

Palisades Charter High School

2022-2023 Attendance Policy + Updates

The 2022-2023 school year began with an updated reinstated PCHS Attendance Policy. With input from colleagues and community partners, a more equitable policy was approved from the Board of Trustees.

2022-2023 ATTENDANCE HIGHLIGHTS

- The parent/guardian and student must “verify” absences by signed note. PCHS moved away from the term “clearing” absences. The term “clearing” absences gives an impression to families that they are erased from their students’ records.
- Parents/Students have 5 days to turn in a note to verify an absence.
- If no note is provided after 5 days, an unexcused code (IC Code 3) is recorded automatically in Infinite Campus.
- Teachers are to emphasize the importance of maintaining good attendance in order to achieve academic success.
- For three unexcused tardies in any one period, students will be issued a detention through the SWIPE CART system administered by the Attendance Office.



2022-2023 ATTENDANCE HIGHLIGHTS

- Students with 5 or more unexcused absences from any one course during the grading period (see 2022-2023 grading period dates below) *may be subject to ineligibility in participating in extracurricular activities including team sports/events, VAPA, and extracurricular field trips.*
- **Excessive absences may result in a student not passing the course due to lack of participation, assignment submissions, low test scores, etc. It is imperative that students make arrangements with teachers prior to any planned absences from class.**
- Chronic truancy (4 or more unexcused absences in any course per semester) will result in a referral to the School Attendance Review Board (SARB).



2022-2023 ATTENDANCE HIGHLIGHTS

- Early check-out will not be granted after state testing, advanced placement (AP) testing, or semester finals. In an emergency situation, a parent/guardian or the emergency contact listed on Infinite Campus may pick their student up in person.
- Hall Pass Policy: Students may not be out of class without teacher permission and a hall pass. All students should take care of personal needs during nutrition, lunch, and passing periods. Passes will not be issued during the first or last 20 minutes of class/period. Students out of class without a hall pass may be referred to the Dean's Office, assigned detention, or to Saturday School.
- **Seniors** with more than 7 verified, but unexcused absences (IC Code #2, IC Code #3, etc.) in one class during the semester **may risk the opportunity of participating in the graduation ceremony.**

ATTENDANCE REASON REPORT COMPARISON

ATTENDANCE REASON REPORT

**2021-2022
PCHS**

**Start Date:
08/16/2021**

**End Date:
12/16/2021**

ATT Code	Description	Count	Excused	Unexcused
0	No Note	430	0	0
01	Excused	781	781	0
02	Personal Absence w/ Note	6323	0	6323
1M	Excused Absence Verified by Medical Pro.	3461	3461	0
1P	Excused Absence Verified by Parent	24866	24866	0
7	Tardy Excused	7903	0	0
8	Tardy Unexcused	5338	0	0
CO	Counseling	327	0	0

ATTENDANCE REASON REPORT

**2022-2023
PCHS**

**Start Date:
08/15/2022**

**End Date:
12/16/2022**

ATT Code	Description	Count	Excused	Unexcused
0	No Note	417 +	0	0 +
01	Excused	266 +	266	0
02	Personal Absence w/ Note	3628 +	0	3628
1M	Excused Absence Verified by Medical Pro.	4443 +	4443	0
1P	Excused Absence Verified by Parent	28035 +	28035	0
7	Tardy Excused	2751 +	0	0
8	Tardy Unexcused	4320 +	0	0
CO	Counseling	499 +	0	0

- Total of 42 different codes
- Total Attendance Marks: 67,777
- Average ADA - 92.10%

- Total of 46 different codes
- Total Attendance Marks: 62,289
- Average ADA - 94%

*Added T SB, T PT, etc.

TIERED SYSTEM OF SUPPORTS FOR IMPROVING ATTENDANCE

TIER ONE- UNIVERSAL

- ENGAGING SCHOOL CULTURE
- ATTENDANCE DATA MONITORS
- HIGH EXPECTATIONS
- RECOGNIZE & REWARD GOOD/IMPROVED ATTENDANCE
 - EARNED PRIVILEGES
- AUTOMATED CALLS HOME
- CONSISTENT TEACHER & PCHS COMMUNICATION TO STUDENTS & FAMILIES

TIER TWO- EARLY INTERVENTION

(CHRONIC ABSENTEEISM)

- PERSONALIZED OUTREACH & SUPPORT (SST)
- INDIVIDUAL PARENT OUTREACH, SUPPORT, & CONFERENCE
- SATURDAY SCHOOL
- SOCIOEMOTIONAL & ACADEMIC SUPPORT & RESOURCES
- ATTENDANCE CONTRACTS/ LOSS OF PRIVILEGES

TIER THREE- INTENSIVE INTERVENTION

(SEVERE CHRONIC ABSENTEEISM)

- COORDINATED SCHOOL RESPONSE (SARB)
- LEGAL INTERVENTION (LAST RESORT)

Classroom Monitor
Automated Robo Calls
Automated Email/Text Messaging
PCHS Attendance Outreach

- ENGAGING SCHOOL CULTURE
- ATTENDANCE DATA MONITORS
- HIGH EXPECTATIONS
- RECOGNIZE & REWARD GOOD/IMPROVED ATTENDANCE
 - EARNED PRIVILEGES
- AUTOMATED CALLS HOME
- CONSISTENT TEACHER & PCHS COMMUNICATION TO STUDENTS & FAMILIES

Date: 04/11/2023

Refresh

Incomplete Teacher Attendance

Primary Teachers Only

Last Refreshed: 02:47:09 PM

Teacher	Doct	Contact	0	1	2	3	4	5	6	7
		Ltd								
		260164-201 (23/26)	260164-201 (23/26)	260164-201 (23/26)	330120-15 (40/42)	460202-026 (1/1)	360164-200 (1/1)	360209-267 (-H/5)		
		370128-201 (8/7)	370404-244 (26/30)	370404-244 (26/30)	370404-244 (26/30)	460202-026 (1/1)	360164-200 (1/1)	360209-267 (-H/5)		
		370139-241 (21/28)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)		
		370139-201 (11/12)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)	460202-026 (1/1)		
		460404-167 (1/1)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)		
		180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)	180230-201 (8/4)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		210302-211 (28/35)	310302-211 (31/32)	310302-211 (31/32)	310302-211 (31/32)	310302-211 (31/32)	310302-211 (31/32)	310302-211 (31/32)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
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		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
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		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
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		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)	360164-201 (21/26)		
		460202-167 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)	460202-322 (1/1)		
		36								


TIER TWO- EARLY INTERVENTION

(CHRONIC ABSENTEEISM)

- PERSONALIZED OUTREACH & SUPPORT (SST)
- INDIVIDUAL PARENT OUTREACH, SUPPORT, & CONFERENCE
- SATURDAY SCHOOL
- SOCIOEMOTIONAL & ACADEMIC SUPPORT & RESOURCES
- ATTENDANCE CONTRACTS/ LOSS OF PRIVILEGES

TIER TWO INTERVENTIONS

- SST Meetings – Counseling Department
- Parent Conferencing with Director of Admissions
- Mental Health Team
- COST Meeting

 **PALISADES**
CHARTER HIGH SCHOOL

Attendance Contract

I, _____, will abide by the following expectations regarding school attendance at Palisades Charter High School:

As a student, I will:

- ☐ I will attend all classes daily
- ☐ I will be on time to school and class unless I have a teacher/parent excuse
- ☐ I will not have any unexcused absences for (time period) _____
- ☐ If I need to be absent for any reason, an appropriate excuse will be submitted to the Office of Attendance & Admissions
- ☐ I will be prepared for class and have the appropriate materials

As a parent, I will:

- ☐ Actively monitor my child's attendance, discipline, and grades by being in touch with the school every (time period) _____
- ☐ I will call the school and provide an excuse for absence when necessary
- ☐ I will make sure that my student has transportation to school daily so they will be on time to class (method of transportation: _____)

If I complete this contract successfully, my reward is: _____

Failure to meet the conditions of this contract will result in: _____

Attendance Contract Review Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Director of Attendance Signature: _____ Date: _____

Amy Oyeyemi, Ed.D.
Assistant Principal | Director of Admissions and Attendance
Palisades Charter High School

Palisades Charter High School | 10777 Roundside Rd | Pacific Palisades, CA 90272

22-23 SY Chronic Absenteeism

File Edit View Insert Format Data Tools Extensions Help

100% 123 Alata

Palisades Charter High School

	A	B	C	D
1	Palisades Charter High School			
2	Calendar	Student Count	Federal Days Absent	Federal Percent Absent
3	22-23 PCHS	2890	27619	7.85
4	22-23 TEME	72	1156	17.06
5	Total	2928	28771	8.02
6	504	SPED	VA	TEME
7				
8	Detail: Palisades Charter High School			
9	Student Name	Federal Days Absent	Federal Percent Absent	Chronically Absent?
10				
11		94	76.42	Y
12		93	75.61	Y
13		90	73.17	Y
14		88	71.54	Y
15		83	67.48	Y
16		82	66.77	Y

	A	B	C	D	E	F	G	H	I	J	K
1				Observations/Data	Tier 1 actions	Goal	Tier 2 actions	Goal	date	outcome of actions	Next steps
2				no work samples; no effort in class; failing four classes	Extra help during office hours 10/7 and 10/14	Discussed time management strategies to ensure work is turned in on time	Counselor follow up 10/30	SST requested	SST held 11/13	SST held; student using office hours and working with school tutor at least twice a week; parent checking schoology calendar weekly	Refer to COST team (Coordination of Services Team) for mental health support
3				failing to attend class; no work samples	Contact via schoology and offer help during office hours 9/3	Student did not respond, so counselor and attendance office were notified	Student is unenrolled by attendance office (going to a different school)	11/1/20			
4				Failing English; struggling in elective	Pod teachers email his parents expressing concern; counselor is cc'd 10/14	Increase communication with the family so student gets support	Teachers request an SST 11/13	Enroll student in study skills	11/9/19	Student joins Study skills class with Allison Steinman	Communicate with study skills teacher about needs of the student
5											

TIER THREE- INTENSIVE INTERVENTION

(SEVERE CHRONIC ABSENTEEISM)

- COORDINATED SCHOOL RESPONSE (SARB)
- LEGAL INTERVENTION (LAST RESORT)

Chronic Attendance Issue

- Each step replicates and builds on previous actions and interventions; each step is documented.
- At the first absence, a robocall and email is sent home to notify the parent.
- Automated calls are made to parent to advise them that their student is truant from school.
- If the truancy continues, the Attendance Office sends the first notification letter home at three partial or full days.

If absenteeism continues...

1. The student's counselor makes an attempt to counsel the student.
2. Parent Issued a Notice
3. SARB Committee Hearing

What happens at the SARB hearing?

- A school staff member shares the attendance record.
- SARB members ask the student and parent to explain why the student is not going to school.
- SARB members ask the student and parent questions to help identify the problem.
- SARB members make recommendations to assist the family and student.
- The student and parent sign a SARB attendance contract.

Name	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
Palisades Charter High	3,005	380	12.6%
Los Angeles Unified	562,536	207,620	36.9%
Los Angeles	1,365,307	426,445	31.2%
Statewide	5,995,399	1,799,734	30.0%



NO SHOW POLICY

Definition of Three Types of No Shows:

1. ***Previously Enrolled:*** Students who completed the previous school year, but did not return the next school year.
2. ***Matriculated/Pre-Registered/Transferring:*** A student is not considered enrolled at PCHS until they begin attending within 5 days of the start of the semester or 5 days within their registration date if they register after the 1st day of the semester.
3. Students who have had **ten or more consecutive unverified absences** at any time during the school year. In these cases, the family/guardians have not been in contact with the school even after the school has sent communications out to the family.



Date:

From the Office of Attendance & Admissions

Dear Parent/Guardian(s) of: _____

You are receiving this letter because your student has not been attending classes here at Palisades Charter High School / Pali Academy. California compulsory education law requires all children between the ages of six and eighteen years of age to attend school.

PCHS staff members have not been able to reach you via email or phone calls via the contact information you provided us for yourself, family members, and/or emergency contacts. Our last attempt to contact you was made on:

In accordance with the attached PCHS No-Show Policy, if we do not hear from you within 7 days of the date of this letter, PCHS will disenroll your student(s) and report your student's non-attendance to LAUSD. Once disenrolled, if you choose to attend PCHS in the future, you will need to go through the application process once again.

Please contact PCHS immediately at (310) 230-6629 or email us at attendanceoffice@palihigh.org with the subject line "NO SHOW Student Update". The attendance office is also open daily from 9:00 AM - 2:00 PM. You may also use the contact information below with the 7 days to update your student's status.

Amy Onyendu, Ed.D.
Assistant Principal
Director of Admissions and Attendance
T 310.230.7270 | aonyendu@palihigh.org

Palisades Charter High School | 15777 Bowdoin St | Pacific Palisades, CA 90272

No Show Policy

Students are expected to attend on the first day of scheduled classes. A student will be considered a "No-Show" if the student has not attended PCHS on the first day of class and has subsequently accumulated 5 or more consecutive unverified absences, or has 5 or more consecutive unverified absences at any other time during the school year.

While the student or student family/guardian should contact PCHS to say that student is not going to be attending PCHS, PCHS will put forth reasonable best efforts to locate the student and the location of the school they are attending.

The "No Show" code that will be used in CalPads is N470.

A student that is a "No Show" is not considered a dropout.



WHAT WE ARE DOING + PLAN TO DO

- **monitoring unexcused absences of more than 30 minutes** and ensuring that parents/guardians are notified when their student becomes classified as “truants”
- **contacting parents/guardians via Robocall/Automated Emails through IC about student absences**
- **conferencing with students who have persistent tardiness or attendance problems**
- personalizing relationships between students and attendance office personnel; secretaries are making individual contact with chronic absentees daily
- **working to address the problem of chronic absenteeism, even when the absences have been excused.**
- **Summer Orientation Packet - Attendance Contracts**
- **Student Attendance Review Team**

HOW TEACHERS/ STAFF CAN SUPPORT

- Continue Taking Attendance on Time to Ensure ACCURACY!
 - Discrepancies hurt our average -- when one teacher marks a student present while another marks them absence.
- Encourage students to come to school each day!
- Help move students toward class after the warning bell
- Keep Students IN class -- **Teach Bell to Bell**
- **Wandering Students?? - 1 Pass, 1 Student -- Encourage students to return in a timely manner or privileges *may* be loss.**
- Tardy Students: Enter with a Pass -- Check Timestamp
- Report MIA students to the Attendance Office/Counselor

LOOKING AHEAD

2023-2024 SY

2023-2024 SY

Grade	Current Enrollment	Slots Offered	2023-2024 SY Total
Incoming 9th	0	780	780
Incoming 10th	691	98	789
Incoming 11th	740	33	773
Incoming 12th	720	38	758
Total Enrollment: 3100			

Lottery Applicants as of 03.01.23

Grade	Applicants
9th	1183
10th	150
11th	127
12th	54

Palisades Charter High School

2022-2023 Attendance Policy + Updates

Thank You!