

## Attendance Procedures Ravenwood High School 2022-23

### Absences

- Students are allowed 8 excused absences per period for the year if a written note by a parent or guardian is submitted in student services.
- When a student accumulates a total of 8 excused absences, all other absences will be considered unexcused unless a doctor's note is presented within 48 hours of returning to school.
  - A medical note must come from a practicing doctor on the practice's letterhead.
  - An absence from physical therapy must be accompanied by the doctor's prescription for PT.
- Absences *will not* be excused unless a written excuse has been received and processed.
  - Notes should state:
    - Child's name
    - Date(s) of absence
    - Reason for absence
    - Doctor's note attached (if applicable)
    - Parent or guardian signature
  - Written excuse must include reason for absence such as:
    - illness,
    - death in the family
    - recognized religious holiday
    - doctor or dentist appointment
    - Principal approved emergency or exceptional circumstances.
- If your student is absent:
  - A parent/guardian must call RHS at 615-472-4805 by 9:00 AM on the day of their absence.
  - 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.
  - A note is still required for students who are 18 years of age.

### Late Arrivals

- If your student is 1-10 minutes late, they should go directly to class.
  - The teacher will issue a detention for being late.
- 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.) If a student does not have a note, a detention will be assigned by an administrator.
- No emails or phone calls will be accepted for late arrivals.

### Early Dismissals

- Early dismissal notes signed by a parent should be dropped off at Student Services before 9:30.
- If no note was given to Student Services, 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 (90 or better) in that subject, have no unexcused absences, and have not been suspended during the semester.”
- Students are allowed 8 excused absences per period for the year if a written note by a parent or guardian is submitted in student services.
- Field Trips and College Visits do NOT count against exemptions.

**College Visits**

- Seniors are allowed 4 visits per year. Juniors are allowed 1.
- 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

- **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 the 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 June 2022*