

# RCSA Attendance Policy



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# ATTENDANCE

## Eligibility to Participate in School Activities

In order for students to participate in any extracurricular activities such as sports, clubs, dances, field trips, and other similar events, there are a number of eligibility requirements that students must meet.

These eligibility requirements include:

1. maintaining a quarterly GPA of 2.0 or higher
2. having no more than nine absences for any individual course per quarter (whether excused or unexcused) or 30 days overall for the year
3. having received no more than five cumulative days of suspension for the school year

If students do not meet one of the quarterly requirements, they will be ineligible to participate in any of these activities for the following quarter. If they do not meet one of the yearly requirements, they will be ineligible to participate for the remainder of the school year.

Events for which these minimum requirements apply also include activities like RCSA's Homecoming and Pep Rally for all high school students as well as the senior trip, Grad Bash, and prom for seniors.

## Absences and Tardiness

RCSA recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

## Excused Absences

RCSA accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** The excuse shall be submitted to the school office and filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

**Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. Upon the student's return to school, appropriate medical documentation is required if the student is absent two or more days. Your parent or guardian should call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian or it will be an unexcused absence.

**Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence is excused. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.

**Legal Requirements:** Court order by a governmental agency mandating the student's absence from school is excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.

**Special or Recognized Religious Holidays:** Special or recognized religious holidays observed by the faith of the student are excused. Your parent or guardian must call the office to

explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

Weather or Environmental Conditions: Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

Financial or Other Conditions: The Principal has the discretion to determine if other absences are excused.

## Unexcused Absences

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for:

- Failure to Attend School: Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.
- Out of School Suspension (OSS): School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy. RCSA allows students who miss school for an out of school suspension to make up any work missed (refer to the section Make-up Work for Excused Absences).
- AIT (Attendance Intervention Team): Should a parent/guardian sign a contract with the AIT, attendance will be strictly enforced.

## Make-up Work for Absences – Excused or unexcused

- An excused or unexcused absence from school, even for several days, does not remove any student from responsibilities in the classroom on the day they return to school. Students who have been absent will be given the same number of days that they were absent to make up missed work. For an absence to be excused, a note should be submitted to the school office no later than two days after returning to school.
- Assignments are available on the RCSA website and are available 24 hours a day – should a student be absent for any reason, they should access this information via the Internet. Parents may call or e-mail teachers or the Front Office asking for assignments if it is not posted online. Any assignment not listed, or work material needed for an assignment, may be requested by the student when they return from their absence.
- **Also, on the day the student returns to school, it is the student's responsibility during the absence to review RCSA connect website and complete all missing assignments. Failure to do this may result in a zero for each of those assignments.**
- For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up.

## School Tardy

A student is tardy when he/she arrives at school after the beginning of the official school day, or is not in the assigned class at the official beginning of the class period. Students who are eligible for bus transportation and ride the bus to school will not be considered tardy when the bus arrives late to school.

Excused Tardy: Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, or compliance with a court order shall be considered an excused tardy if the sign-in procedure is followed. Students who are transported to school in vehicles other than

school buses and arrive late to school must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class.

**Unexcused Tardy:** Arriving late to school with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. If the sign-in procedure is not followed the student(s) will be marked as unexcused tardy regardless of the reason for the tardiness.

**Habitual School Tardy:** Students who are unexcused tardy more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period will be referred to the school social worker.

## Class Tardy

Students are given four minutes of passing time to get to each class during the course of the school day [with the ringing of a warning bell at the end of three minutes of passing time]. Students are expected to be **sitting** in their assigned seats when the class bell rings or else they will be considered **tardy**. Students will be marked tardy if they are late within the first five minutes of class. If a student has checked in late through the Front Office, the student should have an admit slip to class from the Front Office. Repetitive tardiness will result in student receiving disciplinary consequence based on the Minor Violation Discipline Cycle (See Pg **Error! Bookmark not defined.**).

**LOCKOUTS-** random lockouts will be conducted to decrease tardiness to class. During a lockout, students will receive an automatic 2 conduct point loss for tardiness.

## Class cuts/Skipping

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a counselor or administrator during class time should first report to class, obtain permission to be excused and obtain a written pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office at once, in order that appropriate attention may be given to the student.

## Early Checkouts

- Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.
- Students need to be checked out 30 minutes before dismissal. Students will not be called out of class within the last 30 minutes of the school day.
- To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.
- A parent or legal guardian must bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.

## **Truancy**

If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student's primary teacher shall report the student's attendance to the principal. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT).

The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties. If the contract is violated, the case may be referred to the State Attorney's office.

## **Perfect Attendance**

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardiness to school and zero absences and zero tardiness to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.