



Rutland High School Attendance and Tardy Protocol

TYPES OF ABSENCES

EXCUSED (E): An absence due to illness approved by a physician or a court summons with verification. Medical, dental, or optometric appointments, with verification.

UNEXCUSED (U): An absence which is personal and all other forms of illness, not verified by a doctor's note.

TARDY (TDY): Arriving to class or school after the tardy bell rings for the period.

SUSPENSION (S): An absence due to student being involved in violation(s) of any of the listed reasons of the district suspension form.

The District will only accept three handwritten notes per semester as an excused absence. If an absences spans more than three days, a doctor's excuse will be required.

ATTENDANCE

1. A student with three (3) unexcused absences, results in the BCSD notifying the student's parent(s) or guardian explaining the penalties and consequences of additional absences.
2. A student with seven (7) unexcused absences, results in the BCSD's Office of School Social Services sending a certified letter informing the student and parents that three (3) days remain before the BCSD will take action.
3. Students who demonstrate a pattern of unexcused absences and tardiness will be referred to the Office of Student Support Services for appropriate intervention that may include a charge of truancy being filed against a parent and/or student.
4. Court-related Consequences: Court-related penalties for excessive unexcused absences may include subjecting the parent(s), guardian(s), or other person(s) to criminal misdemeanor charges. Upon conviction thereof, parent(s), guardian(s), or other person(s) may be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction.
5. The BCSD will withdraw students who have missed more than ten (10) consecutive days due to unexcused absences and who are not subject to compulsory attendance laws, who have not responded to efforts to get them to return to school, and who are not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Act (i.e., IDEA).

Respectful and Responsible

TARDY TO SCHOOL

Expectations:

- All students will arrive to school on time daily.
- Students must be in the classroom by 7:30 a.m.
- Students arriving after the tardy bell will report to the attendance clerk for a late pass. Failure to follow proper sign-in procedure will result in disciplinary consequences.
- Tardiness will be excused for the following reasons: late bus, school related activity or with administrative approval.
- Students will be responsible for submitting parent notes to the attendance office within three days of returning to school.
- **PARENTS MUST COME INSIDE THE SCHOOL TO SIGN IN STUDENTS WHO ARRIVE TO SCHOOL AFTER 8:00 AM.**

Tardy To School Consequences:

1. Warning
2. Warning
3. Warning
4. Warning/Parent Contact
5. Warning/Parent Contact
6. Suspension of parking privileges, ISS, and/or OSS assigned as deemed appropriate by the administration.
7. **Step 6 will repeat per occurrence as deemed appropriate by the administration and based upon progressive disciplinary consequences.**

TARDY TO CLASS

Sweeps will occur every morning at 7:30 am. Sweeps may also be conducted in between periods after the tardy bell has rung and ISS will be assigned accordingly. Chronic misbehavior will be disciplined according to the BCSD Code of Conduct.

Expectations:

- Students must be inside their classrooms as the bell begins to ring.
- Teachers and administration determine if a student is tardy.
- The administration and staff will be conducting random hallway sweeps throughout the school year to ensure student safety and optimize classroom instruction.

LEAVING CAMPUS

- Students will not be permitted to leave campus at any time without permission.
- If a student becomes ill, they need to have a pass and report to the Nurse's Office. The nurse will see the student and decide if it is necessary to send the student home. Parent/guardians will be contacted to come check students out through the Nurse's Office.

Respectful and Responsible

- If a student has a doctor, dental, or personal appointment, parent/guardians must check student out through the front office. If the student drives to school, a parent note must be submitted to the office before 7:30 a.m. in order for the student to be released for the appointment time. Students must present official medical verification that they were seen in order to get an absence excused.
- STUDENTS ARE NOT ABLE TO LEAVE CAMPUS DURING LUNCH.

Respectful and Responsible