



Rogue River School District #35
Attendance Policies/Procedures

Updated Fall 2025

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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	patrick.lee@rogueriver.k12.or.us
1102	Christina Schloegl	Executive Assistant	christina.schloegl@rogueriver.k12.or.us

Rogue River Elementary:

541-582-3234/ 541-582-3233

2102	Ashtyn James	Principal	ashtyn.james@rogueriver.k12.or.us
2108	Angie Caschera	Vice Principal	angie.caschera@rogueriver.k12.or.us
2125	Whitney Langfield	Secretary	whitney.langfield@rogueriver.k12.or.us
2101	Sharon Cort	Secretary	sharon.cort@rogueriver.k12.or.us
2121	Cheryl Hansen	Secretary	cheryl.hansen@rogueriver.k12.or.us

South Valley Academy:

541-582-6010

2502	Jennifer Parks	Principal	jennifer.parks@rogueriver.k12.or.us
2500	Wendy R. Roberts	Secretary	wendy.roberts@rogueriver.k12.or.us

Rogue River Junior/Senior High School:

541-582-3297 / 541-582-3298

1122	Tori Kirkpatrick	Principal	tori.kirkpatrick@rogueriver.k12.or.us
1123	Emily Figueroa Wolfe	Vice Principal	emily.figueroawolfe@rogueriver.k12.or.us
1124	Delana Bigley	Secretary	delana.bigley@rogueriver.k12.or.us
1128	Rachel Davis	Secretary	rachel.davis@rogueriver.k12.or.us
1131	Nena Meyers	Secretary	nenameyers@rogueriver.k12.or.us

Special Programs:

541-582-6003

2123	Michele Cleveland, Dir. of Special Programs	michele.cleveland@rogueriver.k12.or.us
2122	Quay Goff, Special Programs Data Specialist	quay.goff@rogueriver.k12.or.us

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 noted.
- **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](#)
 - [8 1/1 Day Letter of Concern](#)
 - [RRES 5 Day Letter](#)
 - [RRES 10 Day Drop](#)
- **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 the 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**
 - [W Residency Letter.docx](#)
 - [W Letter of Concern.docx](#)
 - [W SVA 5 day notice.docx](#)
 - [W SVA 10 day drop letter.docx](#)
- **Secretary**
 - Check phone messages and answer phone calls to verify daily absences.
 - Update student records
 - Change applicable attendance codes (not beyond three 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 admin weekly
 - Ensure attendance percentages are on all reports cards prior to printing.
- **Teaching staff**
 - Keep track of students' attendance daily (documenting changes within the 24 hour student attendance window)
 - Contact student/family after day #2 of student not in attendance (and no contact from student/family with explanation). Contact to be made to student/family's preferred method of contact (between phone and text, not email). Document call/text in Synergy.

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 District uses the following codes in Synergy to identify all absences within the district:

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
- (X) Excused Absence

Rogue River District policies

- [IKFB 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](#)