

ATTENDANCE REQUIREMENTS

Course credit will be awarded to students only if they meet an attendance requirement in addition to earning a passing grade.

Students who are **ABSENT UNEXCUSED (AU)** from a class more than the allotted days will lose credit in that course:

1.00 credit course:	8 absences
0.50 credit courses:	4 absences
0.25 credit courses:	2 absences

If a student “cuts” a class, he or she will receive no credit for any work that is completed or due during that class.

For every three tardies (T) to a class, students will be assigned a **2- Hour Administrative Detention.**

Following are attendance codes and descriptions:

Code	Description	Credit Loss
A	Absent (excused by parent/guardian with note or phone call – must be received within 5 school days)	Does not count toward credit loss
AE	Absent due to religious holiday, college visit (with documentation from the college), funeral, court, or medical reasons (Doctor’s note must be received within 5 school days)	Does not count toward credit loss
AU	Absent Unexcused (no note or phone call received within 5 school days)	Counts toward credit loss
T	Tardy to class with no pass	Does not count toward credit loss
TE	Tardy due to religious holiday, college visit (with documentation from the college), funeral, court, or medical reasons (Doctor’s note must be received within 5 school days)	Does not count toward credit loss
D	Dismissed (excused by parent/guardian with note or phone call)	Does not count toward credit loss
DE	Dismissed due to religious holiday, college visit (with documentation from the college), funeral, court, or medical reasons (Doctor’s note must be received within 5 school days)	Does not count toward credit loss
OSS	Out of school suspension	Does not count toward credit loss
FT, DFT	Absent or dismissed for a school sponsored field trip	Does not count toward credit loss

ATTENDANCE PROCEDURES

Parents are expected to call the Attendance Office (870-6050, option 1) by 9:00 a.m. the day their student is absent. Please note that voice mail is available 24 hours a day.

Students who have been out of school must submit to the Attendance Office a written, dated, medical or parent/guardian-signed note of explanation specifying the date of and the reason for the absence within five (5) days of returning to school.

Students arriving late to school beyond 10 minutes must report to the Attendance Office to sign in to school and to receive a pass to their class.

Administrators will review each student's attendance profile to determine if he or she has not met the attendance requirements. Students who have been denied credit in any course will be notified by their guidance counselor and written notification will be mailed to the parent/guardian. The student and/or parent may appeal the administrator's decision within seven (7) calendar days by submitting an Attendance Appeal Form to the assistant principal. The written request should include any extenuating circumstances for consideration by the assistant principal. While each appeal will be evaluated on its own merit, specific criteria will be evaluated including frequency of absences, duration of absences, and the nature of the absences.

Students who potentially will lose credit because of absences are expected to stay in the class and to complete the required work of the course. Students who lose credit will have the grade for the course recorded on their transcripts. Although students will not receive credit toward those needed to earn a diploma, students with passing grades will be allowed to meet certain prerequisites and will be provided with an opportunity to register for sequential courses (i.e., students passing French I but losing credit because of attendance will be allowed to take French II).

REINSTATEMENT OF CREDIT LOST

With Administrative approval, the following options are available for the reinstatement of credit lost due to attendance.

- Enroll in and pass an approved related course in summer school
- Complete an approved on-line course
- Participate in an Administrator approved program of study

The student is responsible for the cost of the program.

Reinstatement of Course Credit Form must be completed and placed in the student's permanent record card. A student must present verification of completed course work if the course was taken in a program other than at Rockville High School.