

# Attendance and Absences

Success in school is dependent to a large extent on being in school every day. Minnesota State Law requires that each child between age seven and eighteen attend school full time.

The following are considered acceptable reasons to miss school:

1. Illness
2. Religious Holidays
3. Medical or Dental Appointments
4. Funeral

**Absence:** A parent/guardian should call the Oak View attendance line (506-5606) to report an absence before 9:30 a.m.

**Intouch:** OVMS uses an automated calling system called Intouch to notify parents/guardians of their student's absence. If we do not receive prior notification from a parent/ guardian about an absence, our automated calling system will contact you for more information.

**Other Absences:** If you know in advance you are going to be absent, bring a note from home at least one day in advance to make arrangements. A yellow slip will be issued. Doctor and dental appointments should be made outside of school hours whenever possible. If students are absent during the school day for doctor and dental appointments, they should contact Student Services.

**Vacations:** We always encourage parents/guardians to avoid pulling students out of school for lengthy vacations during the school year. There are many activities which happen in the classroom that can't be duplicated through makeup work. We also understand that sometimes, because of work schedules, it can't be avoided.

**Late to school:** If the student arrives to school after 8:25 a.m., they should report directly to the Student Services Office and obtain an admit slip.

**Missed Work:** If a student is to miss a series of days, it is especially important that the student does not have any missing work prior to leaving. Our teachers would then prefer that you receive your makeup work upon your return. It is often difficult to hand out the work previous to the leave because there may be adjustments to the lessons from day to day.

**Makeup work:** After any absence, it is the student's responsibility to ask the teacher upon return to school. You may request materials the morning of the third day of absence. Homework is available to pick up no later than 4:00 p.m. in the Student Services Office on the following day. Students have two days to make up work for each day missed.

## Permission to Leave the Building

To leave the building during the school day, follow the procedure below:

1. Bring a note from your parent/guardian to the Student Services Office before school in the morning.
2. Before leaving the building, sign out in the Student Services Office. **YOU MUST BE RELEASED TO A PARENT/GUARDIAN.** If you return to school that day, sign in with the attendance secretary.

## Medical Appointments

If a student needs to be excused for medical appointments during school hours, a note from the parent/guardian should be brought directly to Student Services before school begins. A release slip will be given to your child, who will come to the Student Service area at the designated time. The parent/guardian must sign the student out in the Student Service area.