SHELDON HIGH SCHOOL ATTENDANCE/TARDY POLICY

1. Attendance Expectations: Regular attendance shall be required of all students in accordance with the regulations of the Eugene 4J School district and those specified in the ORS 339.010 – ORS 339.090. Attendance and punctuality are important responsibilities of the student.

The expectations for students at Sheldon High School are to:
- Attend classes regularly.
- Be on time when reporting to school and to classes.
- Make up all work missed due to an absence or tardy in order to not miss the learning opportunity.

Parents who monitor attendance closely increase the likeliness of success for their students. You can help by:
- Being informed about attendance policies.
- Contacting the attendance office to report absences by 9:30 a.m. on the day of the absence.
- Excusing your child for illness, doctor, dental and family emergency.
- Calling the attendance office periodically to ask for an update regarding your student’s attendance record.

2. Excused Absences/Tardies: Excused absences as defined by state law and school board policy are for (1) illness/doctor, (2) school function, (3) death in the family, and (4) family emergency. Unexcused absences/tardies are a violation of the compulsory attendance law ORS.339.010.

If a student is absent/tardy the parent/guardian must contact the attendance office in one of the following ways:
- By Phone: Call the 24-hour attendance line (541-790-6606) before 9:30 a.m. to report an absence or tardy and request that it be excused.
- Via E-mail: Parents who have provided an e-mail address in their students’ information record may also request that an absence or tardy be excused by replying to automated attendance e-mail messages and providing the reason for their student’s absence or tardy or by directly emailing dialshs@4j.lane.edu with the pertinent information.
- In Writing: If the student’s parent/guardian cannot call or email, they may provide a note requesting that the absence or tardy be excused. The note must include the reason for absence, the student’s name, and the date(s) and/or period(s) of the absence or tardy. Written correspondence from healthcare/dentist/counseling offices may also be accepted. Students should bring their attendance note to the attendance office on the day they return to school.

2-Day Rule:
- A parent and/or guardian must contact the attendance office within two school days after the student returns to school to define the reason and length of absence and request that it be excused. Failure to do so will result in the absence remaining unexcused.

Missed Work:
- Students should ask each teacher for the work they have missed. Staff e-mail addresses are available at www.shs.lane.edu/academics/staff.
- The responsibility for obtaining missed assignments rests with the student.

Excessive Absences:
- At 3 unexcused absences in a three week period, a form letter may be mailed home. The student will also receive a 15 minute lunch detention for their unexcused absences.
- At 5 absences, grades and/or credit may be jeopardized. A conference with the teacher should be scheduled to arrange for makeup work or other outcomes such as a special contract with the teacher; an independent study plan; an incomplete grade to allow more time to complete the work; reduced credit; or night school. The student’s counselor will assist in the process. If absences are due to a medical condition, please see your counselor.
- At 8 half-days of unexcused absence, the student’s name may be referred to a county truancy officer for a violation of the compulsory attendance law 339.010.
- Students with excessive absences may be required to provide a note from a physician or clinic verifying illness in order for an absence to be excused.
- At 10 consecutive absences in all scheduled classes, even planned/prearranged/excused absences, Oregon Law requires the school to drop students from enrollment. If applicable per the ORS 339.010 – ORS 339-090, students under 18 years of age will be referred to the county truancy officer.
18 Year Old Students:
- Students who become 18+ years of age during the school year and still reside with their parents must follow the attendance policy.
- Students will not be allowed to excuse themselves from classes. Self-excusing privileges for students living on their own must be approved by an administrator.

3. Automatic Message System for Unexcused Absences/Tardies: Unexcused absences and tardies are those that are not cleared within two days after the student returns to school. Punctuality and regular attendance is essential to academic success. The following procedures will apply:
- The automatic message system will make a phone call and/or send an e-mail message to inform parents about their student’s unexcused absences and/or tardies. It is the responsibility of the parent/guardian to keep the Registrar’s Office informed of any change in phone or email address. The Registrar may be contacted at 541-790-6607.
- Please note: **If the contact phone has caller ID or call blocking, the automatic message system will not be able to make the call.** Parents are encouraged to provide an alternative number or an e-mail address. If the alternative number is a cell phone, it must be turned on full-time to work.

4. Prearranged Absences May Be Excused with the Following Guidelines:
- A prearranged absence form is obtained in the attendance office or online at the school website for absences of one or more full days.
- The form is filled out and taken home for the parent/guardian signature.
- The form is submitted to the Principal for approval at least two days prior to absence.
- The form is returned to the attendance office.

5. Late-to-School (Tardies) or Early-Leave-from-School: Class time absences may be arranged for a portion of the school day through the attendance office. An absence for medical or dental appointments should be prearranged when possible. These appointments should be scheduled to miss as little class time as possible, as makeup work cannot duplicate actual classroom learning.

A request to excuse a late arrival or to leave during school may be made as follows:
- A call, email, or note should be given to the attendance office from the parent and/or guardian.
- Students who have had their class time absences cleared through the attendance office with a note may request a copy to give to their teacher in order to return to or leave the classroom.
- In case of a family emergency, the parent and/or guardian may call the attendance office at 541-790-6678 to get a message to the student, or the parent and/or guardian may come to the attendance office and the office will send for the student.
- If the late-to-school or early-leave-from-school has not been cleared through the attendance office/administration, it will not be excused.

Unexcused Tardies:
- Please note: **Two unexcused tardies equates to one half-day unexcused absence** and will be considered a violation of the compulsory attendance law ORS 339.010.
- Eight half-days of unexcused absence in a four week period result in a violation of compulsory attendance.
- An unexcused tardy may result in an assigned detention.

To see this form and more information about the Sheldon Attendance Policy, please visit http://www.shs.lane.edu/about/policies/attendance/