



## Ensuring Student Success Through Attendance

Dear students, parents and guardians,

We are excited to partner with you to ensure that this is an exciting and successful school year. As you know, “showing up” is key to success in school and in life. We want to share some important statistics with you.

- Students who attend more than 96% of school days are **highly likely** to succeed in school, graduate on time, and have the ability to pursue whatever they want after high school. This amounts to fewer than 4 absences per semester.
- Students who attend 90-96% of school days are **at risk** of failure in school, not graduating from high school, and have fewer options for careers and opportunities in life. This amounts to fewer than 8 absences per semester.
- Students who attend less than 90% of school days are at **high risk** of failure in school, dropping out or not completing high school, incarceration, and have very limited options for careers and opportunities in life. Students with 8 or more absences per semester fall into this category.

We want to make sure that every YCIS student is on track for success in school and in life. In order to partner with you to support your student, the school will make contact with you in each of the following attendance situations so that we can work together to help your student succeed:

**4 absences in 1st semester or 6 for the year:** Letter home and phone call informing parents and students of the number of absences.

**6 absences in 1st semester or 10 for the year:** Letter home and phone call to arrange a meeting with student, parent, administrator, and counselor in accordance with ORS 339. A formal support plan will be developed. This will also result in a student’s ineligibility for athletics and activities for the remainder of the season. In order for a student to potentially regain eligibility, a formal meeting will be held with the athletic director in order to formalize a plan for improvement. All decisions with regards to reinstatement of eligibility will be made by the Principal and are final.

**8 absences in 1<sup>st</sup> semester or 14 for the year:** Phone call from administration and citation issued in accordance with ORS 339. Parent, student, and administrator appear in Yamhill County Attendance Court. This will also result in athletic ineligibility for the remainder of the season.

**10 absences in 1<sup>st</sup> semester or 18 for the year:** Full team meeting to reevaluate support plan.

Citation Explanation:

*This is not an option that we prefer to utilize. This however will become necessary if a student continues to show an unacceptable pattern of attendance. Multiple attempts will be made to improve attendance before we are forced to utilize this option.*



## Yamhill Carlton Intermediate School

*Learning for Life*

310 E. Main St. • Yamhill,  
OR 97148  
503.852.7660 • Fax 503.662.4079  
www.ycsd.k12.or.us

The following are explanations of absences and how the school calculates them:

Excused Absence: The school principal is able to excuse absences for the following reasons. These absences are not included in the calculations listed above.

- Medical appointment with accompanying note from provider
- Illness:
  - Parent/Guardian note or phone call is required on or before the morning of the absence in order to be excused (up to 3 concurrent days)
  - On the fourth day of an absence due to illness, a note from a doctor or school nurse is required
- School field trip or activity
- Pre-arranged absence (5 days per semester maximum)

Unexcused Absence: Any absence not excused by the school principal for one of the reasons listed above. These absences are used in the calculations listed above.

### **Tardies**

Tardies are not a specific part of ORS 339, except for one statement.

“In estimating regular attendance for purposes of the compulsory attendance provisions of ORS [339.005 \(Definition for ORS 339.040 and 339.125\)](#) to [339.030 \(Exemptions from compulsory school attendance\)](#), [339.040 \(Attendance supervisors\)](#) to [339.125 \(Contract for admission of nonresident pupils\)](#), [339.137 \(Residency of student at youth care center\)](#), [339.420 \(Child excused to receive religious instruction\)](#) and [339.990 \(Penalties\)](#), the principal or teacher shall consider all unexcused absences. **Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.**”

When tardies do not fall into the above “half day” category as stated above (i.e. 15 minutes late, regularly), the following protocol will be followed:

Parents have been informed of the following procedure for the coming school year regarding absences:

- Excessive Tardies - 3 or more tardies in any one month period: Phone call informing parents and students of the number of tardies.
- Two months of Excessive Tardies (as stated above): Letter home and phone call to arrange a meeting with student, parent, administrator, and counselor (if needed). A support plan will be developed.
- Continued issues with being tardy after both of the above have occurred: Full team meeting to reevaluate support plan.

Any time we reach the citation level, the school will include tardies in the information we send to the court. Tardies however, cannot be the sole initiator of the attendance process.

It is absolutely critical that clear communication exists between parents and schools with regards to student attendance. We certainly understand that situations arise which can result in a student missing school for any number of reasons. However, this must always be the exception and never the norm. It is all of our responsibilities to ensure that students are in school and ready to learn in order to achieve at their highest level possible.

Should you have any questions about these policies please feel free to contact us directly.

Sincerely,

John Horne and Chad Tollefson