ATTENDANCE PROCEDURES

“Recognize achievement everyday. Reward responsibility every hour.”

RICHMOND HIGH SCHOOL ATTENDANCE

Goal: Richmond High Schools’ attendance rate will be 95% for the school year

Objective: Provide intervention and communication with the parents and students when students are skipping individual classes and when students are missing entire days of school unexcused by the parent or guardian.

Expectation: All individuals in the process are accountable for the problem.
Parents, students, teachers, administration

The Board of Education, administration, and faculty of Richmond High School believe that regular attendance is an important and essential part of the educational process. Daily attendance is directly related to success in school. Students who have good attendance records generally achieve higher grades, enjoy school more, and are more employable after high school. School attendance is recorded on your permanent record and transcripts.

The State of Indiana through the Compulsory School Attendance Law provides that students attend school regularly until the age of 18. However, the fundamental responsibility for a student being present at school rests with the student and his or her parents/guardians. All students are expected to attend classes regularly and to be on time.

Attendance is taken in each class. Absences are monitored as excused or unexcused

In order for an absence to be excused, parents/guardians are expected to call the Advisement Center or send a note within 48 hours of the student’s return to school. Absences reported after this time will NOT be excused.

All students whose absences are excused will have the opportunity to make up class work missed. An absence will generally be excused if a student is ill; has an appointment (medical, dental, probation, court appearance); experiences a death in the family or other family emergency; observes a bona fide religious holiday; has a pre-approved absence; or other emergency absence accepted at the discretion of the principal.

EXCUSED ABSENCE

Parents will be allowed to call in for their child 9 times per year and have the absence excused. Any absence after the 9th call must have a doctor’s note to be considered an excused absence. A letter will be mailed home to inform parents when their child has reached the 5th and 7th excused absences. Upon the 9th excused absence a letter will be mailed home to inform parents that a doctor’s note will be needed to excuse any further absences.
UNEXCUSED ABSENCE

Attendance Track 1 **
1. The school will monitor and record attendance on a daily basis. Schools may record attendance more often.
2. After one (1) unexcused daily absence, the school will begin building level interventions. These may include but are not limited to:
   a. phone call to parent/guardian
3. After three (3) unexcused daily absences, interventions may include but are not limited to:
   a. letter to parent
   b. personal intervention from attendance officer
   c. conference with student and or parent
4. After four (4) unexcused daily absences:
   a. habitual warning letter and Prosecuting Attorney Letter with copies of attendance to parent and Central Office
5. After five (5) unexcused daily absences:
   a. Declaration of Habitual Truancy letter with copy of attendance sent to parents
   b. referral to Wayne County Probation, Richmond Police Department, and Division of Children’s Services.
   c. attendance intervention meeting with parent/guardian, student, attendance officer, and other adults that may include counselor or CIS to establish an attendance contract with the goal of 95% attendance. Attendance contract will be in effect for one calendar year from date it is established.
If attendance does not improve, the school will attempt other building level interventions such as making a home visit, convening Rod Mattix, Attendance Liaison, and/or developing an attendance contract.

** Three periods of unexcused absence in a day is counted as a ½ day absence and four to five periods of unexcused absence is counted as a full day absence.

Attendance Track 2
For students that were declared habitual truant, or those students who accumulated the absences required to be declared truant.
The school will begin building level interventions after one (1) unexcused daily absence.
1. The school will refer the student to the Richmond Community Schools attendance officer for further action.

LEAVING SCHOOL
You are not permitted to leave the building without prior permission from an administrator or the nurse, at any time during the school day. This permission will be granted upon parent's/guardian's written request, prior to leaving school, or when a parent/guardian comes to school for a student. If you must leave because of illness or an emergency, you must sign out in the Advisement Center after you have received permission.
MAKE-UP WORK PROCEDURES

Students, when absent, may request to make up the class work missed when absences are excused. The number of days to make up work is equal to the number of days of excused absence. It is impossible to make up the total educational experience that can only be gained by being in attendance.

REPORTING ABSENCES

A parent/guardian should call the Advisement Center at 973-5415 or 973-5416 to report an absence. If no call is made, a note should be written clearly, stating the student’s full name, grade, all dates absent, cause of absence, signature and relationship of person signing, and a phone number at home or work where the absence can be verified if a question arises.
All medical and dental appointments, unless of an emergency nature, should be scheduled outside of school hours. If you need a medical or dental appointment during the school day, your parent/guardian must send a note or call the Advisement Center prior to the appointment. This should be done on the day before the appointment, if possible. Prior to the appointment, an appointment form must be obtained from the Advisement Center, which allows you to be released from class. (Parents/guardians do not need to come into the school to sign students out if they have already notified the school about the appointment.) The doctor or dentist MUST sign this form. Following the appointment, you should return to the Advisement Center with the form to get an admit slip to class for the periods you missed.

TARDIES

Tardies will be part of a teacher’s classroom expectations. Excessive tardies (more than 10 total per trimester) will result in the following:

- Possible loss of work permit
- May not attend school dances
- Not eligible for King’s Island perfect attendance field trip
- Not eligible for senior car drawing
- Perfect Attendance Awards

Also, all RHS seniors with perfect attendance will be eligible for a chance to win a car sponsored by Wetzel and promoted through the “School is Cool” program of the Chamber of Commerce.