



Lake Oswego Junior High

Attendance Policy

We know that attendance and engagement leads to academic success. We expect every student to attend every class, every day, and arrive on time.

If a student is **absent** parents/guardians need to call or email **EACH DAY** that your student is absent unless you have notified us of a pre-planned absence or medical issue. Please keep our electronics device policy in mind when attempting to text or call your student. Parents are ALWAYS welcome to call the office.

- **ATTENDANCE ONLY: 503-534-2453**
- **Email :** lomattendance@loswego.k12.or.us (email attendance through Parent Square).
- It is the student's responsibility to connect with their teachers and follow up on what they have missed. Please refer to ParentVue/StudentVue or Google Classroom to view assignments.

LEAVING EARLY: If a student needs to leave before the end of the school day, a written request (note) from the parent/guardian must be submitted to the office in order to obtain an early dismissal slip before the student arrives at school. **Please SEND a note with your student to school.**

PARENTS NO LONGER NEED TO COME INTO SCHOOL TO SIGN OUT STUDENTS AS LONG AS IT HAS BEEN PRE-ARRANGED. Please use the following guidelines.

- The student should be sent with a note before arriving to school and bring the note to the office before going to class to exchange for a dismissal slip.
- Students must have a green dismissal slip to leave class early or the teacher may not dismiss them.
- Students must always sign out at the office before leaving anytime during school hours.
- If this is a last minute pick up, call the office prior to arriving or come to the office to pick up your student. We will send them a dismissal slip.
- If another parent is picking up your student, we must have a written note (or email) or phone call stating the person's name who will be picking up your student..
- During School hours if you want your student to go home on their own or you are picking them up at a location other than the LOJ Campus we must have that in writing (email or a handwritten note).

LATE ARRIVALS: If arriving after the start of school day for any reason students must sign in at the office. Students will need to obtain a late arrival admit slip to take to their teacher.

- A phone call, email or note from a parent is required to excuse a tardy or absence.

If a student is struggling to attend school regularly school staff will contact parents/guardians to check in and will determine how best to support the student.

For planned absences of 10 days or more, please contact our Registrar Emily Summers summerse@loswego.k12.or.us.