



**Rogue River School District #35**  
**Attendance Policies/Procedures**

**Updated Fall 2024**

**Table of Content**

Purpose Pg. 3

Oregon legislation and Oregon Department of Education Pg. 3

Rogue River Contact List Pg. 3

Attendance Strategies and Best Practices Pg. 4

Attendance procedures by site Pg. 5

    Special Program Department Pg. 5

    Rogue River Elementary School Pg. 5

    Rogue River Jr/Sr High School Pg. 6

    South Valley Academy Pg. 7

Intradistrict/Interdistrict Transfer Pg. 7

Rogue River Attendance Codes/ Descriptions Pg. 8

Rogue River School District Policies Pg. 8

## **Purpose**

The Rogue River School District attendance handbook is to provide a guide to district employees for district systems and expectations regarding attendance. The district attendance goal is to achieve and maintain a goal of 92% overall attendance.

## **Oregon Legislature and Oregon Department of Education**

The Oregon legislature states all children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term. School districts should adopt an attendance notification policy that meets the state requirements based on [A- Engrossed House Bill 3197](#).

## **Rogue River Contact list**

### **District office: 541-582-3235**

1103	Patrick Lee	Superintendent	<a href="mailto:patrick.lee@roguevalley.k12.or.us">patrick.lee@roguevalley.k12.or.us</a>
1102	Christina Schloegl	Executive Assistant	<a href="mailto:christina.schloegl@roguevalley.k12.or.us">christina.schloegl@roguevalley.k12.or.us</a>

### **Rogue River Elementary: 541-582-3234/ 541-582-6004**

2102	Ashtyn James	Principal	<a href="mailto:ashtyn.james@roguevalley.k12.or.us">ashtyn.james@roguevalley.k12.or.us</a>
2108	Angie Caschera	Vice Principal	<a href="mailto:angie.caschera@roguevalley.k12.or.us">angie.caschera@roguevalley.k12.or.us</a>
2125	Whitney Langfield	Secretary	<a href="mailto:whitney.langfield@roguevalley.k12.or.us">whitney.langfield@roguevalley.k12.or.us</a>
2101	Sharon Cort	Secretary	<a href="mailto:sharon.cort@roguevalley.k12.or.us">sharon.cort@roguevalley.k12.or.us</a>
2121	Cheryl Hansen	Secretary	<a href="mailto:cheryl.hansen@roguevalley.k12.or.us">cheryl.hansen@roguevalley.k12.or.us</a>

### **South Valley Academy: 541-582-6010**

2502	Cecil Felkins	Principal	<a href="mailto:cecil.felkins@roguevalley.k12.or.us">cecil.felkins@roguevalley.k12.or.us</a>
2500	Wendy R. Roberts	Secretary	<a href="mailto:wendy.roberts@roguevalley.k12.or.us">wendy.roberts@roguevalley.k12.or.us</a>

### **Rogue River Junior/Senior High School: 541-582-3297 / 541-582-3298**

1122	Tori Kirkpatrick	Principal	<a href="mailto:tori.kirkpatrick@roguevalley.k12.or.us">tori.kirkpatrick@roguevalley.k12.or.us</a>
1123	Emily Figueroa Wolfe	Vice Principal	<a href="mailto:emily.figueroawolfe@roguevalley.k12.or.us">emily.figueroawolfe@roguevalley.k12.or.us</a>
1124	Delana Bigley	Secretary	<a href="mailto:delana.bigley@roguevalley.k12.or.us">delana.bigley@roguevalley.k12.or.us</a>
1128	Rachel Davis	Secretary	<a href="mailto:rachel.davis@roguevalley.k12.or.us">rachel.davis@roguevalley.k12.or.us</a>
1131	Janice Harlacher	Secretary	<a href="mailto:janice.harlacher@roguevalley.k12.or.us">janice.harlacher@roguevalley.k12.or.us</a>

### **Special Programs: 541-582-6003**

2123	Michele Cleveland, Dir. of Special Programs	<a href="mailto:michele.cleveland@roguevalley.k12.or.us">michele.cleveland@roguevalley.k12.or.us</a>
2122	Quay Goff, Special Programs Data Specialist	<a href="mailto:quay.goff@roguevalley.k12.or.us">quay.goff@roguevalley.k12.or.us</a>

## **Attendance Strategies and Best Practices**

### **Tier I: All students receive strategies**

#### Positive School Culture:

- Positive, visual, and verbal messaging about the importance of good (not perfect) attendance for students, families, and the community/incentives when appropriate.
- School communication is provided in both English and language spoken at home.
- Positive supports & interventions providing clear policies and expectations related to school behavior, opportunities to practice and recognition.
- Every student identifies, by name, a positive relationship with at least one adult in the building.
- Consideration for equity reflected in practice.
- Courses are relevant, engaging, and accessible to meet the needs of a diverse student population.
- Students' educational experience reflects consideration for the 'whole child.'

#### Data:

- Access to real-time, accurate attendance data and teams to analyze and respond to the students at risk or experiencing chronic absences early and/or with pre-determined frequently.
- Close monitoring of attendance in the first month of school.
- Daily phone calls
- Attendance letter mailed home per Oregon State expectations.

#### Health:

- Clear policies on when students should and should not stay home with an illness are communicated to families.
- Precautionary measures to keep students and staff healthy e.g., cover your cough, hand washing.
- Every student has adequate nutrition.
- Systems in place to identify and respond to the social-emotional needs of students.
- Families and students are aware of local resources to meet health care, dental and social-emotional needs.

#### Transportation:

- Every student has a safe route to school.

### **Tier II (Includes Tier I strategies)**

- Home visits
- Success and graduation coaches
- Wraparound services
- Positive Attendance Specialist
- Parent conferences
- Attendance success plan
- Goal setting & incentives
- Morning check-in

### **Tier III (Includes Tier I and Tier II strategies)**

- Support plan for absences.
- Comprehensive wraparound services

## Attendance procedures by site

### Special Programs

- Ensure attendance meetings are scheduled
  - all attendance meetings begin the first week of September and end the last week of May. Attendance meetings take place weekly, unless otherwise notes
- **Attendance Team Members**
  - Monitoring and intervention of attendance needs.
  - Liaison between school, parents, community, police authorities and courts
  - Comply with district, state, and federal laws, policies and procedures around attendance.
  - Provide referral-driven and strengths-based intervention services to children and families where irregular attendance is an issue.
  - Conduct home visits for address verification and student safety concerns
  - Issue citations, prepare factual court reports and attend school conferences and court hearings as requested.
  - Participate in school/community collaborative efforts to improve services and support to students with attendance problems.
  - Keep track of interdistrict transfer students' attendance.
  - Partner with admin, staff, and community partners to assist families in becoming successful
- **Special Programs Data Specialist**
  - Assist in data collection
  - Correct inaccuracies in attendance toward state reports for ADM

### Rogue River Elementary

- [Student and Family Handbook](#)
- **Attendance Letters**
  - [Residency Letter.docx](#)
  - [8 and 1/2 day letter.docx](#)
  - [RRES 5 day notice.docx](#)
  - [RRES 10 day drop letter.docx](#)
- **Secretary**
  - Check phone messages and answer phone calls to verify daily absences.
  - Calls are made to the caregiver of a student with an unverified absence within two hours of school starting. If unable to reach the caregiver on file, a message will be left.
  - Update the caregiver on the current number of absences and give a heads-up to

- any potential letters/ mailings.
- Log all calls in Synergy
- Mark absences appropriately
- Update student records
  - only change attendance codes 3 days prior
  - gather data on 5 and 10 day consecutive absences and 8 ½ days within a 4 week period.
  - Send attendance letters for appropriate days' absences.
  - Withdrawal students for 10 consecutive days and send withdrawal letters to caregivers.
- Meet with attendance liaison and admin as needed.
- Ensure attendance percentages, tardies and lates are on all reports cards.
- **Teaching staff**
  - All teachers are to take attendance daily within 15 minutes of starting class.
  - Late/tardy students will return to the office to be checked in.

### **Rogue River Jr/Sr High School**

- [Student and Family Handbook](#)
- **Attendance Letters**
  - [W Residency Letter.docx](#)
  - [W Letter of Concern.docx](#)
  - [W JRSR 5 day notice.docx](#)
  - [W JRSR 10 day drop letter.docx](#)
- **Attendance Secretary**
  - Check phone messages and answer phone calls to verify daily absences.
  - Calls are made to the caregiver of a student with an unverified absence within two hours of school starting. If unable to reach the caregiver on file, a message will be left.
  - Update student records
    - only change attendance codes 3 days prior
    - gather data on 5 and 10 day consecutive absences and 8 ½ days within a 4 week period.
    - send attendance letters for appropriate days' absences.
    - withdrawal students for 10 consecutive days and send withdrawal letters to caregivers.
  - Participate in attendance team.
  - Run a daily period attendance verification report, fix and update errors in the student information system.
  - Run a daily report for coaches of athletes that are absent, tardy or late. Email reports to coaches daily.

- Run and send out daily absence error report at the end of each day to all staff for review and make changes to attendance as needed.
- **Secretary**
  - Working knowledge of board policies, enrollment and withdrawal procedures.
  - Maintain dropout data for administration and annual state reports.
  - Assist the attendance secretary with phone calls, late/ tardies slips as needed.
  - Ensure that attendance percentages, tardies and lates are on all reports cards prior to printing.
- **Teaching Staff**
  - All teachers take attendance daily within 5 minutes of starting class.
  - Late/tardy students will return to the office to be checked in.

### **South Valley Academy**

- **[Student and Family Handbook](#)**
- **Attendance Letters**
  - [Residency Letter.docx](#)
  - [Letter of Concern.docx](#)
  - [SVA 5 day notice.docx](#)
  - [SVA 10 day drop letter.docx](#)
- **Secretary**
  - Check phone messages and answer phone calls to verify daily absences.
  - Update student records
    - only change attendance codes 3 days prior
    - gather data on 5 and 10 day consecutive absences and 8 ½ days within a 4 week period.
    - send attendance letters for appropriate days' absences.
    - withdrawal students for 10 Consecutive days and send withdrawal letters to caregivers.
    - Meet with Attendance Liaison and Admin as needed.
    - Ensure attendance percentages are on all reports cards prior to printing.
- **Teaching staff**
  - Teachers keep track of students' attendance daily.
  - Review unverified absences on day three.

### **Intradistrict/Interdistrict Transfer (Applications)**

Rogue River school district requires all parents/ guardians to apply for an [inter district/intradistrict transfer](#) if they wish to enter/ exit the district.

## **Attendance Codes/ Descriptions**

Rogue River School Districts uses the following codes in Synergy to identify all absences within the district.

Served C/K

Served T

Non-Participant

- (A) Absent
- (B) Bus Delay
- (C) Cut / Truant (on Campus)
- (D) Delay Administrative/ Staff
- (E) Early Dismissal
- (F) Field trip/ School Activity off Campus
- (G) Medical
- (H) Homebound
- (I) In-School Suspension
- (K) Cut/truant (Off Campus)
- (L) Late to school; after 10 minutes
- (M) Mental Health Day
- (N) Sick room
- (O) Out-of School Suspension
- (P) Planned Absence
- (Q) Bereavement
- (R) Religious
- (S) School Activity (On Campus)
- (T) Tardy to class
- (U) Tardy Excused
- (V) Absence verified by Parent
- (E) Excused Absence

## **Rogue River District policies**

- [Graduation Exercises](#)
- [JE Attendance](#)
- [JEA-AR Compulsory Attendance Notices and Citations\\*\\*](#)
- [JEDA Truancy](#)
- [JECF Interdistrict Transfer of Resident Students\\*\\*](#)
- [JECBB-AR Intradistrict Transfer Procedures\\*\\*](#)
- [JECB-AR\(2\) Interdistrict Contract with Students\\*\\*](#)



- [JECB Admission of Nonresident Students](#)