

Attendance Policies and Procedures

Attendance Policy

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Students not attending school on a regular basis will be referred to the school district Attendance Officer and/or District Attorney along with county agencies assigned to keep kids in school. A citation may be issued for erratic or non-attendance.

Student Responsibility

Students are expected to be responsible academic members of this school. All absences affect learning, regardless of the reason. Students, who miss even a small portion of class, lose out on a significant amount of learning. It is a student's responsibility to make up any assigned work when absent.

Parent Responsibilities

1. Read the attendance policy.
2. Notify the school when your student is absent by 9:00 am the day of the absence if possible. (Call 503-667-3186)
3. Notify the school of any change in address or phone number.
4. Provide transportation for any assigned after school detentions.

Attendance Office

1. Notifies parents through a computer telephone system of daily-unexcused absences.
2. Provide accurate and timely information to teachers and parents/guardians.

School Responsibilities

The school will present accurate attendance information to parents and hold students accountable for their decisions. The attendance team will track student's attendance and provide interventions and consequences accordingly. Chronic unexcused absences will result in additional action up to and including In School Suspension and:

- At 4 unexcused absences and 8 half-days of unexcused absence in a 4-week period of time, the student's name may be referred to a truancy officer for a violation of the compulsory attendance law (ORS 339.010).
- Students with excessive absences may be required to provide a note from a physician or clinic verifying illness 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 the, students under 18 years of age will be referred to the truancy officer (ORS 339.010 – ORS 339-090).

Schools have the right to determine placement of students as needed into alternative educational programs when erratic attendance, serious disciplinary issues or poor performance and effort are keeping the student from benefiting from his/her education program (ORS: 339.065; 339.010-339.030; 339.250; 339.925).

Attendance Procedures

Per the law of the Oregon Department of Education, school attendance is the responsibility of the student and his/her family. **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 (503-667-3186) before 9:00 a.m. to report an absence or tardy and request that it be excused.

In Writing: If the student's parent/guardian cannot call, they should write a signed note requesting that the absence or tardy be excused.

Students who are absent from Reynolds High School must comply with the following:

1. Absence due to illness or emergency: A student should have his/her parent contact RHS by phone, 503-667-3186. Note: If a phone call is not possible, the student must present a note signed by the parent/guardian, to the Attendance Office, the day the student returns to class. Once the parent has contacted the school, the student's name will be removed from the unexcused absence list if it meets the "excused absence" criteria. (If a student is absent more than one day, his/her parent or guardian should phone the school each day he/she is absent)

Attendance Line: 503-667-3186 Ext. 1076 (English – Spanish)

2. Other home and family related absences: Absences longer than two days must fill out the pre-arrange form prior to the absence, by the parent, or a note to the Attendance Office if the absence is for one day. Each absence is an individual case and will be treated per the circumstances surrounding the request.

Students have **48 hours** after an absence to bring a note from a parent/guardian. **Students who do not have a note**, or a phone call into the Attendance Office within the two-day limitation **will be "unexcused."** If you are unable to meet the two-day deadline, due to extenuating circumstances, you may appeal to the appropriate Administrator.

Excused absence notes must contain: <ul style="list-style-type: none">*Student's full name*Student's identification number*Reason for absence*Date of absence*Signature of parent/guardian*Phone numbers for parent contact	Absences will be excused for: <ul style="list-style-type: none">*Student illness and/or Medical appointments*Family illness requiring a student's presence*Religious holiday*Death in the family*Prearranged absence*Approved school activity
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*Absences that do not meet the criteria will be UNEXCUSED.

Missed Work

The responsibility for obtaining missed assignments rests with the student. Students should ask each teacher for the work they have missed. In cases of extended illness (more than three days), the parent may call the main office (503-667-3186) to request homework.

Tardy Policy

The Reynolds High School Tardy Policy has been developed to emphasize the importance of being punctual and prepared. Students are expected to be effective communicators, critical

thinkers, and collaborative workers so they may become academically and vocationally proficient. For students to be successful they need to attend all classes on time. A student is considered tardy if he/she is not in his/her assigned seat when the tardy bell rings. Students who accumulate excessive tardies will be held accountable and interventions will be used which could include exclusions from extra-curricular activities. The Tardy Policy includes the following:

- 3 week reports for students with excessive “Unexcused Tardies,” this will identify students with 10 or more tardies in this time period.
- The designated administrator will meet with students who have excessive tardies and address this issue including implementing an “Accountability Agreement.”
- Students who do not improve will receive detentions for non-compliance.
- Non-compliant students with excessive tardies will be given behavior referrals and could be subject to: loss of privileges to dances, sporting events and suspension.

Collaborative Effort:

For the tardy policy to become an effective tool in helping the community of Reynolds High School fulfill its mission, all stakeholders (administrators, counselors, staff, teachers, students and parents) must work together to ensure that students are present and on time to each class every day. The effectiveness of the tardy policy is based upon the following assumptions:

- Teacher participation
- Implementation of an effective tardy policy that will be consistently monitored and applied by the administration
- Consistent tracking by all staff
- Parents are ensuring that their student(s) are at school each day, on time
- Students are using their passing time wisely and are taking personal responsibility to make sure they are in their assigned classroom before the bell rings.

Roles and Responsibilities:

There must also be a strong effort by each person in our community to help students arrive to class on time and be prepared to learn. The effectiveness of the tardy policy will depend upon each person fulfilling their role and responsibilities as follows:

Administrators - Will monitor the hallways during passing periods when possible, lead tardy sweeps; will assign detention, suspension, meet with parents, assign attendance contracts, and all other interventions as deemed necessary.

Counselors and SMT - will monitor the hallways during passing periods.

Students - will arrive to each and every class on time. They will attend detentions and all other assigned interventions.

Parents - will support their child in arriving to school on time. Parents will communicate with teachers, advisers and administrators and support the tardy policy.

Teachers - Students should expect teachers will promptly take attendance at the beginning of each class and should expect the following:

- Teachers will provide “on task” activities and recording attendance promptly at the beginning of each period.

- Teacher marks student tardy for being late to class.
- Teachers will not allow students to leave class within the first 10 minutes of class or leave before the last 10 minutes of class.
- If a student is 15 or more minutes late, the student will not be allowed into class without a note from the attendance office or other expectable note. The teacher will mark the student absent for that period.
- Students will be permitted to leave the classroom only with a valid signed hall pass.
- Teachers will play their role in “Tardy Sweeps” by not allowing late students to enter the classroom after the tardy bell unless a student has a valid signed “Admit Slip.”

Deterrents:

To encourage students to be on time to class every day the school will enact the following deterrents to discourage tardiness to classes:

Hall Patrols:

- Hall patrols will be conducted periodically throughout each day by the SMT.
- Students in the halls after the ringing of the tardy bell may be stopped by the SMT and asked to produce a valid hall pass.
- Any student found in the halls after the ringing of the tardy bell who does not have a valid hall pass may be sent to ISS.

Tardy Sweeps:

Tardy sweeps will occur each period with the aim of clearing students from unsupervised areas. Wandering students pose a safety risk to themselves and our school.

- Tardy Bell rings and teachers shut their doors.
- Student Management staff will sweep the campus and move students who are not in class to ISS.
- Students with excused slips (i.e. late busses, late drop-off) will be admitted to class.
- Teachers will direct any late students not caught up in the tardy sweep to ISS.
- Students who are not chronically tardy, but are caught in the sweep, will be written an admit slip to return to class.

Behavioral Expectations

Student Behavior

RHS is a place dedicated to learning. Maintaining a safe and respectful environment is our primary goal. We expect students’ behavior and choices to reflect this goal during all school activities. If any behavior does not meet with the expectations we have set, the student will be subject to disciplinary action.

Behaviors will not be allowed that put the safety of individuals or of other students in jeopardy. These behaviors include tagging, vandalism, flashing hand signs, threatening looks and other acts associated with gang activities. Objects such as shock devices, air-soft guns, paintball