



As we begin a new calendar year we wanted to review some of our basic procedures:

Student Absences – It is imperative you notify the office if your child is going to be absent. You may call the office at 541-766-4760 or the attendance line where you can leave a message 541-766-4761 (this is available 24 hours). Please call before 8 a.m. and this includes any time your child is going to be late for school. Please leave your name, your child's name, teacher name and reason for the absence.

Student Arrival

- Students may arrive at 7:50 am. Early childcare is a fee based program that begins at 7:25 am – contact the office if you are interested.
- Breakfast is served beginning at 7:50 am. If your child would like breakfast, please arrive by 8 am so there is time to eat.
- The warning bell rings at 8:10 am and children go to their classrooms. Children arriving after 8:15 are marked tardy.
- **The car drop-off gate will be CLOSED at 8:10 am to give children time to get to class.** Once gates are closed, students need to enter the school through the front door.
- If you bring your child to school after 8:15 am please check in at the main office.
- Traffic circulation around Mt. View is less than ideal. Please plan for traffic issues in your timing to get your children to school no later than 8:10.
- THANKS for your help!

Changes to Student Transportation

Please call the office by 2 p.m. to make any changes to how your student will go home. It is not a guarantee if you email the teacher or the office that the information will be received. You can also have your child bring a note to their teacher. ANY PERMANENT changes should be called into the office. If you need to pick up your child early for an appointment, please call the office and we can be sure to have your student ready to leave at that time.

LUNCH CHARGES – Please keep a positive balance in your child’s lunch account. We realize sometimes an emergency lunch is needed and so a charge will be incurred. We appreciate having this charge paid as soon as possible. An email is sent to parents as a reminder of what their child owes weekly. You may apply for the Federal free and reduced lunch program at any time during the school year. If you have questions regarding your application, please call Marv Newcombe at 541-757-5811.

CHANGES TO ADDRESSES, PHONE NUMBERS or EMAILS –
Please let the office know any time you have a change.

Thank you!