



ROCHESTER COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

Attendance and Tardy Guidelines

Arriving on time to class is an expectation for all students at Rochester Community Schools. It is not only important for academic success, but also shows respect for the teacher and other students. Being present right at the start of class allows students time to prepare for the task at hand, to participate in the introduction of the day's lesson, and to receive information about assignments. In addition, being on time to class develops a habit of being punctual for important commitments, which contributes to success throughout life.

1. Making up work is permitted if the student absence is justified or unjustified.
2. A student absent only on the date of a pre-announced quiz/test should be prepared to take it upon their return to school. The teacher may decide to administer this assessment at a later date. Similarly, a student absent on the date of a pre-announced assignment due date is expected to turn in that assignment on their first day back to school. If a student is unexcused on an assessment day, they may not have the ability to make up the assessment.
3. The number of days that a student has to make-up work should be equal to the number of days they are out of school. For example, if a student was absent on Monday and Tuesday of a given week, all school work from those two days would be due on Friday (see #2 for pre-announced assignments or assessments).
4. If a student, or family, knows they will be absent for five (5) or more days, they must complete an extended absence form. Extended absences could be for pre-planned medical circumstances, required travel, trips, funerals, or other events. This form can be obtained from the Attendance Office. Once completed, the form should be approved by school administration. Failure to complete this form can impact #2 and #3, based on teacher discretion.
5. The following interventions may be utilized with students who accumulate 5 or more tardies in an individual class period:
 - Teacher, counselor, or administrator conference
 - Detention
 - Loss of participation in athletics and/or extracurricular activities
 - Loss of student parking privileges
 - Social probation
6. Students more than ten (10) minutes late to first hour will receive an unjustified absence. Students more than five (5) minutes late to hours two through six will receive an unjustified absence.
7. Absences or tardies can be earned in Homeroom/Advisory classes.
8. School staff may ask for medical notes for justified absences.
9. In the case of a justified absence, the student must be off campus/school property.
10. If a student receives ten (10) or more justified or unjustified absences to a class period, a parent meeting will be scheduled to determine an intervention plan. The truancy process may also be discussed, at this time. Exceptions would include extended absences approved by the school.
11. School-related absences (single-day field trips, sporting events, etc.) do not preclude a student from completing assignments. Students anticipating these events should talk with their teacher about the planned, school-related absence to determine a make-up strategy. Extended school-related trips would follow the policy outlined in #3.
12. Students are encouraged to communicate with their teachers when they are absent to ensure all necessary assignments have been completed.

We appreciate your cooperation in adhering to these policies. If you have any questions or concerns, please contact your building administration.