

## ***FRONT OFFICE***

### **Attendance Law:**

ORS 339.020 Duty to send children to school.

Every person having control of any child between the ages of 7 and 18 years who has not completed grade 12 are required to attend school with regular attendance at a public full-time school during the entire school term unless otherwise exempted by law.

A principal or teacher may excuse an absence if the absence is caused by the student's illness, by the illness of some member of the student's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

### **Absence From School:**

When an illness or emergency arises which makes it necessary to be absent, the following rules must be observed:

1. Please have a parent or guardian call the school at 541-998-3381 before 9:00 a.m. if you are ill or unable to attend school. If a call is not made an automated system will be activated and parents/guardians will be notified of your absence.
2. If a call is not possible, parents need to send a note with their student the first day back.
3. If you have an injury that might require special attention, be sure to visit with a counselor or the nurse for delayed passing time privileges.

### **Pre-Arranged Absences:**

Oregon school law states that students may be excused from school for three reasons:

1. Illness of student
2. Illness or death in the immediate family
3. A family emergency
4. School affiliated sports

All others must be pre-arranged. If the student will be gone for 2 or more days their parents/guardians should write a note or call before the absence. The student will then pick up a pre-arranged absence form at the Front Office/Attendance Counter and have each of his/her teachers sign it. Students are given the number of days absent plus one day, to make up work. A 24-hour notice for the teacher is required, if assignments are requested.

### **Tardies:**

If you are late getting to school, check in at the FRONT OFFICE. You must have a signed note from your parent or guardian with an explanation for the tardy to have it be an excused tardy. Any of the Front Office staff will be happy to sign you in.

If you are leaving during the day for any reason, you are required to check out from the Front Office. You are also required to check in upon returning to school.

If a student is on delayed passing, the student remains in the classroom for the regular four minute break period. When the tardy bell rings, the student has three minutes to go to the next class. This does not apply to before school or after lunch. At these times, the student is expected to be on time when the tardy bell rings.

### **Make-Up Work:**

After two days absence from school, a parent may request schoolwork for their child. We require that the teachers have 24-hours to get the request filled from the time the request is made. Work that can be completed at home may be picked up in the front office. A record will be kept of requested work and whether it is picked up and completed. If the work is not picked up and/or returned to the teachers, future requests may be denied. Work that is not picked up will be returned to the teacher who assigned it. It is the student's responsibility to ask for the work when they return to school.

Students will have the number of days they were absent plus an extra day after returning to school to turn in their work.