

SCHOOL ATTENDANCE & DROPOUT PREVENTION PLAN

HOLLYWOOD HIGH SCHOOL

2013 - 2014

INTRODUCTION

COMPULSORY EDUCATION

“Each person between the ages of 6 and 18 years not exempted under the provision of this chapter is subject to compulsory full-time education. Each person subject to compulsory continuation education not exempted shall attend public full-time day school or continuation school or classes for full-time designated as the length of the school day by the governing board of the school district in which residence of either parent or legal guardian is located. Each parent, guardian, or other person having control or charge of such pupil shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day.”

“Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law” Education Code 48260

STUDENT ATTENDANCE POLICY

On July 13, 2004 The Los Angeles Board of Education adopted a District–Wide Student Attendance Policy. This comprehensive policy focuses on implementing an attendance intervention protocol such as alternatives to suspensions, City/District Attorney Truancy Abatement Programs, identifying and assisting at-risk students/potential dropouts, staff development, parent involvement, self-audits and accountability in order to improve student in-seat attendance.

ATTENDANCE & DROPOUT PREVENTION PLAN

This template was developed to assist schools plan, communicate, their school’s student attendance goals and to meet the District mandates listed below.

- Every school shall develop and implement a written Attendance & Dropout Prevention Plan in collaboration with appropriate participants, refer to Attachment: [A-1: Blueprint for Attendance Improvement](#).
- Every school shall implement [Appendix A-2: Attendance Intervention Protocols](#)

INSTRUCTIONS

STEPS TO FOLLOW

1. Assemble your Attendance & Dropout Prevention Team.
2. Review the items in red, discuss, create, and implement specific strategies to your school's needs.
3. All instructions printed in red require specific school information to be inserted in the space provided.
4. Once your school's plan has been completed, provide a copy to each member of the attendance team.
5. Copies of the Attendance & Dropout Prevention Plan should be available in the principal’s office, main office, and the attendance office.

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Please refer to the [Appendix C-1: Attendance and Dropout Prevention Plan Guide](#) for an expanded list of recommended topics to be included in the attendance plan.

ATTENDANCE & DROPOUT PREVENTION PLAN

1. ATTENDANCE & DROPOUT PREVENTION TEAM MEMBERS

The following staff members should be included: PSA Counselor, Principal, Assistant Principal, counselors, nurse, Diploma Project Counselors, teachers, office clerks, parents, and students.

Team Member	Title
Alejandra Sanchez	<u>Principal</u>
Dr. T. Brandy	<u>A.P.</u>
Casandra Morris	<u>A.P.</u>
Esick Allen	<u>DEAN</u>
Abel Villaseñor	<u>PSA Counselor</u>
Jennifer Loew	<u>Bridge Coordinator.</u>
Jaime Arevalo	<u>Academic Counselor</u>
Hae Soon Lee	<u>Healthy Start</u>

2. LAUSD Performance Meter

DATA DRIVEN DECISION MAKING

Monitoring Student Attendance:

 HOLLYWOOD HIGH SCHOOL'S ATTENDANCE DATA

Attendance Data	2012-2013 School Year
Student Enrollment	1682
96% Student Attendance Rate (Year-End)	69.9%
Attendance Submittal Rate (June)	95.1%
96% Staff Attendance Rate (through May)	62.4%

School data can be found on the Pupil Services Website <http://pupilservices.lausd.net/> .

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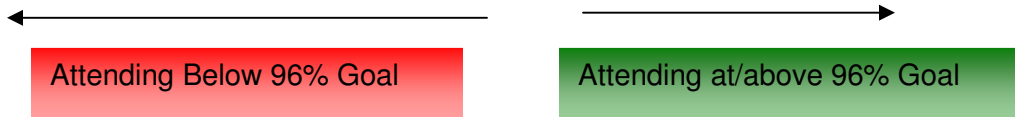
Graduation and Dropout Data	Rate	School Year/Source
Drop-Out Rate	11.50%	2011-2012/ CA Dept ED
Graduation Rate	81.31%	2011-2012/ Ca Dept Ed

For dropout rates go to <http://www.cde.ca.gov/>

For graduation rates go to <http://getreportcard.lausd.net/reportcards/reports.jsp>

Attendance Summary by Location

	Far Below Basic	Below Basic	Basic	Proficient	Advanced									
School Name	LESS THAN 87%	87 - 91%		92 - 95%		96 - 99%		100%		Unknown	Total			
Hollywood High School	8.1%	136	6.1%	102	15.9%	268	57.2%	961	12.7%	214			100%	1681



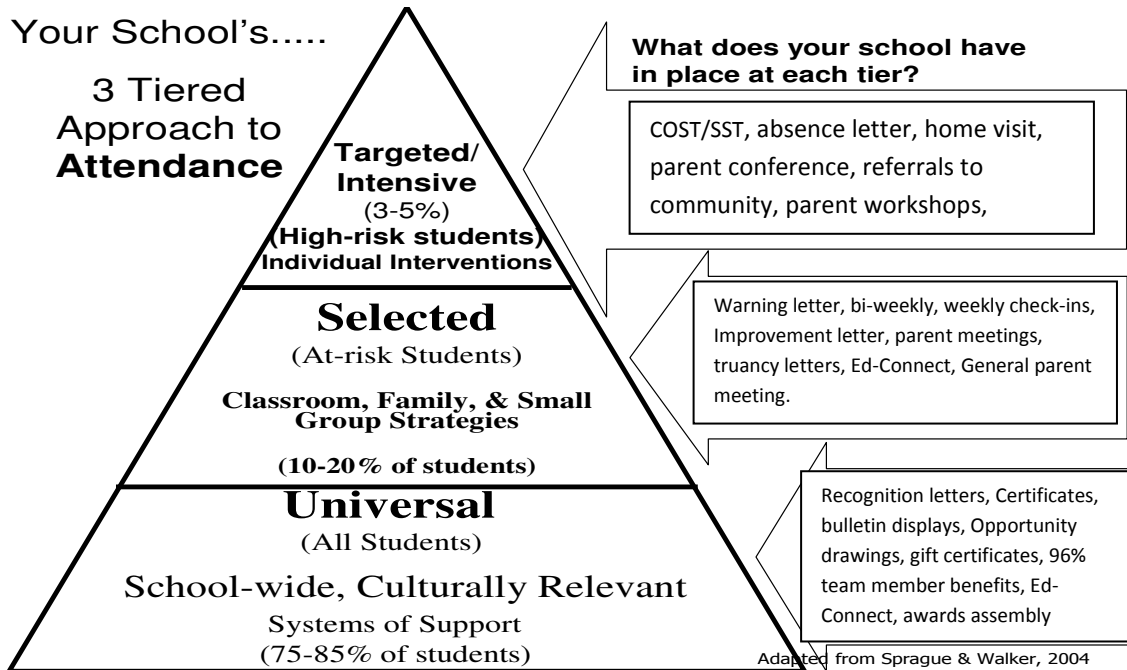
INSERT YOUR SCHOOL'S SPECIFIC PLAN TO MOVE ALL STUDENTS TOWARDS THE PROFICIENT AND ADVANCED BANDS (96% or ABOVE) HERE

- Analyze prior year data to guide prevention and early interventions
- Identify targeted population by bands for interventions
- Define and communicate attendance expectations by all staff
- Student assemblies to teach and reinforce attendance expectations
- Student recognitions thru bulletin display, mailings, award certificates, postcards,
- Parent notification of attendance expectation thru letters & newsletters, ED-Connect
- Promote upcoming events, monthly themes, posters, marquee, flyers, PA announcements etc.
- Incentive for proficient /advance and improved attendance thru opportunity drawings, school dollars, gift certificates, dance/game passes, homework pass, traveling trophy etc...

3. USING THE 3 TIERED APPROACH FOR ATTENDANCE

Schools can obtain their own specific numbers to determine where students fall in the Universal, Selected, and/or Targeted/Intensive Level by going to mydata.lausd.net.

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SCHOOL-SITE ATTENDANCE STRATEGIES

4. UNIVERSAL (Tier 1)

POSITIVE SCHOOL CLIMATE

Every school shall develop a positive social climate. This climate should be nurturing, encourage positive human relations between staff and students, and make students feel, and believe that they are important human beings capable of making wise decisions. The classroom environment should be hospitable and should create an atmosphere in which regular school attendance and high achievement are expected of every student. A positive school climate promotes good attendance and academic achievement. Because a positive school social climate promotes in students the desire to both want to attend school on a regular basis and achieve their academic potential. Its importance cannot be taken lightly.

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Comprehensive Student Support: Resiliency Building Components 7 Aspects of Comprehensive Student Support (CSS):	
1) Connectedness and Sense of Belonging 2) Opportunities for Meaningful Participation 3) Supportive Relationships 4) Safe and Positive Environment	5) High Expectations 6) Clear and Consistent Boundaries 7) Recognition Programs
List the Attendance & Dropout Prevention programs in place at your school which address each of the 7 aspects of Comprehensive Student Support	Circle the CSS Aspect(s) Each Program Addresses
Counseling office	1 2 3 4 5 6 7
Athletics	1 2 3 4 5 6 7
Awards night	1 2 3 4 5 6 7
Clubs	1 2 3 4 5 6 7
PSA Counselor office	1 2 3 4 5 6 7
Healthy Start	1 2 3 4 5 6 7
Parent center	1 2 3 4 5 6 7
Adult School	1 2 3 4 5 6 7
Dean Office	1 2 3 4 5 6 7
Probation officer	1 2 3 4 5 6 7
LACER (after school program)	1 2 3 4 5 6 7
PLASCO (Tardy Software System)	1 2 3 4 5 6 7
Blackboard Connect	1 2 3 4 5 6 7

INSERT YOUR SCHOOL'S POSITIVE SCHOOL CLIMATE STRATEGIES HERE

- **Welcoming** – school staff interactions will reflect that every student is welcomed at school and will have a common expectation that every child can succeed and will receive a high school diploma.
- **Safe** – Every effort will be made so that all students and staff feel safe in and around the areas of the school.
- **Respectful** – is modeled by all and for all, regardless of race, gender, age, ability, religion, or sexual orientation.

INCREASE STUDENT ATTENDANCE

INSERT YOUR SCHOOLS' SPECIFIC PLAN TO INCREASE STUDENT ATTENANCE HERE

Prevention:

- Monitoring and sharing data with stakeholders
- Teaching attendance strategies to stakeholders (students, parents, staff & community)

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through presentations, parent meetings, student assemblies and community outreach

- Provide incentives to maintain or improve attendance through; Bulletin board/newsletter recognition, blackboard connect message to congratulate parents, student certificates, 96% or higher club member benefits, drawings for gift certificates for best and most improved attendance, recognition at award ceremony, recognition letters to parents, discount or free tickets to school dance or sport events. Earn points or Sheik dollars to student store.

Early Intervention:

- Will monitor and identify upon time of year and absences student who need early intervention and implement appropriate interventions:
 - Parent letters, phone calls, blackboard connect messages, counseling,
 - Attendance improvement meeting for parents and students
- Warning letter-based on number of absences
- Weekly or bi-monthly student check-ins
- Attendance contracts
- Recognition and incentives for improved attendance
- Student workshops: credit recovery and education, LACER program

Intensive Intervention

- Identify student in need of intensive intervention from data extracts and staff referrals
- Conduct and coordinate in multi-disciplinary team meetings (i.e. COST, SST, IEP)
- Individual parent conference
- Credit recovery and education
- Referrals to community resources
- Reward for Students who improve or move up on attendance band.
- Excessive absence letter
- SART Referral

ATTENDANCE INCENTIVES/MOTIVATIONAL PROGRAMS

Schools should analyze practices that contribute to increase or decrease attendance and develop policies and strategies to assist schools in the implementation of programs that enhance attendance.

- Award Certificates for Perfect Attendance, Proficient and improved attendance
- PA and Blackboard connect announcements and congratulations messages
- Students with Perfect, Excellent and Improved attendance will participate in special activities throughout the year and privileges
- Gift certificates from community donations such as Pizza Hut, In & Out, etc...
- Student discount or free pass to those with Advance or Proficient attendance
- Award Assembly recognition and congratulation letter to parents.
- School wide activities to promote attendance

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LAUSD EMPLOYEE ATTENDANCE POLICY

*INSERT YOUR SCHOOL'S SPECIFIC PLAN TO INCREASE STAFF ATTENDANCE
 HERE*

- District and Hollywood High staff attendance goal is 79% or above.
- Monitor staff attendance on a regular basis
- Recognition for good attendance thru gift awards or certificates
- Emphasize the importance of staff attendance at PD and other meetings.

INCENTIVES FOR TEACHERS

INSERT YOUR SCHOOL'S INCENTIVES FOR TEACHERS HERE

- Teachers will be acknowledged on the PA, newspaper and the Hollywood High website.
- Teachers will be recognized, along with students at attendance motivation assemblies/activities/ newsletter/ website.
- SLC Competitions
- One teacher will be selected per month for a “parking spot for the month”
- Free Cafeteria lunch
- Morning Coffee invitation w/ free coffee and pastry
- Gift cards to (i.e. Starbuck, Jamba juice) etc...

5. SELECTED (Tier II)

COMPULSORY EDUCATION

Accurate Record Keeping:

Accurate Record Keeping Actions:	Office Responsible for Action:	Staff Member(s) Responsible for Action:
Develop site-based policies for attendance	Attendance Plan Team	Attendance Plan Team
Train existing and new teachers and clerical staff in attendance procedures	AP over Attendance	Dr. T Brandy
Train clerical staff who enter student data into ISIS/SIS on district policy and procedures and provide appropriate access level	AP over Attendance	Dr. T. Brandy
Complete and enter checkouts and new enrollees	Attendance Office	T. Zarate
Print paper rosters for substitutes (when applicable) and in case of a power outage or emergency	Attendance Office	M. Galindo
Verify attendance is taken during the first 15 minutes of class (in secondary, every period)	AP over Attendance	Dr. T. Brandy
Enter and update student contact information into SIS and Blackboard	Attendance Office	T. Zarate

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Connect. (i.e. emergency card updates)		
Clear unresolved absences by entering reason codes	Attendance Office	T. Zarate
Collect and file absence reason notes	Attendance Office	T. Zarate
Each month print an ID99 of all students who have withdrawn to confirm their enrollment in another school	PSA Counselor	A. Villaseñor
Run a follow-up on Attendance Not Submitted Report	AP over Attendance	Dr. T. Brandy
Run Absence Detail Call List daily and run other reports as needed.	AP over Attendance	Dr. T. Brandy
Field 212 on SIS is updated on a regular basis	Attendance Office	T. Zarate
Truancy Letter Report (Initial Evaluation list) is reviewed monthly and corrected	PSA Counselor	A. Villaseñor

TARDY POLICY AND PROCEDURES

Regular and punctual attendance is expected of all students. A student is considered tardy upon arrival to any class after the tardy bell. The following issues must be considered in creating your school's tardy policy:

Any unexcused tardy in excess of 30 minutes, may be counted toward truancy.

INSERT YOUR SCHOOL'S SPECIFIC TARDY POLICY HERE

- Student are encouraged to be on time and arrive to school everyday
- Student admitted and marked tardy by teacher during first 10 minutes of class
- Student tardy more than 10 min. are to pick up a tardy pass in Rm. 408
- After 3 tardies student will be assigned detention and parents contacted
- Any student late is subject to random metal detector scanning
- If caught in random tardy sweeps parents will be notified and students and assigned detention

"Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor or to the superintendent of the school district."
 Education Code 48260

"Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261."
 Education Code 48262

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TRUANCY POLICY AND PROCEDURES

LAUSD automated the Mandated Initial Truancy Letter through ISIS (Integrated Student Information System). School sites generate their own LAUSD MAX Truancy Reports and update the Initial Evaluation list. In order to ensure accuracy of truancy letters mailed, school staff is allotted ten days to clear absences prior to the actual production of the letters, thus preventing unnecessary generation of truancy letters.

INSERT YOUR SCHOOL'S PROCESS REGARDING GENERATING, REVIEWING AND CORRECTING THE TRUANCY REPORT HERE

- PSA Counselor will review and correct the initial Evaluation list on a monthly basis

Truancy Parent Notification

Parents and guardians have the right to be notified in their own language of the following:

- Requirements of the California Compulsory Education Laws (E. C. 48260.5).
- When students are absent from school without a valid excuse (E. C. 48260.5).
- Resources available to assist them in addressing problems that are barriers to regular school attendance.
- Access to LAUSD resources that provide the opportunity for alternative educational programs.

Education Code 48260.5 - "Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

- a) That the pupil is truant.
- b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- c) That the parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution.
- d) That alternative educational programs are available in the district.
- e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- f) That the pupil may be subject to prosecution under Section 48264.
- g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

INSERT THE PROCEDURES THAT YOUR SCHOOL FOLLOWS AFTER A STUDENT IS KNOWN TO HAVE BEEN TRUANT HERE

- Teachers will call home after the second absence.
- Teachers should attempt to hold a conference with the parents of students with continued absences following a phone call. Teachers may consult with Counselor as needed.

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- Teachers will refer students with 5 absences to their SLC counselor and/or Administrator.
- The SLC counselors and/or administrators are to hold parent conferences and implement attendance interventions. SLC counselors and/or administrators may consult with the PSA Counselor as needed.
- The SLC counselors and/or administrators are to refer students with chronic absenteeism to the PSA Counselor.
- PSA Counselor will follow Mandated Attendance Intervention Protocol, ensuring that all previous steps have been followed by each designated staff member.
- Students not responding to interventions will be referred to COST, SST, IEP up to SARB

3 TIERED INTERVENTION PROGRAMS

Every school shall develop a system to identify and assist high-risk students and potential dropouts. Implementation of the Coordination of Services Team (COST) and the Student Success Team (SST) will serve to provide resources, assess family needs and provide intervention necessary to stabilize the student and family and return the student to regular daily attendance.

UNIVERSAL Tier I	Activities/Programs in Place to Support Students:	Responsible Staff Members/Office:
Parent Meetings	Back to School, Parent Conf. Open House, Parent Conf meeting.	Sanchez, principal, Dr. Brandy, AP, Acad Counselors and PSAC
MyData- Utilize where students fall in these tiers	Pupil Services & Attendance	A. Villaseñor
Grade Level Transitions	Academic Counselors	Academic Counselors
Matriculation between schools	Articulation	C. Alessi, Academic Counselors
Off Track/Vacation times/intersession	Summer Session (pending)	C. Alessi
SELECTED Tier II	Activities/Programs in Place to Support Students:	Responsible Staff Members/Office:
Parent Meetings	Parent	
Data	Pupil Services & Attendance	A. Villaseñor
Referral list for one and off campus resources (i.e. mental health services, tutoring, food/clothing/shelter, etc.)	Healthy Start, Wellness Center, AVIVA	H. Lee, A. Villasenor, C. Crouse
Students are discussed in Multidisciplinary teams and offered support plans	COST, SST, IEP, SART	Acad,Counselors, Mrs. Lee, A. Villaseñor, administor
Parents/Students are informed	Academic Counselors	Dyer, Arevalo, Grijalva,

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of opportunities to engage in supplemental educational programs.		Payne, Brown
TARGETED/INTENSIVE Tier III	Activities/Programs in Place to Support Students:	Responsible Staff Members/Office:
Parent Meetings (SART/SARB)	PSA Counselor	A. Villaseñor
Data	Attendance Stat Reports	A. Villaseñor
Specific and individualized plans modified to meet student needs.	COST, SST, IEP	A.Villaseñor
Parents/Students are informed of opportunities to engage in alternative educational programs including credit recovery options	Academic Counselor, Dean	Dyer, Arevalo, Grijalva, Payne, Brown, Allen

Potential Dropout Lists: Dropouts who re-enroll in another California school will be subtracted for the school’s dropout count. Schools are provided instructions on downloading the lists of students who may be counted as a dropout. Identified students must be placed in a prevention/intervention program.

INSERT YOUR SCHOOL'S AT-RISK/POTENTIAL DROPOUT PREVENTION/INTERVENTION PROGRAM HERE

- Hollywood high school will create a dropout list team to assist in clearing the potential dropout list, 3 times a year.
- Assistant Principal will train office clerks in making sure that appropriate protocol has been made when “checking out” students other schools, so not to have them appear on our drop out list.

ALTERNATIVES TO SUSPENSIONS

Identify consequences that are appropriate responses to misconduct and that provide the student with an opportunity to learn the skills necessary to avoid recurrence of misconduct. (Refer to BUL-5655.0 Guidelines for Student Suspension dated December 6, 2011.)

INSERT YOUR SCHOOL'S ALTERNATIVE TO SUSPENSIONS PROCEDURES HERE

- Conference with teacher, parent, and administrator immediately after incident.
- Utilize contracts or agreements with students.
- Make appropriate adjustments in student’s program.
- Refer students to appropriate school or district resource personnel.
- Refer parents to appropriate community agencies.
- Student will be assigned Detention and/or Campus Cleanup
- Suggest educational options to student and parent.
- Refer to SST or COST at school site.
- Arrange for parent to spend entire day in school with child.
- Suspend student from class period only, rather than whole day.

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6. TARGETED/INTENSIVE (Tier III)

SART and SARB

INSERT YOUR SCHOOL'S SART and SARB PROCEDURES HERE

- After several failed intervention such as individual counseling, phone calls, letter to parents, student will be referred to SART
- PSA counselor will take necessary documentation and will proceed to refer student and family to the districts SARB

TRUANCY ABATEMENT PARTNERSHIPS

Research indicates that student attendance significantly increases when school districts form strong partnerships with community programs that prevent truancy.

INSERT YOUR SCHOOL'S TRUANCY ABATEMENT PARTNERSHIPS HERE

- District Attorney Truancy Prevention Program
- LAPD Jeopardy Program

IN-SCHOOL INDEPENDENT STUDY PROGRAM

The implementation of an Independent Study program is at the discretion of the school principal. The primary purpose of Independent Study is to design a program of study that is more responsive to the academic, personal, and social needs and interests of the individual students than some traditional approaches. All enrolled students may reach District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting.

INSERT YOUR SCHOOL'S EFFORTS TO IMPLEMENT AN IN-SCHOOL INDEPENDENT STUDY PROGRAM HERE

- Not available at Hollywood High School

7. School Responsibilities

TRAINING

Appropriate training for administrators, teachers, support personnel, and classified staff is important so that all staff have a clear understanding of their roles, and responsibilities in the areas of attendance improvement, attendance accounting, and attendance monitoring.

INSERT DESCRIPTION OF TRAINING PROGRAMS FOR SCHOOL STAFF, PARENTS, AND STUDENTS HERE

- Staff training on attendance during professional development and all staff meetings
- New policies and bulletins are distributed when necessary
- Training on appropriate procedures in reducing truancy and drop out.

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DESCRIPTION OF ROLES AND DUTIES OF SCHOOL STAFF

Schools should review the roles and specific duties of all school staff as they relate to improving student attendance.

Persons that should be included may include, but not limited to, the following:

- Pupil Services and Attendance Counselor (PSA)
- Principal
- Assistant Principal, Student Support Services (SSS)
- Academic counselors
- Deans
- Nurse
- Campus aides
- Teachers
- Attendance office clerks
- Records Clerk
- Parents/guardians
- Students
- Campus police and/or school safety personnel

***INSERT ROLES AND SPECIFIC DUTIES OF ALL SCHOOL STAFF,
 PARENTS/GUARDIANS, AND STUDENTS HERE***

Title	Time Frame	ROLES & RESPONSIBILITIES
Principal	June Ongoing	<ul style="list-style-type: none"> • Shall meet annual with the attendance teams to develop, review, and implement school wide attendance practices consistent within the policies set forth in Bulletin 4926.1 and Bulletin 1287. • The principal is responsible for the implementation of a school attendance plan, which includes the development of ISIS Office Procedures. • The principal is responsible for the registration, enrollment, and attendance of all students under his supervision. • The principal is responsible for training staff with regard to Federal and State mandates pertaining to the maintenance and protection of all forms of pupil records.
Assistant Principal over Attendance	Ongoing	<p><u>Before School Day Starts</u></p> <ul style="list-style-type: none"> • Confirm attendance staff present • Monitor Assigned Office clerical staff to ensure that they are fulfilling all responsibilities outlined in School-Wide Attendance Plan <p><u>During School Hours</u></p> <ul style="list-style-type: none"> • Monitor and follow up with Attendance Not Submitted Report (each period and end of day) • Monitor and follow up with the returning of completed Teacher Discrepancy Report Memos • Monitor and follow up with Teacher's Sign-Off report, including

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<p>Assistant Principal over Attendance (continued)</p>		<p>having the principal sign those for teachers who are absent (Mondays, and end of term)</p> <ul style="list-style-type: none"> • Monitor all other daily attendance tasks assigned to clerical staff and remind teachers about the importance of safeguarding their LAUSDMAX passwords by not sharing them with others (especially students) or writing them down where others may see them. (Revealing passwords puts at risk sensitive student information as well as personal employee information.) • Analyze attendance data using the reports below; follow up, as needed (See Bulletin 4926.1): <ul style="list-style-type: none"> ➤ Partial Day Absence List** ➤ Master Absence Report ➤ Uncleared Yesterday/Present Today ➤ Attendance Not Submitted Report (end of day) ➤ Teacher Discrepancy Memo (summary) ➤ Extended Absence/No Show Report ➤ Absence Detail Call List <p><u>After School Hours</u></p> <ul style="list-style-type: none"> • Monitor end of day attendance tasks • Run and review the Re-Admit Students to obtain information on number of students likely to be re-admitted the next day; use this information to plan staffing accordingly, and under special circumstances, extra computer stations set up by on-site technical support as needed to input readmit information no later that 30 minutes into the first period of the day • (Weekly) Monitor that the Attendance Office clerical staff prints the current Five Column Class Worksheets (paper rosters) for teacher usage in emergencies and connectivity/power losses (typically weekly, less frequently as the school year progresses) • (Weekly) Monitor that necessary reports and documents are filed and stored (See Section 2.3.7) • (Weekly) Ensure Principal reviews summary statistics for the week and discusses with appropriate staff (See Section 2.2.1) • Review Attendance, Academic and Behavior Records during parent conferences • Provide notice to clear absences, once justification has been provided by the parent/guardian • Schedule parent/guardian conferences to review and develop intervention plan to increase student attendance. • Each Staff Member not limited to teachers and administrators must 1) submit attendance to account for each student’s attendance while under their supervision and 2) provide the student with a pass back to class.
<p>Assistant Principal / SLC Administrator</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Adhere to and full all responsibilities outlined in the school-wide Attendance and Tardy Policies.

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<p>Teachers</p>	<p>Daily/ Every Period</p>	<ul style="list-style-type: none"> • Submit attendance <u>during the first 15 minutes of each period.</u> If all students are present, use pull down to “Mark All Present”. • Keep current Five Column Class Worksheets / rosters in classroom ready to use in case LAUSD MAX is not available (Download this form in advance thru ISIS, Reports, Teacher, Five Column Class Worksheet) • Mark any student not in class as absent, including new students who do not show up (“No Shows”). • Mark “tardy” any students who arrive late, using tardy reason codes provided. • All tardy students are to be marked present, along with the designated time of arrival, (i.e., including those students who arrive to class 5 minutes before the end of class) • Do not allow students into your class who are not on the current class roster. Send all students who show up to your class, who do not appear on the current class roster to their Counselor. • Verify, sign, date, and return Teacher’s Sign-Off report to the Main Office Senior Technician (Mondays and end of term) • Verify that each class period’s attendance has been submitted by reviewing your LAUSD MAX classes screen and checking that “yes” is posted • Corrections may be submitted in LAUSD MAX up to two hours past the end of the instructional day. For corrections beyond that time, submit Student Attendance Teacher Correction Forms (Appendix B) to the attendance office • Complete any Teacher Discrepancy Memos and return to the Main Office ISIS Coordinator • Calls home for 2-3 consecutive day absences • Hold parent conferences of students who are chronically absent • Consult Counselors in regard to students with excessive and/or chronic absences.
<p>Substitute Teacher</p>	<p>Ongoing</p>	<p><u>Before School Day Starts</u></p> <ul style="list-style-type: none"> • Receive instructions and procedures from clerical staff in Main Office: • Substitute Schedule Slip (containing LAUSD MAX password) <p><u>During School Hours</u></p> <ul style="list-style-type: none"> • Take attendance during the first 15 minutes of the period: • If unable to access LAUSD MAX, utilize the Five Column Worksheet/Roster to take attendance. • If all students are present, use pull down menu to “Mark All Present” • Mark any student not in class as absent. • Mark “tardy” any students who arrive late, using tardy reason codes provided and If attendance is taken on LAUSD MAX, sign and date Teacher’s Sign-Off report in office after submitting attendance for classes covered for the day. • If attendance is taken on a paper roster, sign and date the roster and submit it to the Room 411.

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School Police	Ongoing	<ul style="list-style-type: none"> • School Police will send all students to the Safety Coordinator's Office to clear attendance and/or be returned to class. • Will cite students for truancy as needed.
Campus Aides	Ongoing	<ul style="list-style-type: none"> • Assist with implementation of tardy procedures. • Refer student with attendance issues to the Dean's Office (The Dean will determine need for a referral Counselors)
Nurse	Ongoing	<ul style="list-style-type: none"> • Each Staff Member not limited to teachers and administrators must submit attendance to account for each student's attendance while under their supervision. • Must not send student home unless medically necessary. • Monitor chronic visitors to the Nurse's Office and notify Counselors and COST as needed. • Follow up with students who have chronic health issues to obtain appropriate medical documentation and provide support as-need. • Collaborate with the Counselors regarding students who have chronic health conditions that impact student attendance
Student Support Services	Ongoing	<ul style="list-style-type: none"> • Each Staff Member not limited to teachers and administrators must submit attendance to account for each student's attendance while under their supervision. • Consult Counselors regarding students who are receiving Special Education Services regarding attendance issues. • Notify Counselors of IEP meetings being held for students with chronic attendance problems. • Assist with timely placement of Special Education students requiring a change of school placement to minimize the about of time out of school. • Assist with enrollment and checkout procedures for students receiving special education services. • Collaborate with Counselors regarding students with unique Special Education issues that impact student attendance (ie: awaiting NPS placement, etc.)
PSA Counselor	Ongoing	<ul style="list-style-type: none"> • Implement Attendance Procedures for Elementary and Secondary Schools Bul-4926.1 • Review District policies on enrollment & information release • Plan & Implement School Wide School Events to increase attendance and student achievement Review Attendance Accounting Procedures with the support of Administrators, Support Staff and Teachers. • Clear or Reduce No Shows at the beginning of each track • Clear or Reduce the Potential Dropout List 3 times a year • To assist in training teacher and staff on how to take attendance on ISIS. • Assist the SLC APs, counselor, and clerks with attendance issues • Assist with enrollment procedures and process. • Assist with check out procedures • Monitor Uncleared absences • Work with inactive status students • Work with students who extended full day absence (5+ absences) • Assist Dean and Support Staff with in working with students and parents regarding attendance and behavior problems. • On going counseling with student with poor attendance and/or chronic absences.

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<p>Dean (Continued)</p>		<ul style="list-style-type: none"> • Follow up with students who do not return to school on the expected return date following a suspension. • Ensure that students who are being checked out of Hollywood High for disciplinary reasons are provided with an appropriate school placement. This includes, but is not limited to, initiated contact with the school, completing referral process/provided necessary paperwork and providing detailed information to the student and family. • Follow up on students who have been checked out of Hollywood High for disciplinary reasons to ensure that they are enrolled in the new school and provide additional support if needed. • Consult Counselors regarding students who are not follow through with enrollment in the new school. • Each Staff Member not limited to teachers and administrators must submit attendance to account for each student's attendance while under their supervision.
<p>Attendance Office Technicians</p>	<p>Ongoing</p>	<p><u>During School Hours</u></p> <ul style="list-style-type: none"> • Assist parents with all enrollment, withdrawal and checkout related concerns in a welcoming and timely manner and adhere to all procedures for enrollment. • Enter check outs and new enrollees in SIS in a timely manner and adhere to all procedures for student withdrawal. • Input necessary changes in attendance in LAUSD MAX/ISIS same day (ie: excuse absences, input tardies, changes from Teacher Discrepancy Memos, etc.) • Input corrections from Teacher Discrepancy Memos in LAUSD MAX/ISIS in a timely manner (same day). • Enter Reason Codes from telephone log of parent calls in LAUSD MAX/ISIS in a timely manner (same day). • Input (Weekly) corrections from weekly Teacher's Sign-Off reports (Mondays) in LAUSD MAX/ISIS in a timely manner (same day). • Generate Attendance Not Submitted Report every period and follow up with teachers not submitting • Facilitate the re-admit process: <ol style="list-style-type: none"> 1. By telephoning parents 2. By referring problem cases of chronic absences to Counselors and others designated by Principal; provide Extended Absence List, Attendance Audit Report for 8 or more consecutive days, and Attendance Incentive Report for total absences of more than 10 days • Clear all absences in ISIS for students who have provided notes from the parent, doctor, court or other source. <ul style="list-style-type: none"> • Obtain updated telephone number from students on list of disconnected numbers and input corrections in SIS and ISIS. • Follow up w/students and/or parents regarding inaccurate addresses and telephone numbers by sending home emergency cards, sending letters, calling emergency contacts, etc. • Print out mandated parent attendance notification letters (excessive absence, tardies, truancy) and prepare for mailing. <p><u>After School Hours</u></p> <ul style="list-style-type: none"> • Obtain signature and date of substitute teachers on Teacher's Sign-Off reports

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<p>Attendance Office Technicians (continued)</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Run Teacher Discrepancy Memos and place in teacher mailboxes • Run and distribute any reports school uses next day for re-admit or other purposes (e.g., Re-admittance Roster) • Run Teacher’s Sign-Off reports (Fridays and end of term) and place in teacher mailboxes. Note: Teacher’s Sign-Off reports must be filed and stored 3 years when completed (See Section 2.3.7). • Follow up on students who have checked out of Hollywood High to verify that they have successfully enrolled in their new school on a weekly basis. <p><u>Before School Day Starts</u></p> <ul style="list-style-type: none"> • Take student’s note (if provided). • Bring up student’s name in LAUSDMAX and enter reason code using one of the following function screens: <ol style="list-style-type: none"> 1. Student Attendance, by Date (can update single day absences) 2. Student Attendance, by Class (can update attendance for a specific class) 3. Student Attendance, by All Dates and All Periods (can update multiple days of absences covered by an absence note from a parent; can add a date to edit if needed) 4. Student Attendance, Unresolved Absences/Tardies (can use when telephoning parents; includes a link to the Call Log) • Student should be provided with a Tardy Pass if they are late at the conclusion of this process. <p style="text-align: center;">Clearing Unverified Absences</p> <ul style="list-style-type: none"> ▪ Parents will receive written notification of uncleared absences and will have 5 days from the date of notification to clear absences. ▪ SLC/Magnet Tech will clear student absences in LAUSDMAX as notifications are received from parents. ▪ SLC/Magnet Techs will work on the Uncleared Yesterday/Present Today List and Absence Detail Call List everyday by calling parents and summoning students. ▪ SLC/Magnet Techs will clear unresolved absences utilizing uncleared Yesterday/Present Today List and Absence Detail Call List run after period 2 and input reason codes in LAUSDMAX. ▪ All uncleared absences should be changed to trancies by entering a “3” for the Reason Cod in LAUSDMAX/ISIS for students who fail to clear their unexcused absences and no response is received from parents. • Follow up on students who have checked out of Hollywood High School to verify that they have successfully enrolled in their new school on a weekly basis. ▪ Clear all absences in ISIS for students who have provided notes from the parent, doctor, court or other source. ▪ Obtain updated telephone number from students on list of disconnected numbers and input corrections in SIS and ISIS. ▪ Follow up w/students and/or parents regarding inaccurate addresses and telephone numbers by sending home emergency cards, sending letters, calling emergency contacts, etc. Print out mandated parent attendance notification letters (excessive absence, tardies, truancy) and prepare for mailing.
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