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## What to do?

1. Contact the school if you need support getting your child to school. The school and district have staff and other resources dedicated to helping families.
2. Share with the school any barriers that might get in the way of school attendance so that we can work together.
3. Start good habits! Getting to school on time every-day is a great habit for long-term success

If you have question about the Attendance Policy or if you need support getting your child to school, please feel free to contact the school.

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### **A Guide for Parents & Families at Sheridan High School**

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# Attendance

## A Guide for Parents & Families at Sheridan High School



*Where all students learn, grow  
and succeed.*

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## What is Oregon Law?

### 339.065 Estimates of attendance; irregular

- (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990 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.
- (2) An absence may be excused by school staff if the absence is caused by the pupil's sickness, by the sickness of a family member, or by an emergency. School staff may also excuse absences if they serve an academic purpose where satisfactory arrangements are made in advance. Absences, such as vacations, cannot be excused.
- (3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school within which the pupil attends.

## What is Considered Irregular Attendance?

### ORS 339.065

In estimating regular attendance for purposes of the compulsory attendance provisions, irregular attendance is twenty (20) unexcused period absences within four (4) weeks of school or twenty-five (25) excused period absences within three months of school or fifty (50) excused period absences within six months of school.

Please Note: Vacations are not excused absences. Please refer to the school academic calendar while planning family vacations.

## School Process for Addressing Attendance

1. If attendance issues arise, a letter will be sent home to parent(s)/guardian(s) reminding them of the attendance laws and outlining the child's attendance numbers. This form letter will be accompanied by a notification form with the Yamhill County Sheriff's Department and SSD insignias as this is a cooperative effort. This form should be signed and returned to the school.
2. If attendance does not improve, a second letter will be sent to the parent(s)/guardian(s) with a scheduled date and time to meet. This is referred to as the mandatory attendance meeting. The purpose of the mandatory meeting is to determine a plan of action for improved attendance.
3. If attendance goals are not met as determined in the mandatory attendance meeting, a citation to appear in court will be issued and delivered by the school resource officer to the family.