Ravenwood High School 2025-26
Attendance Procedures

Absences

Students are allowed up to 5 excused absences per semester:

- These absences DO NOT ROLL OVER to the next semester
- For example, if you only use 2 excused absences for the for Fall semester, you will not be able to roll the additional 3 absences to Spring semester

When a student accumulates 5 absences per semester, per period, all other absences will be considered unexcused unless a doctor's note is presented when returning to school.

5 Days to Excuse:

- Documentation to excuse an absence must be submitted within **5 school days** of the student's return after being absent. If this deadline is not met, the absences remain unexcused. This requirement is true for all types of absences (parent-excused, medical, or college visits).
- Example: If I am absent on Monday, I have until the following Monday to turn in documentation to excuse my absence.
- **REMINDER:** After any combination of 5 excused absences (parent note and/or doctor note), a doctor's note will be the **ONLY** document that will be allowed to excuse an absence.

If you know your student will be absent:

1. **Call Student Services** on the morning of the absence (before 9am) at 615-472-4805 and leave a voicemail that includes:
    - Student's legal name (spell it out)
    - Date of the absence or late arrival
    - Student's Grade (9-12)
    - Parent / guardian name
2. **Excuse the absence** by submitting the following documentation within 5 days of returning from an absence:

    - **PARENT-EXCUSED:** If a student was out sick or for personal reasons, the parent must complete the online form to excuse their absence. It can be found on the RHS website on the Resources link, scroll down to "Forms." The new form is called "Parent Note – Excuse Student's Absence."

    - **MEDICALLY EXCUSED:** If a student is out for medical reasons, have them bring the medical note to Student Services when they return from their absence

    - **COLLEGE VISIT:** If a student attends a college visit, have them bring the official college document (with student name and date) to Student Services. 4 per year for Juniors & Seniors

Note:

- After any combination of 5 excused absences (parent note and/or doctor note), a doctor's note will be the **ONLY** document that will be allowed to excuse an absence.
- If a parent is seeking information about excused absences outside of the parameters above, please contact Dr. Vaden.
- If a parent is seeking information about how to excuse a student for a non-school sponsored activity, please contact Dr. Vaden.
- Here is a link to the WCBOE Policies

Late Arrivals:

If you know your student will be arriving late, parents should call Student Services first thing in the morning and make sure you provide them with a parent or medical note to present to Student Services when they sign in.

1. Call Student Services on the morning of the late arrival (before 9am) at 615-472-4805 and leave a voicemail that includes:
   - Student's legal name (spell it out)
   - Date of the absence or late arrival
   - Student's Grade (9-12)
   - Parent / guardian name
2. When a student arrives to school late, make sure they:
   a. Sign-in at Student Services and
   b. Bring a written parent / medical note to excuse the tardy

Important Note about Late Arrivals:

- If a student arrives at school after the 1st period bell with a parent note or medical note to excuse the tardy, they should sign-in at Student Services
- If a student arrives at school after the 1st period bell and they DO NOT have a parent or medical note with them, they need to sign-in at the front of Student Services with Ms. Wilkes. Students are allowed to have 1 unexcused tardy per semester. Discipline procedures for unexcused tardies are as follows:
  - 1st unexcused tardy violation per semester = a warning is issued
  - 2nd (or more) unexcused tardy violation within a semester = a detention is issued. However, if a student brings in an excuse note for the tardy by 10:00am the following school day, the detention can be dismissed.
- Emails or phones call do not excuse late arrivals.

Early Dismissals

- If a student needs to be dismissed early, parents / guardians must submit an early dismissal request using the online form. The form can be found on the RHS website, on the "Resources link," scroll down to "Forms." It is called "RHS Early Dismissal Request."

- This form is open daily from **2:47pm – 7:30am**. Please make sure to submit your request during that window. For example, if you need to dismiss your student early on a Tuesday, make sure you submit the request any time before 7:30am on Tuesday. This means that if you have a planned appointment, you can submit the early dismissal request several days prior to the date of early dismissal. However, the student will not be provided with their early dismissal pass until the day of dismissal.
- Students may pick up their early dismissal pass in Student Services any time after 1st period on the day of dismissal.
- If the request was not submitted in a timely manner via the form, a parent must come to the school to sign out the student. Photo I.D. is required.
- No phone calls or emails for early dismissals will be honored except in the case of an emergency with administrator approval.

PLEASE NOTE:

- Students should be dismissed during passing periods / between classes.
- Students should not be excused from class after 2:30.
- If a student has an early dismissal, they must sign out in Student Services before they leave the building.

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 up to 5 excused absences per semester, per period. See section on page 1 ("Excuse the absence") for ways to excuse an absence.
- Field Trips and College Visits (with formal documentation provided to Student Services) do NOT count against exemptions.

College Visits

- Juniors and Seniors are allowed 4 visits per year.
- College visits will be excused when students bring back **formal documentation within 5 school days of the college visit** and turn 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.
- Compulsory Attendance letters are good for 30 days. If they expire, your student will need to request a new one.
- You can check your student's attendance on Skyward.

Truancy Letters/Attendance Letters

- Students shall be present at least 50% of the scheduled school day to be counted present.
- When a student accrues 5 unexcused absences, a written notice will be sent to parent(s)/guardians.
- Once a student accrues 10 or more unexcused absences, the Superintendent of Schools shall implement the progressive truancy intervention plan prior to referral to juvenile court.

Athletic or Extracurricular Activities

- Any student missing four or more periods will *not* be allowed to participate in that day's athletic or extracurricular 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 main office. Students may pick up items in the front office between classes. Students are not permitted to place orders or accept deliveries from outside vendors.
- **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 July 2025