

ROOSEVELT HIGH SCHOOL

•College Ready •Career Focused •Committed to a Just World

ATTENDANCE POLICY

2014 – 2015

GOAL

By June 2015, 100% of students will achieve 95% average daily attendance (ADA) as measured by our annual ADA report.

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ATTENDANCE POLICY FOR ROOSEVELT HIGH SCHOOL

I. PURPOSE

The purpose of this policy is to provide clear guidelines for students, parents, teachers, and administration, streamline procedures, support inclusive practices, and ultimately improve student attendance.

II. GENERAL STATEMENT OF POLICY

It is the responsibility of Roosevelt High School to the community that all school members will work to support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, Roosevelt will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Roosevelt High School students and their families take responsibility for knowing and following the Attendance Policy.

III. GENERAL GUIDELINES FOR ATTENDANCE

- A. Roosevelt recognizes attendance as a behavior that directly impacts student achievement but does NOT factor into the calculation of a student's grade.
- B. Roosevelt High School recommends at least 95% average daily attendance—which allows for an average of 4 absences per semester—in order to ensure the highest opportunity for success.
- C. Roosevelt High School expects students and their parent(s)/guardian(s) to take responsibility for knowing and following the Attendance Policy.
- D. Students are expected to be in their assigned classes according to their schedules. Students who arrive to class after the second tone sounds are considered tardy. However, students missing more than 25% of a class period will be considered absent (unexcused). For example:
 - A student arriving after the first 11 minutes of a 44-minute class period (M) is marked absent.
 - A student arriving after the first 20 minutes of a 1-hour and 22-minute class period (Th) is marked absent.
 - A student arriving after the first 23 minutes of a 1-hour and 33-minute class period (T, W, F) is marked absent.

Students should NOT go to the Attendance Office and obtain a pass prior to attending class. It is the responsibility of the student to resolve any attendance issues at a later time (within 3 days).

- E. Students enrolled in an alternative program should leave campus immediately following their last class. Students in an alternate program will be issued a pass from their program coordinator.
- F. Roosevelt High School is an open campus. Grades 9-12 may leave campus during lunchtime. While off campus for lunch, students are to be respectful of community residents, property, and local businesses, obey State pedestrian laws, return promptly to the following class, and be safe.
- G. Students who are 18 may NOT excuse themselves from school or specific class periods. To excuse any student absence, the district requires notification from the parent/guardian regardless of student age. The ONLY exception to this rule is if a student has been legally emancipated from their parent and provides proof of such court action. In that case, schools may accept a written notification from the student.

IV. STUDENT RESPONSIBILITIES

1. Attend and be on time to all classes on a daily basis.
2. Monitor the total number of absences in each course in order to maintain the minimum recommended average daily attendance of 95%. View attendance in real-time using StudentVue online (also available as a mobile app) at <https://parent.cascadetech.org/pps1j/>. Report any errors to the teacher of the course.
3. Attend every class that is considered to be his/her “official” and “current” schedule. Students wanting to drop and/or add a class, must petition for such a change and obtain a Drop/Add Form from the Counseling Office. Until the class is officially dropped/added and the counselor has provided a new “official” schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
4. Report, when ill, to the Health Office.
5. Contact teacher to arrange make-up work, including assessments.
6. If teacher has already taken attendance, and student arrives tardy, but is still within the first 25% of the class period (see examples below), check with the teacher before leaving to the next class to ensure that the absence notation is changed to a tardy.
 - A student arriving within the first 11 minutes of a 44-minute class period (M) is marked tardy.
 - A student arriving within the first 20 minutes of a 1-hour and 22-minute class period (Th) is marked tardy.
 - A student arriving within the first 23 minutes of a 1-hour and 33-minute class period (T, W, F) is marked tardy.
7. Within 3 school days after returning from an absence related to personal illness, a family member’s sickness requiring the student’s presence, religious holiday, or death in the family, have parent call the Attendance Office at (503) 916-5130 or provide a written excuse from a parent/guardian explaining the reason for the absence. See [Section VIII](#) for a full list of excused and unexcused absences.
8. Prearrange, at least 5 days in advance, any absence due to doctor/dental appointments, family trips, or other personal appointments (i.e., court dates, job interviews, driving tests, lawyer appointments, vacations, hunting trips, etc.). Prearrangement forms and procedures are located in Attendance Office.
9. Carry (in your hand) a pass with you at all times, if you are out of the classroom. Present the pass to any staff member that asks to see it.
 - a. If student has Early Dismissal/Late Arrival (for 11th and 12th graders), he/she must carry appropriate pass at all times and leave campus at the time stated unless otherwise permitted to stay. If permitted to stay, student must be in the cafeteria, library, or Writing Center for quiet study time.
 - b. Abstain from asking for a pass during the first/last 20 minutes of the period on A and B days (Tuesday – Friday), first/last 10 minutes of the period on “skinny” Mondays.

V. PARENT(S)/GUARDIAN RESPONSIBILITIES

A. It is the responsibility of each student's parent(s)/guardian to:

1. Ensure that the student is attending school regularly.
2. Monitor the student's total number of absences in each course in order to maintain the minimum recommended average daily attendance of 95%. The student's attendance history can be viewed in real-time using ParentVue online (also available as a mobile app) at <https://parent.cascadetech.org/pps1j/>. Report any errors to the teacher of the course.
3. Inform the Attendance Office via written note or call the Attendance Office (503) 916-5130 prior to a student's absence when a student will be absent. Prearrangement forms and procedures are located in Attendance Office.
 - a. If parent(s)/guardian is unable to inform the school prior to a student's absence, call in excused absence within 3 days of the student's return to school.
 - b. All students, regardless of age, must have an absence excused by a parent/guardian. The ONLY exception to this rule is if a student has been legally emancipated from their parent and provides proof of such court action.
4. Schedule medical or dental appointments for after school, when possible.
5. Schedule family vacations during official school breaks and summer vacation.
6. Work cooperatively with the school (and its strategic partners) and the student to resolve any attendance issues that may arise.
7. Communicate and discuss with the student the Roosevelt High School Attendance Policy.
8. Contact the Roosevelt High School Health Office for assistance if the student has any long-term or chronic health conditions that may result in frequent absences from school.

VI. TEACHER RESPONSIBILITIES

A. It is each teacher's responsibility to:

1. Stand out in hallway during each passing period and direct students into classrooms when the warning bell rings in order to reduce tardiness.
2. Take accurate attendance for every period he/she is assigned a class within the first 15 minutes. It is recommended that the teacher assign a warm-up, or "bell work," at the beginning of class in order to accomplish this task.
3. Be familiar with and responsible for all procedures governing attendance.
4. Provide any student who has been absent with any missed class work and/or assessments upon request.
5. Communicate relevant attendance policy and procedures to students and parents/guardian verbally and in writing at the beginning of each semester. Reinforce when necessary.
6. Provide homework to Attendance Office upon request.
7. At the earliest sign that a student may struggle with attendance, periodically and strategically make a phone call home to build a positive relationship with the family resulting in the student's desire to attend school and to encourage the family to invest in school attendance.
8. Allow students to leave only with a pass. Create a system and agreement to monitor student use/abuse of passes.
9. Keep students in the classroom during the first and last 20 minutes of the period on A and B days (Tuesday – Friday), first and last 10 minutes of the period on "skinny" Mondays.

VII. ADMINSTRATOR RESPONSIBILITIES

A. It is each administrator's responsibility to:

1. Require students to attend school full-time as stated in Oregon State Law, Chapter 339, and all sections regarding school attendance.
2. Be familiar with State Law and District policy and procedures governing attendance.
3. Train staff in new attendance requirements and procedures.
4. Communicate with students and their families any changes to the Attendance Policy.
5. Maintain accurate records on student attendance.
6. Monitor student attendance. Run bi-weekly attendance reports and identify students according to a three-tiered system. See [Section IX](#) for a definition of each tier and corresponding response(s).
7. Ensure that parent(s)/guardian receive an automated phone call after each unexcused absence.
8. Ensure that parent(s)/guardian and students receive timely communication of all absences.
9. Communicate to and/or meet with the student when he/she reaches each absence threshold (Tier One, Tier Two, and Tier Three) in a semester course.
10. Inform parent(s)/guardian when a student is dropped from school due to excessive excused/unexcused absences (10-day consecutive excused/unexcused absences results in an automatic drop).
11. Meet with the student and parent(s)/guardian to discuss reenrollment, if requested, once a student has been dropped due to excessive unexcused absences.
12. Coordinate Student Support Teams (i.e. campus monitors, intervention specialists, etc.) and other appropriate staff and strategic partners, in order to reduce tardiness, cutting, and absences.

VIII. GUIDELINES AND CATEGORIES FOR EXCUSED, UNEXCUSED, AND SCHOOL-AUTHORIZED ABSENCES AND TARDIES

A. The following codes will appear on the student's attendance record indicating whether the absence or tardy was excused, unexcused, or school authorized:

Code	Description	Definition	Type
A	Class-Absent	Absent marked by teacher	Unexcused ¹
L	Class-Tardy	Tardy marked by teacher	Unexcused Tardy
CUT	Cutting	Teacher observes student cutting class	Unexcused
LUX	Tardy-Unexcused	Student is tardy for reasons not deemed excusable by the district	Unexcused Tardy
DE2	SSC Exclusion	Student absent because on a waiting list for the Student Success Center program	Excused
FEM	Family Emergency	Student absent from class due to family emergency	Excused
FTP	Field Trip	Student absent from class because on a class field trip	School Activity ²
FRL	Funeral	Student absent because attending a funeral	Excused
HEX	Health Exclusion	Student absent due to immunization exclusion, head lice, chicken pox, etc.	Excused
HSP	Hospital	Student absent because in hospital and not receiving tutoring	Excused
RI	Religious Instruction	Student absent due to attending a school giving instruction in religion (5 hrs/wk maximum - State Law)	Excused
SEV	School Event	Student absent due to preparing for or attending school event (i.e., assembly, all Rose Festival Princess events, etc.)	School Activity
SSP	Suspended Out of School	Student is suspended out of school	Excused
LX	Tardy-Excused	Student is tardy for any reason considered excused as an absence but has arrived with 25% of the class	Excused Tardy
APT	Appointment	Doctor, dentist, counseling, translating for family, Take Your Family to Work Day, etc.	Excused
ATH	Athletic Event (HS)	Authorized school athletic event	School Activity
CLV	College Visitations	Student (11/12th graders) absent because traveling to various colleges to determine best choices	Excused
DE1	SSC Attending	Student absent because attending Student Success Center (formerly known as DESCC)	School Activity
ILL	Illness or Injury	Student or member of family is sick (State Law)	Excused
ISA	In-School Appointment	Student absent due to appointment or meeting with school personnel	School Activity
ISN	ISS without Instruction	Student absent from class due to in school suspension, and not receiving instruction during suspension	Excused
ISY	ISS with Instruction	Student absent from class due to in school suspension, and is receiving instruction during suspension	School Activity
ODS	Outdoor School	Student is a student leader at or is attending outdoor school	School Activity
RH	Religious Holiday	Student absent due to religious holiday	Excused
TPL	Teen Parent Leave	Student is attending Teen Parent program	School Activity
TST	Testing	Student is absent because he/she is testing	School Activity
VAC	Vacation	Student absent because on family vacation	Excused
LBS	Tardy-Bus	Student is tardy due to school provided transportation delayed arrival (confirmed by TriMet)	Excused Tardy

¹ An accumulation of 10 consecutive days of excused/unexcused absences will result in an automatic drop.

² The "School Activity" type codes are authorized codes and count students as attending school and do not send autodialer calls home.

IX. NOTIFICATIONS AND RESPONSES FOR EXCUSED, UNEXCUSED, AND SCHOOL-AUTHORIZED ABSENCES

- A. The school will set up an autodialer to notify parent(s)/guardian each time a student's absence from a class is unexcused.
- B. The school will monitor student average daily attendance and identify students according to a three-tiered system that provides a framework for Roosevelt to coordinate resources, strategies, and activities to improve attendance attitudes/behaviors and prevent drop out:

Tier	Definition	Response
One	Students attending <i>at or above</i> the recommended ADA between 95 – 100%	Students identified as having Tier One attendance are not in need of intervention, but may require reinforcement and/or recognition.
Two	Students attending <i>below</i> recommended ADA between 85 – 94%	Students identified as having Tier Two attendance, require a multiple strategies approach, which may include: selected interventions (i.e., group counseling, assemblies, conferences, mentoring, etc.), team planning and coordination to support student/family, reinforcement, and incentives.
Three	Students attending <i>far below</i> recommended ADA, less than 84%	Students identified as having Tier Three attendance are in need of critical and immediate intervention, which may include: individualized assessments to determine needs, individualized support plans that include a coordination of actions/resources to support student/family, and alternative programming to reengage students with school (i.e. Student Success Center).

- C. The school will notify students and their parent/guardian by letter and/or email when they reach each absence threshold (Tier One, Tier Two, and Tier Three) in a semester course.
- D. The school will notify parent(s)/guardian when a student is automatically dropped from school due to 10 consecutive days of excused/unexcused absences.
1. The school will meet with student and parent(s)/guardian to discuss reenrollment, if requested.
 2. The student's official transcript will reflect a "W" for withdrawal until the student reenrolls.
- E. The school will provide copies of the Attendance Policy in Student Planners and on the school website (<http://www.pps.k12.or.us/schools/roosevelt>).
- F. The school is required to report to the State the number of truancy incidents (days/events) per month.
1. **Truancy Day:** A truancy day occurs when a student cuts the entire day or is cutting more than half of the day (combining any classes missed, late arrivals, and/or early departures).
 2. **Truancy Event:** A truancy event occurs when a student has 8-15 truancy days in a month; 16 or more truancy days in a month constitute 2 truancy events.