given to the parent or guardian. The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the superintendent or designee.

### 2. Superintendent or Designee

If after review of a student's record, a citation in violation of ORS 339.035 appears warranted, prior to issuing the citation, the superintendent or designee shall provide written notification to the parent or guardian of the student and the student. The notice will be written in the home language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:

- a. The student is required to attend school regularly, a full-time school during the school year;

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<sup>1</sup> ORS 339.035 provides requirements for teaching by private teacher, parent or guardian.

- b. A citation for violation of ORS 339.035 may be issued by the superintendent or designee;
- c. The parent or guardian has the right to request: an evaluation to determine if the student should have an IEP or 504 plan, if the student does not have one; or a review of the student's current IEP or 504 plan.
- d. The parent or guardian and student are required to attend a scheduled conference with the superintendent or designee. The date, time and place of conference will be specified in the notice.

If an evaluation or review as described in item c. above has been requested, this conference will be scheduled after its completion.

### 3. Conference

The superintendent or designee may conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee may:

- a. Review Oregon's attendance law and the student's attendance record;
- b. Determine the reasons for the noncompliance;
- c. Develop a student success plan for student attendance improvement;
- d. Inform the parent or guardian and student of other available resources in the district and community;
- e. Discuss the potential consequences for continued attendance noncompliance, including the potential for the issuance of a citation if applicable.

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 1. NOTICE \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

The school staff at [School Name] is committed to improving student achievement and is concerned when a student has missed school for any reason.

This letter is to inform you that as of [Date], [Student Name] has [#] unexcused absences within a four-week period.

We realize certain occasions arise in which students will have a necessary and excused absence. Please remember to contact the school office at [School Phone Number] if will be absent. Open communication between parents and school staff is encouraged for promoting student success.

If you would like to arrange a meeting with a member of our team to discuss your child's needs in greater detail, please call the office. We hope to continue to support to achieve success and seek goals for their future.

This notification is to let you know that we have resources to promote positive attendance. If you believe that you received this notice in error or if you have any questions, please contact us at your earliest opportunity.

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

\* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 2. IRREGULAR ATTENDANCE \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

This letter is to notify you of ongoing irregular attendance for [Student Name]. According to our records, has [#] unexcused absences from school. Children with regular school attendance are most successful in school. Regular attendance can promote a sense of belonging, reduce confusion, and increasing learning while establishing positive relationships with their classmates.

Families and schools working together is vital to student success. We want to do everything possible to help your child succeed and look forward to partnering with you. Our hope is that by notifying you we can help your student achieve regular school attendance.

If you have not already done so, we encourage you to schedule an appointment with your child’s school team and/or school administrator to create a plan to improve [Student Name]’s attendance. We have school services, programs, and partners who may be able to support your child in attending school regularly and achieving academic success.

We can be reached by calling [School Phone Number] or emailing their teacher(s). Thank you for your support and making yourself available to connect.

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder  
Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

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Please see below for a list of your student’s absences to date

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 3. EXCESSIVE ABSENCE \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

We are very concerned that 's school performance will be affected by absenteeism. Research tells us that when a student misses school for any reason, excused or unexcused, this creates a gap in their learning. This learning gap becomes significant when a student misses 10% or more days of school in a year. At 10% of missed school days, your child would be considered chronically absent. Like you, we are concerned about 's academic success.

Oregon Law ORS 339.010 requires children between the ages of six and eighteen to attend school. In addition, the Oregon Department of Education has established 90% attendance as the minimum attendance required for all schools and thus for all students.

This letter is to notify you that your student currently has an excessive amount of absences, which is also a violation of Medford School District Attendance Policy. Since the beginning of the year, has had [#] unexcused absences.

We look forward to working with you to improve your child's attendance. Please contact the school's office at [School Phone Number] to schedule a meeting and build a success plan.

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder  
Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

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Please see below for a list of your student's absences to date

Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER 4. TRUANCY \*\*\*\*\*

[Date]

To the parent or guardian of [Student Name],

This letter serves as notification that we have significant concerns about the lack of attendance for [Student Name]. This is our fourth notification regarding your student's attendance concerns. [Student Name] is currently not attending regularly, which is a violation of Medford School District's Attendance Policy and Oregon State law.

According to our records, [Student Name] has [#] unexcused absences from school. Unfortunately, [Student Name]'s absences have continued to increase which can put students at risk for graduating on time.

Please come in to meet with us to collaborate on ways to help your child achieve regular attendance. We are deeply concerned about your child's academic and social development. Please contact the school office to schedule a meeting with our team .

Respectfully,

[Principal Name]  
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means 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. (2A) states that students must maintain regular school attendance after receipt of this letter.

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Please see below for a list of your student's absences to date



Medford School District  
680 Biddle Rd.  
Medford, OR 97504

\*\*\*\*\* ATTENDANCE LETTER - 10 DAY DROP NOTIFICATION \*\*\*\*\*

[Date]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

To the parent or guardian:

This letter is to notify you that [Student Name] has been withdrawn from [School Name] for non-attendance as of [Date]. Oregon Administrative Rule 581.023.0006 requires that if a student has 10 consecutive absences for any reason, they must be withdrawn from active school enrollment.

Oregon law ORS 339.020 requires that [Student Name] must regularly attend school during the entire school term and that you, as parent or guardian, are responsible for assuring your student does so.

**As directed by OAR 581-021-0077, we are notifying you that your student must be in school the next scheduled school day following receipt of this letter and must maintain regular attendance for the remainder of the school year.**

Our goal at [School Name] is to contribute to your student's educational progress. We would like to work with you to help your student be successful. For assistance with re-enrollment of your student, please call [Contact Number]. A reentry meeting with your student's counselor and a school administrator may be required.

Please contact [School Name] for more information.

Sincerely,

[Principal Name]

Principal