

STUDENT ATTENDANCE POLICY AND PROCEDURES

Statement of Philosophy - The administration and faculty of Red Rock Central High School believe that regular school attendance is an important and valuable component of a student's education. Regular attendance is a significant factor in successful academic achievement. In addition, consistent school attendance is one means by which a student develops responsibility and self-discipline. Studies have shown that the success of the whole class is affected by the poor attendance of some students. For these reasons, student absences from school should be limited to those instances which are genuinely unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance. This philosophy is reflected and implemented in the attendance policy of Red Rock Central High School.

Attendance Procedure:

Parents are asked to call the school at 752-7361 or e-mail: randihubert@rcfalcons.org between 7:30 and 10:00 a.m. on the day of the absence. If you know in advance of a planned absence, an email, written note or phone call prior to this absence will be appreciated. If the school has not heard from a parent by 10:00 a.m. you will be called at home or work. This procedure enables you, as parents, and the school to be more accountable to our greatest resource, our young people.

When a student returns to school after being absent for any reason, he/she will report to the high school office for an admit slip. A phone call or excused slip from the child's parent or guardian is requested for each absence. The admit slip must be presented to each teacher as the student goes to classes throughout the day. Students must be in attendance at least 1/2 day in order to participate in any extracurricular activities that day.

Tardies:

The bell (tone) indicates the beginning of the class. Students entering without a pass after the bell will be considered tardy. Unexcused tardies totaling three (3) (per quarter) will result in an assignment to detention. Each tardy thereafter will result in one additional assignment to detention.

Students who frequently miss school fall behind academically. While caused by a variety of factors, poor attendance makes it difficult for children to succeed in school, limiting their options for future success. It is for this reason that Minnesota law requires that all children aged 7-17 attend school, whether it be public, private, charter, online, or at home.

A child is legally considered to be a "continuing truant" if they have 3 unexcused absences in elementary school or miss 3 or more class periods on 3 days in middle and high school, and a "habitual truant" if they have 7 unexcused absences in elementary school or miss 1 or more class periods on 7 days in middle and high school.

After 10 excused absences each successive illness will require an accompanying doctor's note to excuse the absence. Exceptions can / will be made for ongoing medical and / or mental health treatments. Absences after 10 not accompanied by a doctor's note will be marked as unexcused. After the 7th overall unexcused absence the student will be referred to the county for Truancy.

Classifications of Absences:

1. School authorized absences:

These are to be verified at the time of the absence. Make-up work is required. (within 2 days of absence or daily participation points will be 0)

- a. Curricular and co-curricular pre-authorized school events and programs.
- b. Official religious holidays.
- c. Death of immediate family members (parent, step-parent, guardian, sibling, grandparent, child).

2. Excused Absences:

These need to be verified by parent/guardian at the time of return to school and are counted in the Maximum Absence Rule. Make-up work is required. (within 2 days of absence or daily participation points will be 0)

- a. Illness - a day of absence will be counted for each day a student is absent due to illness. In the event of extended or chronic illness, verified by a medical doctor. (A 3rd consecutive day's illness absence will require a doctor's note be provided to the school)
- b. Family Emergency
- c. Medical/dental appointments that cannot be made outside of school time
- d. Court ordered appearances
- e. Preplanned absences which have been arranged and pre-approved. (Arrangements should be made prior to the absence in order to be excused; one week ahead recommended)
- f. Verifiable college visits

3. Unexcused Absences (Truancy/Skipping):

All absences NOT school authorized and NOT verified as excused are considered unexcused. Make-up work is required. Assignments that are not completed will be incomplete for the course. In addition, 2 hours of detention time will be assigned for every hour missed due to unexcused absences.

4. Out-of-School Suspensions (OSS):

Make-up work is required and credit given.

Consequences for Exceeding Absence Limits:

1. On the fifth (5th), seventh (7th) and tenth (10th) absence for a semester course, the administration office will inform the student in person and send a copy of the policy to the student's parent/guardian.

2. If a student is suffering from a long term (chronic) illness, please contact the school, and teachers will be notified and homework assignment requests honored.