What does the Parent Liaison do?

1. Reviews daily Attendance Log
2. Contacts parents of all absent students
3. Transports students in emergency situations under the direction of the administration
4. Provides transportation to parents for meetings with school personnel
5. Advocates for families at Attendance Review Team meetings, if needed

We are here to work with you to make every child as successful as possible.



Bug-O-Nay-Ge-Shig Elementary School Attendance Program

For Truancy/Attendance Concerns, please contact:

Julie Gordon

Bug-O-Nay-Ge-Shig School

15353 Silver Eagle Drive NW

Bena, MN 56626

Phone (218) 665-3000 ext. 2215

Toll-Free (800) 265-5576

Fax (218) 665-3024

Email jugordon@bugschool.k12.mn.us

Website [www.bugonaygeshig.org](http://www.bugonaygeshig.org)

\*If your child is absent, please call the school or send in a note **immediately** upon return.

All enrolled Bug-O-Nay-Ge-Shig students are expected to attend school every day on time, unless lawfully excused by the school. The students are subject to Compulsory Attendance, Leech Lake Band of Ojibwe Judicial Code Title 4: Juvenile Justice Code (2010)



**School Wide attendance goal:**

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**School Hours**:

Teachers are on duty at 7:45 a.m., children should not arrive earlier than 8:00 a.m. Instructional Hours are from 8:35 a.m. to 3:15 p.m. Early release days are scheduled from 8:35 a.m. to 1:31 p.m.

Elementary attendance is taken twice daily. The following are guidelines for tardies and absences:

 **Tardy**: Student arrives at school after 8:35 a.m.

**Unexcused Tardy**: Student arrives late with no parent contact

 **A.M. Absence**: Student arrives after 10:00 a.m.

 **P.M. Absence**: Student leaves before 2:00 p.m.

