

RCS ATTENDANCE POLICY INCLUDING CHANGES

Absences shall be classified as either excused or unexcused as determined by the principal or his designee. The tier system will be used as put in place by Rutherford County Schools. Out-of-school suspension days will be considered unexcused absences. Absences from class on block days count as two days absent from class. After five unexcused absences, the student will be referred to the county attendance office. **Court action against parents may result.**

Seniors who accumulate more than 10 unexcused absences will not participate in the graduation ceremony.

Late Arrivals

- Students who arrive after 8:15, must check in to either the main office or the annex office and go directly to class.
 - To receive an excused tardy when late to school, the student must have either:
 - A doctor's statement
 - A parent conference
 - An official court notice
- ** A parent note is unexcused unless it is approved by administration.

Early Dismissals

- All persons coming to check out students must come to the MAIN OFFICE with ID, until 3:00 p.m.
- A written request may be received in the main office or annex office before lunch, the request must contain the student's name, phone number where the parent can be reached, and the reason for early dismissal. Those students are responsible for picking up their dismissal slips.

All Day Absences

- An all day absence will occur if students check out before 11:45 a.m.
 - All notes regarding absences need to be turned into the front office within five (5) school days.
- ** A maximum of eight (8) parent notes will be accepted for excused absences ****

Excused Absences - (documentation is required)

- Doctor or dentist appointments (for student only)
- A death in the immediate family (father, mother, brother, sister, uncle, aunt, or grandparent)
- Personal illness or immediate family illness
- Required court appearances
- Religious observances
- Administrator's discretion
- Driver's license (1/2 day only)
- Extreme weather conditions as determined by RCS

Unexcused Absences

- Truancy
- Car trouble, lack of transportation, or traffic
- Out of School Suspension
- Job interviews
- Oversleeping
- Working
- Driver's license (all day)
- Family vacations
- Other events at determination of administration

Students with excessive unexcused absences will be subject to the school's 3-Tier progressive truancy policy.

Please go to <https://tsba.net/rutherford-county-board-of-education-policy-manual/#students> and click attendance to view the entire attendance policy.