



Student Services  
Office Hours 7:15-3:00 PM  
[615-472-4805](tel:615-472-4805)

### Absences

- Students are allowed 8 excused absences per class for the year if a written note by a parent or guardian is submitted in student services. Any medical excuse does NOT count against these 8 absences.
- Absences *will not* be excused unless a written excuse has been received and processed.
- If your student is absent: 1) A parent/guardian must call RHS at 615-472-4805 by 9:00 AM on the day of the absence. 2) The student must bring a note from parent/guardian to Student Services the first day he/she returns to school. The note must include the student's full name, date of absence, reason for absence, phone number, and parent/guardian signature.

### Late Arrivals

- If your child is 1-10 minutes late, they should go directly to class. If more than 10 minutes late, he/she must sign in through Student Services.
- The student should have a note from their parent/guardian to explain why they are late (or a medical note, court note, etc.)
- No emails or phone calls will be accepted for late arrivals.
- Every student receives a one-time pass each semester to be used during 1<sup>st</sup> period for emergency situations.
- Detention will be assigned for student's that fail to bring a note.

### Early Dismissals

- Early dismissal notes signed by a parent should be dropped off in Student Services before school, otherwise a parent must come to the school to sign out the student. Photo I.D. is required.
- No verbal requests or emails for early dismissals will be honored except in the case of an emergency with administrator approval.

#### **PLEASE NOTE:**

- A note or parent signature is still required for students who are 18 years of age.
- Students will not be excused from class after 2:30 unless an early dismissal pass was requested that morning.
- Students that fail to sign out before leaving the building EVEN if they have a note will be issued a detention.

### Senior Exemptions

- “Semester and final exams in a subject shall not be required for those high school seniors who have maintained an A average in that subject, have no unexcused absences, and have not been suspended during the semester.”
  - Students are allowed 8 excused absences per class for the year if a written note by a parent or guardian is submitted in student services. Any medical excuse does NOT count against these 8 absences.
- Field Trips and College Visits do NOT count against exemptions.

### College Visits

- Seniors are allowed 4 visits per year. Juniors are allowed one.
- College visits will be excused when students bring back formal documentation and turns into student services. College visits do NOT count against exemptions.

### Compulsory Attendance

- To request a compulsory attendance letter for new driver’s permits, please have your student come by the student service office and sign up on the board.
- Requests may take up to 48 hours to complete and can be picked up in Student Services.
- If a student misses 10 consecutive or 15 total unexcused absences during any semester, then the school must send a letter to the Department of Transportation and the Driver’s License or Permit of that student will be revoked.
- You can check your student’s attendance on Skyward.

### Truancy Letters/Attendance Letters

- If you receive a letter from the school informing you that your student has **5 unexcused absences**, you are responsible for sending in notes to excuse the absence.
- If you receive a letter from the school informing you that your student has 8 absences during the year, the student is required to have a medical note in order to be excused from any future absences. If the required documentation is not received and the student reaches 10 unexcused absences, you and your student are eligible for Truancy Court.

### Athletic or Extracurricular Activities

- Any student missing four or more periods will *not* be allowed to participate in that day’s activity.
- Students who are ill and unable to attend school on the day of an athletic or extracurricular activity will *not* be permitted to participate on that same date.

### Clinic Services

- Students who become ill during the day need to report to the school clinic to be dismissed.
- The school nurse will contact the parent/guardian before allowing the student to leave school.

### **Additional Services and Information**

- **Agendas:** Additional planners can be purchased in the Counseling Office for a fee.
- **Lost & Found:** Located at the Student Services Office. Items not claimed are donated monthly.
- **Pick up & Deliveries:** Parents may drop off labeled items for their student in the glass office area of the main office. Students may pick up items up in the front office.
- **Dress Code:** Students that have violated dress code will be sent to student services to change clothes.
- **Lockers:** Students may not switch lockers after they have been assigned. If you forgot your locker combination or need help opening your locker, please come to Student Services.

*Updated July 2021*