



Marshall High School

Principal: Sal Cassaro

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ATTENDANCE/TARDY POLICY

The MHS attendance and tardy policy is in accordance with Oregon Law ORS 339.0101 and JEA-AR. Regular attendance is defined as attendance which does not include more than eight (8) unexcused one-half day absences in any four (4) week period during which the school is in session.

DEFINITIONS:

1. EXCUSED ABSENCE

- Student illness: if the student is absent due to illness for 3 consecutive days or more, medical documentation may be required.
- Emergency, such as death, accident, injury or medical issue to student or family member.
- Dentist, doctor, or court appointment.
- Teacher/Administrator approved arrangements made in advance.

2. UNEXCUSED ABSENCE

- Student overslept.
- Student arrives tardy or late; past the first 10 minutes of class.
- Student leaves campus or class without permission from a teacher or the main office.

NOTIFYING THE MAIN OFFICE OF ABSENCES:

The parent/ guardian is responsible to notify the main office within 48 hours following the student's return. Notice may be in writing or by telephone. Notification should include the student's first name, last name, student ID number, and reason for absence.

CONSEQUENCES OF IRREGULAR ATTENDANCE:

- Students who do not have regular attendance may be denied access to dances and extracurricular activities.
- All students caught in the act of skipping a class or being off-campus without a pass will face immediate consequences.
- Students who do not excuse their absence within 48 hours will face school consequences.

PROCESS FOR PRE-ARRANGED ABSENCES:

Students who are aware of an absence exceeding two (2) days are encouraged to call or send a note to the Main Office to start the pre-arranged process.

ARRIVING LATE OR LEAVING EARLY:

Students must sign in at the Main Office and receive an admit slip if arriving at school or class later than 10 minutes.

Students must sign out of the Main Office prior to leaving the building.
A student must:

- Have a note from the parent/guardian, or
- A parent/guardian can call the Main Office before the student leaves, or
- A student can go to the Main Office to call home. Authorized personnel will speak with the parent/guardian to obtain permission for the student to leave.

If a student is sick and needs to leave school early, they must check in at the Main Office to see the school nurse. Leaving school without prior approval from the Main Office will result in school consequences.

TARDY POLICY:

Students arriving late, within the first 10 minutes of class will be marked tardy. Students arriving later than 10 minutes to class without an excused admit slip will be marked absent.

- 1-3 Tardies - students will receive a verbal warning from the Teacher.
- 4-5 Tardies - students will receive a Lunch Detention and a parent phone call made by student services.
- 6 Tardies - students will receive ISS and a mandatory parent conference with the school administrator.

The MHS Attendance/ Tardy Policy is designed to help all students, parents and/or guardians understand attendance requirements