



Philomath Public Schools

Benton County School District 17J, 535 S. 19th Street, Philomath, OR 97370 (541) 929-3169

Dear Parents or Guardians,

It is the intent of the Philomath School District to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. Oregon law (ORS 339.010 and ORS 339.020) identifies the parent/guardian with the responsibility of having his/her child attend school on a regular basis. This District's hope is that with your understanding of our attendance rules, regulations, and individual building policies, you will be an integral part of your child's success in school. To bring consistency and clarity to District attendance policies, we would like to provide the following information.

Excused Absence/Tardy

Philomath School District **only** recognizes the following reasons as valid excuses for an absence:

- Illness, medical or dental appointments
- Serious illness or death in immediate family
- Emergency medical or dental needs
- Absences approved in advance by the school principal

Unexcused Absence/Tardy

Philomath School District **will not** recognize, *but are not limited to*, the following as excuses for an absence from school:

- Truancy
- Oversleeping
- Missing the bus or car malfunction
- Family vacation, hunting or fishing excursions, shopping or haircut appointments, birthdays, family visiting or other celebrations **not approved by principal in advance**.

Pre-Arranged Absences

Oregon Law (339.065) states that any pupil may be excused from attendance by the district school board for a period not to exceed **five** days in a term of three months or not to exceed **10 days** in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends.

Consequences for unexcused absences and tardies are designated in ORS 339.065 (Compulsory School Attendance).

When calling in or sending a note regarding your student's absence, you must indicate the reason for the absence. If no explanation is given, the absence will remain unexcused.

Please sign and return this form to your school with registration paperwork before you pick up your student's classroom assignment or class schedule.

I have read and understand the above District Attendance Policy.

Please Print Student's Name _____

Please Print Parent/Guardian Name _____

Parent/Guardian Signature _____

Date