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Revised: November 23, 2026

Attendance Policy

Regular attendance is an essential component of school success. Teachers design lessons to engage students, and learning occurs when students are present in class to engage with the content within a community of learners. It is not possible to re-create the learning experiences in missed class periods. It is important to show up and actively participate in class consistently. It is the responsibility of the student to make being present their number one priority and to communicate with KCA staff and teachers regarding their participation in each of their classes.

Parents/Guardians are expected to notify the Office Manager of any anticipated absences and to provide the reason for the absence so that it may be coded correctly in the student's attendance record. The family must notify the school regarding each day the student is absent. After an unexplained absence occurs, families will have two school days afterward to excuse the absence(s) if it is for an excusable reason.The preferred method to notify the office is through ParentSquare on browser or app; it can also be done by a phone call to the KCA office at (541) 630-4522, by sending a signed note, or via email at office@kcahs.org. Students who are 18 years or older may do this for themselves.

Excused Absences

In accordance with ORS, KCA has established the following parameters under which an absence from school will be considered an EXCUSED absence:

- Personal or Family Illness
- Mental or Behavioral Health Absence
- Medical or Health Care Appointment
- Death of a Loved One or Family
- Emergency
- School-Sponsored Absence
- Court Appearance
- Military Dependent Absence
- Religious Holidays and Instruction

Students who wish to leave school due to an appointment/illness during class time must first check out with the teacher of their current class and second with the KCA office.

Absences of more than three consecutive days that are due to illness may require follow-up with a school nurse and/or verification from a healthcare provider.

Military Dependent Absences

Students who are dependents of a member of the U.S. Armed Forces who is on active duty or who is called to active duty may be excused for up to seven days during a school year.

Religious-Based Absences

Any student who because of his or her religious beliefs is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of such absence. The absence is excused and will not result in exclusion, failure, or reduction of grade based upon a certain number of days. OAR 581-021-0045. Please notify the school in advance.

Through prior arrangement with the front office, a child attending the public school may be excused from school for periods not exceeding two hours in any week for elementary pupils and five hours in any week for secondary pupils to attend weekday schools giving instruction in religion. ORS 339.420.

Unexcused Absences

Sometimes families choose to be absent for a personal reason other than those listed above. While we cannot excuse that absence, with advance notice, we can help you minimize the educational impact on your student. If you know that your student will be absent for two or more consecutive days of school for reasons other than those listed as excusable, they can complete and return a **Pre-Arranged Absence Request** to the KCA office 24 hours in advance of the absence. This form allows teachers to give assignments to the student and to note that the absence is pre-arranged. It also allows parents/guardians to read teachers' comments to see how the absence will affect their student's grade.

Examples of unexcused absences include, but are not limited to, the following:

- Truancies or leaving the classroom and not returning
- Haircut appointments

- Senior portraits
- Career shadowing
- Absences related to student's personal appearance
- Absences whereby the educational benefits do not outweigh the benefits received in school
- College class requirements
- Vacation or family trip

Even though the reasons above are non-excusable, it is still imperative for parents/guardians to contact our office about this type of absence so that it may be coded as a "Verified" absence.

Students and families should be aware that points missed during the course of an unexcused absence cannot be made up. Repeated absences have a serious effect on a student's grade.

Pre-Arranged Absences

If a student plans to miss two days or more of school for any reason, they will be required to complete and submit to the KCA office a **Pre-Arranged Absence Request**. This form allows teachers to give assignments and approval for the student missing their class. It also allows parents/guardians to read teacher comments to see how this absence could affect their student's grade.

Tardies

We understand that life happens, and sometimes students are late for valid reasons. However, students who are tardy often miss the most critical portion of a school day or classroom lesson, so frequent tardiness has a serious impact on learning and school success. For this reason, student tardiness falls under the same guidelines and restrictions as student absences.

Students arriving late in the morning, after lunch, or who are returning from an appointment must check in at the KCA office prior to going to class.

Daily Notification for Tardies and Unexcused Absences

Families will be notified of daily tardies and all unverified absences by the ParentSquare app. Our front desk Office Manager will also make occasional phone calls. By default, the Office Manager will call the primary phone number listed on each student's registration paperwork. To add a new phone number to the list, contact the KCA office, (541) 630-4522.

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Absences Longer Than 10 Consecutive Days

Oregon law requires us to inactivate students after 10 consecutive days of non-attendance, even in cases that are pre-arranged or due to illness. Students who wish to re-enroll after an absence of more than 10 consecutive days must check with the office to ask whether their seat at KCA is still available. In the event of re-enrollment, depending on the nature and length of a pre-arranged absence greater than 10 days, we may be able to maintain your student's most recent class schedule.

Chronic Absenteeism

Oregon Administrative Rule 581-020-0631 defines "chronic absenteeism" as "not attending school for 10 percent or more than 10 percent of school days that the student is enrolled in a school year."

Parents/Guardians are encouraged to check in with the KCA Office Manager and/or their student's Teacher Leader if their student has experienced irregular attendance. Students who have a total of eight unexcused absences in any one semester will be supported through an attendance contract. If the student is unsuccessful in fulfilling the contract, additional interventions may be necessary. These may include a Restorative Justice Contract or a meeting with Teacher-Leaders.

Leaving During the School Day

KCA does not have an open campus, meaning students are not permitted to leave unaccompanied by an adult and then return to the school on the same day. Consequences for leaving the premises without permission/accompaniment are outlined in KCA's discipline matrix.

Students who are age 17 and under are permitted to leave campus and return the same day only under ALL of the following conditions:

- They are picked up from and returned to KCA by a parent or legal guardian,
- The parent/guardian comes into the building to sign the student out and explain the nature of the outing to the Office Manager, AND
- It is for the student's health-related, employment-related, or similar reason, such as setting up a bank account, or for lunch ONLY within the duration of KCA's lunch break (11:30-12:05).

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Students who are 17 and older may, with staff discretion, take themselves unaccompanied to a health-related, employment-related, or similar appointment provided a parent/guardian calls to approve and then return to the school after.

Students who are 18 and older may sign themselves out for the above-mentioned reasons, with the exception of leaving for the entire lunch break. 18+ students may occasionally sign themselves out and back in during lunch, but the time allowed them will be limited and at the discretion of their Teacher Leader. Abuse of the allotted time will result in the rescinding of the privilege to sign out during lunch.

If you have any questions or concerns about attendance, please contact our Office Manager:

Via the ParentSquare app
Phone: (541) 630-4522
Email: office@kcahs.org

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Kalmiopsis Community Arts High School
139 S. Caves Ave.
PO Box 580, Cave Junction, OR 97523
(541) 630-4KCA / office@kcahs.org
www.KCAHS.org

Pre-Arranged Absence Request

This form is to be completed with appropriate approval obtained for all school-related and pre-planned absences of more than two days in duration. Please note that if the reason for the absence does not fall within KCA policy guidelines of an excused absence, the absence will be marked as Verified, not Excused.

Procedure
Step 1: Explain the nature of the absence below
Step 2: Obtain a signature along with comments and assignments from all teachers
Step 3: Obtain Parent/Guardian's approval and signature
Step 4: Obtain Office Manager approval and signature

Step 1

Student's name _____ **Date(s) of absence**_____

Check one: ___School-related absence ___Non-school-related absence

Reason for absence:
_____
_____
_____

Step 2

PERIOD TEACHER COMMENTS/ASSIGNMENTS
1

2

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3

4

5

6

7

8

Step 3

Parents/Guardians - Carefully review the comments from the teachers noted above. You should realize that a “NO” response from a teacher indicates the possibility of the absence causing significant academic difficulty in the class involved. Your signature on this form indicates your approval of the absence after considering all teachers’ comments.

_____

Parent/Guardian Signature indicating approval

Step 4

_____

Office Manager signature

___APPROVED ___DENIED ___PARENT/GUARDIAN CONTACTED