

# Tualatin High School

## **Student Affairs Office Attendance Procedures 2011-12**

**We ask that both parents and students review this policy together. Prompt notice from parents about student absences greatly improves our attendance office efficiency. Thank you.**

1. The parent calls the Student Affairs Office (SAO) 24-hour hotline at (503) 431-5630 and reports the student's absence. If the absence is for multiple days, please call each day the student is absent.
2. Upon return from absence, the student may go directly to class if the parent has called in. If the parent has not called in the student needs to go to SAO to check in. **(This must be done before class starts.)** If the absence is unexcused, the students will be issued a 2-hour after school detention for each class that is unexcused.
3. If a student returns to school in the middle of class, he/she must report to the Student Affairs Office to check-in. Once the student checks-in and the absence is excused, they will be given an excused slip that they will give to the appropriate teacher.
4. Students whose absence is not excused by a parent upon the student's return will be given an after school detention. The Student Affairs Office will accept a parent excuse within 48 hours. Students failing to show for their detention will be suspended the following day.
5. Teachers have the option to give NO CREDIT for assignments, tests, quizzes, etc., missed due to an unexcused absence.

**REMINDER: PRIOR TO THE SCHEDULED AFTER SCHOOL DETENTION**, absences may be resolved by a parental note or phone call to our 24-hour message machine (503) 431-5630.

### STATE LAW DEFINES EXCUSABLE ABSENCES AS FOLLOWS:

- |                     |                |
|---------------------|----------------|
| a. Personal Illness | d. Emergencies |
| b. Family Illness   | e. Suspension  |
| c. Bereavement      |                |

**Please Note:** Absences attributed to sleeping, car trouble, missing the bus, ride didn't show up, are **not** excused.

### **~ Student Affairs Staff ~**

<b>Jarvis Gomes – Associate Principal</b>	<b>503-431-5607</b>
TBA – Student Affairs Secretary	503-431-5603
Debbie Gray – Attendance Secretary	503-431-5631
Rossano Rocha – Lead Campus Security	503-431-5638
Flo Horne – Campus Security	503-431-5649
Kristie Bullock – Campus Security	503-431-5637
Eric French – School Resource Officer	503-431-5614
Nancy Haning – School Nurse	503-431-5633