

RBHS ATTENDANCE / TARDY POLICY 2018-19

Excused Absences:

- Illness, hospitalization or quarantine
- Medical and dental appointments
- Attendance at funeral services for a member of the immediate family
- Jury duty / court

Personal Absences:

- Participation in religious instruction or exercises in accordance with district policy
- For confidential medical services
- College visitations
- Serious illness in a student's family
- Emergency situation will be evaluated on a case by case basis

Except for emergency situations, personal absences require Administrative approval prior to absence.

***When 10% of a class has been missed per semester, due to excused and/or personal absences, additional verification will be required.**

Unexcused Absences ,Cuts and Truancies:

- An unexcused absence per class semester is defined as an absence that cannot be excused for any of the above reasons.
- Any absence that is not cleared within 72 hours, three (3) school days, will remain marked as an unexcused absence.

Consequences for Unexcused Absences

- 2nd Unexcused Absence in a class: Teacher will contact parent
- 3rd Unexcused Absence in a class: Student will be referred to counselor and Administrator
- 6th+ Unexcused Absence in a class: **Student may fail class** and parent/guardian will receive written notification. E.C. 49067

*A parent/guardian must complete a written appeal to Administration within five (5) school days of the written notification of failure. Upon receiving the appeal, a meeting with the student, parent/guardian, counselor and administration will take place. A contract will be issued and consequences will be assigned for the excessive unexcused absences.

Consequences for unexcused absences may include, but are not limited to:
Lunch detention, credit recovery, Saturday School, campus beautification, activities ban, loss of parking permit, placement in Alternative Program, in-school suspension, and/or SARB referral.

Excused Tardies:

- An excused tardy will be given if the student is returning to school from an excusable absence. (See “Excused Absences”)

Consequences for Unexcused Tardies

Unexcused Tardies:

- A tardy is defined as being 20 minutes or less late to class and/or school
- A student must check into the office for each tardy and will not be admitted to class without an office pass, counseling center pass or pass from a teacher
- A lunchtime detention will be served for every three tardies and each subsequent tardy thereafter
- Students must serve their lunchtime detention within 3 school days

Consequences for not serving lunchtime detention include, but are not limited to:
Saturday School, suspension, campus beautification, activities ban, loss of parking permit, and/or placement in Alternative Program and /or SARB referral.

Short Term Independent Study Contract:

- Any student who would like to go on a Short Term Independent Study Contract will need to do the following:
 - Make an appointment to meet with your counselor a minimum of ten (10) school days prior to the date of your absence.
 - Fill out an application for Short Term Independent Study and take it with you to your appointment.
 - A parent must attend the meeting with you.
 - Emergency situations will be evaluated on an individual basis.

Note:

Per Board policy, tardies and absences can affect a student’s grade; as defined in each teacher’s class syllabus.

BP 5121

Updated: 8/3/16