



ATTENDANCE POLICY

POLICY

Students are expected to be in attendance in each period daily. Students who have more than 4 absences in a month or more than 9 absences in a semester are not meeting the attendance requirements and will be subject to losing privileges at the school level as well as through the Department of Motor Vehicles. **Absences are counted by period daily.

CONSEQUENCES

Students who have any of the following conditions, excluding documented medical and legal excuses, approved school related activities or absences obtained with prior administrative approval, will lose the privilege (LOP) of participating in, but not limited to, extracurricular activities, sports, dances, and field trips until the end of the following grading period/quarter:

- Five or more unexcused absences or absences for which the reasons are unknown in any one class period within a calendar month or**
- Ten or more unexcused absences or absences for which the reasons are unknown within one semester**

In addition, 15 unexcused absences in a 90-day period will result in the school reporting non-attendance to the Department of Motor Vehicles. This may result in the loss of a driver's license or the ability to receive a license.

ADDITIONAL INFORMATION

- A student will be considered absent if he/she has not appeared in class that day.
- Students will be considered tardy after the class starts but within the first 10 minutes of class. Students tardy 10 minutes after the bell will be considered skipping and will result in a referral.
- The school's tardy policy will address chronic tardies. Consequences will include loss of privileges, lunch detention, after school and Saturday detention, and additional behavioral interventions.
- Teachers do not have to give credit for make-up work if an absence is unexcused.

RHS is a closed campus. Students are not allowed to leave campus during the school day without permission. Students who leave campus without permission will be searched and subject to disciplinary action.

EXCUSING AN ABSENCE

To receive an excused absence, parent or guardian must go to the RHS website at rhs.pasco.k12.fl.us to submit an excused absence form within 72 hours (3 school days) of the absence (preferred method). As a second option, if you are unable to complete the approved absence form online, please send a written note directly into the front office. **Notes brought in after the 3rd day will be recorded as an unexcused absence.

Notes must contain the following information:

- Student Name and Student Identification Number
- Date of Absence(s)
- Explanation (See the Code of Student Conduct for appropriate reasons on Canvas.)
- Signature of a parent or guardian on the note

LOSS OF PRIVILEGE (LOP) APPEAL

Students may submit an appeal if he/she feels they meet the appeal criteria. This information can be found on the RHS website. An administrator will review the appeal and if approved, the decision to be on the LOP list will be rescinded and your child will regain his/her privileges.

PROCESS

1. Student must complete an Appeal Request form (available to be picked up in the front office each progress report and quarter report card periods).
2. Completed Appeal Request form must have student and parent signatures and be turned into grade level administrator within 5 days of the LOP list being posted.
3. Students will be notified of the appeal decision within 5 days of submitting the Appeal Request form.

CRITERIA

1. Student must have improved attendance from date of warning letter. A warning letter is mailed home when student reaches 5 or more absences in any one period.
2. Student must earn a total of 90 or more points on the Appeal Rubric (can be found on RHS website). The rubric takes into consideration the students absences, tardies, cumulative GPA, grades and behavior.
3. Student is automatically ineligible for an appeal if he/she has a level 3 referral.

RIDGEWOOD HIGH SCHOOL - WHERE LEARNING IS THE ONLY OPTION!

