

If A Student Must Be Gone ...

SCHOOL ATTENDANCE REPORTING STUDENT ABSENCES AND EXCUSES

The following guidelines regarding student attendance are in effect for all students at elementary schools in the Oregon School District. We have made some changes to our computer program that will allow us to more accurately record when your child is present in school. Our previous system only allowed us to record absences for the a.m. or p.m. We will now be able to keep track of absences by the hour.

We ask you to please call the automated attendance line at 835-4500

(press option #1) if your child will be absent or late. If you feel a need to speak personally to the classroom teacher, please feel free to do so, but also call the attendance line. Please remember that if a substitute teacher is in the classroom for the day, messages are not retrieved from the voice mail. Please call within the first hour of school or the school will contact you, so we can assure your child is safe. In addition, sending a note to your child's teacher on the day your child returns to school stating the reason for absence would be helpful.

Children are expected to be in their classroom by 8:00 a.m. Any child arriving after 8:00 a.m. or leaving during the school day should report to the office. Absences will be recorded by the following hours:

1 st Hour	8:00-9:00
2 nd Hour	9:00-10:00
3 rd Hour	10:00-11:00
4 th Hour	11:00-12:00
5 th Hour	12:00-1:00
6 th Hour	1:00-2:00
7 th Hour	2:00-2:50

According to policy: "A student may be excused by the parent/guardian for not more than (10) ten days in the school year if the absences are pre-arranged and the student completes missed coursework". Parents are legally responsible for their children's school attendance according to the state law of Wisconsin. The following absences per Oregon School District Board Policy 8.09 are considered excused:

- Personal illness. A written medical statement may be required.
- Acute family crisis, serious illness or death of immediate family.
- Religious observances.
- Special cases in which an excuse from the Attendance Officer has been secured in advance of the absence.

If someone is going to pick up work for an absent student, we ask that you contact the teacher or office early in the morning. (Contact teachers in writing 1-2 weeks before a vacation for schoolwork.)

Please keep in mind when scheduling vacations and appointments that the time missed from school can never really be "made up". *For the sake of your child's education, please try to schedule vacations during non-school times.*