RED BANK CATHOLIC HIGH SCHOOL

Attendance Policy | 2026–2027 Reference Guide

See page 9 in the Student / Parent Handbook for the full Attendance Policy

Regular attendance matters. Consistent attendance supports academic achievement, personal responsibility, and full participation in the life of the RBC community. Our attendance process is designed to provide early intervention and support before course credit is jeopardized.

KNOW THE NUMBERS

Cumulative Absences	What Happens
7	**Attendance Awareness** — Attendance reviewed; student and parent/guardian notified; support resources encouraged.
12	**Attendance Conference** — Parent/guardian conference and Attendance Improvement Plan; additional student supports as appropriate.
18	**Attendance Review** — Administrative review; possible activity/privilege restrictions; provisional credit status considered.
20	**Credit Review** — Student and parent/guardian notified that **course credit is in jeopardy**.
21+	**Course Credit May Be Lost** — Student may appeal the decision.
21–25	**Credit Completion Opportunity** — If credit is lost, the student may be eligible for Attendance-Based Credit Completion through **Academic Accountability**, subject to administrative approval.
Over 25	Student is ordinarily **not eligible** for Attendance-Based Credit Completion. Extraordinary circumstances may be considered by Administration.

WHAT COUNTS AS A CUMULATIVE ABSENCE?

Cumulative absences **count toward the course-credit attendance total**, even when a parent/guardian properly notifies the school.

Examples include illness without physician documentation, routine medical/dental appointments, vacations, oversleeping, transportation issues, employment, personal errands, family obligations, social events, and **non-RBC club/travel sports, tournaments, showcases, or other non-school-sponsored travel**.

Important: A parent/guardian reporting or authorizing an absence does **not** automatically make the absence non-cumulative.

WHAT DOES NOT COUNT?

With appropriate documentation, **non-cumulative absences do not count toward the course-credit threshold.**

These include up to three approved college-visit days for juniors/seniors, RBC Internship, driver's license/MVC appointments, court appearances, school-approved educational opportunities, bereavement, extended illness supported by physician documentation, and other circumstances approved by Administration.

Students participating in **RBC-sponsored activities** such as field trips, athletic competitions, retreats, liturgies, and service projects are not considered absent for cumulative-attendance purposes.

ATTENDANCE-BASED CREDIT COMPLETION

At **21 cumulative absences from scheduled class meetings in a full-year course**, a student may lose course credit.

Students with **21–25 cumulative absences** who lose credit may be considered for an Administration-approved Attendance-Based Credit Completion program through **Academic Accountability**.

Academic Accountability may include designated Saturday sessions, Teacher Office Hours, Academic Support, completion of missed academic work, or other requirements established by Administration.

Participation does not automatically guarantee restoration of credit. Attendance, academic performance, effort, completion of required work, and compliance with the Attendance Improvement Plan may all be considered.

TARDINESS

Students are permitted **5 cumulative late arrivals per semester**. Continued lateness may result in conferences, detention, loss of privileges, or additional interventions.

Students arriving **more than 10 minutes late to class without authorization** may be considered hall roaming and may receive disciplinary consequences, including detention and an unexcused class absence.

Students participating in athletics or extracurricular activities must report to school by **10:30 a.m.** to participate that day unless otherwise approved by an administrator.

CUTTING CLASS IS DIFFERENT

Cutting is an **intentional absence** and is handled separately from the cumulative attendance/credit-completion process.

Two cuts in a semester course or three cuts in a full-year course may result in removal from the course and loss of academic credit. Credit lost because of cutting class is not eligible for recovery through summer school.

SHARED RESPONSIBILITY

Students: Attend regularly and on time, complete missed work, and seek support early.

Parents/Guardians: Report absences before **8:00 a.m.**, provide documentation when applicable, monitor attendance in PowerSchool, and respond to attendance interventions.

Staff: Record attendance accurately each period, encourage early use of Teacher Office Hours and Academic Support, and refer significant attendance concerns to Administration.

> **Our goal is intervention before credit is lost.** RBC will work collaboratively with students and families to balance accountability with appropriate support and Christian compassion.