

SHS Attendance Office

Direct phone line (503) 873-1974 (messages are checked every 10-15 minutes) - Main line (503) 873-6331

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Open 7:00 AM – 3:30 PM ~ Closed for lunch 11:30 AM – 12:00 PM

You, as parents, face so many challenges as you wade through the many processes that make up your student's high school experience. We realize that while WE understand the ins and outs of school business and procedures, they might be very confusing for you. This informational note is intended to alleviate some of the confusion that may arise as you excuse your student's absences and help you to understand how the entire process at Silverton HS works.

Absences

Preferably, please call, e-mail, or send a note the day of the absence or before it happens. Please specify the reason for the absence.

- If after the fact, please provide an excuse before school starts the next day.
- If you have a list of absences for the year, i.e. religious holidays, you may provide the list at the beginning of the year, thereby only requiring you to contact us once instead of several times.
- Excusing absences ahead of time eliminates automatic phone calls home, attendance notes asking for excuses, and personal phone calls home. It's easier for everyone, saves time, and cuts down on classroom interruptions.

Town Passes – Students are not allowed to leave school without following this protocol:

- Parents need to call, e-mail or send a note before the student needs to leave school. Whenever possible, please make the request several hours in advance; this allows us as little interruption of classroom time as possible.
- A town pass will be sent to the student in class. Their teacher will release them from class. They are free to leave the building with a town pass.
- Students returning to school after leaving with a town pass must check in at the Attendance Office upon return.
- Leaving school without properly checking out will result in one day of in-school suspension.

Students who are ill and wish to go home

- The student should come to the office, call their parents, and then wait in the Sick Room to be picked up or released to drive home. This allows for much less interruption of class time and allows us to care for them should their symptoms intensify.

Tardies – any student late for school must check in at the Attendance Office before going to class.

- School starts at 7:55 A. M. Students are to be in their desks, ready for class, when the bell rings.
- If a parent chooses to excuse their child's tardy at the beginning of the day, it needs to be called or e-mailed in before 3:00 P.M. the same day. Parents may not excuse tardies for classes that occur during the day.
- A tardy of more than 30 minutes is considered an absence.
- General consequences:
Tardy up to 10 minutes = 1 lunch detention
Tardy more than 10 minutes = 2 lunch detentions
- We recognize that glitches and difficulties happen to families periodically and cause you to be late – hey, it happens! Please remember, though, in the event your child is just not getting the job done, you don't HAVE to excuse your child's tardy. They will simply fulfill the consequences for being late.

Absence Note Procedure – Please be assured that we don't just assign consequences for absences that have not been cleared – we have a process:

The day after an absence, if it has not been cleared by parents, a note is sent to the student, telling them they have an absence from the previous day. Most days, notes are delivered to Advisory Groups. Within 24 hours, the student needs to clear up the absence with the Attendance Office (a simple explanation and parent signature on the absence note). A second note is sent on day 3. If it still isn't cleared up after these two attempts, the student will receive two Lunch Detentions per period missed. LD's are assigned for the following week.

Miscellaneous items:

1. 8th period = Advisory Group. Even though AG is right after period 3, our computer designates it as Period 8. (You might hear this if you get the automatic phone call, advising you of an absence.)
2. Students are expected to be at school if they are going to participate in extracurricular activities. If a dance falls on a Saturday, students are to be at school on the previous Friday.