



# YAMHILL CARLTON INTERMEDIATE SCHOOL

310 E Main St, Yamhill, OR 97148 | PH: 503-52-7660 - FX: 503-662-4079 | [www.ycsd.k12.or.us](http://www.ycsd.k12.or.us)

## Ensuring Student Success Through Attendance

Dear Parents/Guardians,

During the school year, in order to ensure your student's success, we ask you to refer to the tiered intervention support system included in this letter. School attendance is a strong indicator of school success, both academically and socially, therefore it is vital that your child attend school regularly and on time.

### The Importance of Daily Attendance

- 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.*
- Once a student has missed 10% of the school year, this is considered chronic absenteeism (whether the absence is excused or unexcused). This is not a local school policy, but part of the Oregon Attendance Law.

### YCIS Tiered Intervention Support

- **4 absences per semester:** Letter home informing parents and students of the number of absences.
- **6 absences per semester:** Letter home and phone call to arrange a meeting with student, parent and school representative in accordance with ORS 339. A formal support plan will be developed.
- **8 absences per semester:** Phone call from administration
- **10 absences per semester:** Mandatory meeting with school Administration.

Continued on reverse

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 attendance calculations listed above.

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. To support student success an attendance mediation meeting may be required at the discretion of the building principal for students that have missed a significant number of school days, regardless of the absence reason.

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

Sincerely,

Matt Wiles, Principal  
Chad Tollefson, Associate Principal