Thank you in advance for collaborating with our faculty, staff, and administration in supporting your child’s regular, timely attendance at Riverside High School!

A Google Form has been created for a parent/guardian to report a student absence or tardy.

A student may not use this form. If a student is found to be submitting this form in place of a parent or guardian, any absence or tardy for the remainder of the quarter must be submitted via a personal phone call by the parent/guardian to the attendance secretary.

**Unexcused Absence Administrative Responses:**

1. **If a student receives 5 Unexcused Absences**… The principal or designated assistant principal will contact the student’s parent/guardian regarding the unexcused absences and next steps.

2. **If a student receives 10 Unexcused Absences**… Per VDOE regulations, the principal or designated assistant principal will schedule a face-to-face conference with the student, the student’s parent(s)/guardian(s), and a multi-disciplinary team within 10 days of the 10th unexcused absence.

3. **If a student continues to receive Unexcused Absences**… The student may be referred to the Attendance Officer and legal options may be considered with the juvenile court.

**What counts as an Excused Absence?**

- Personal Illness
- Death in the immediate family
- Medical appointments
- Court appearances
- Illness in the immediate family that requires the student to be absent
- Emergencies to be approved by the principal
- Trips or activities that enhance or extend the student’s education, when approved by the school administration in advance
Protocols Regarding Tardies:

1. A Google Form has been created for a parent/guardian to report a student absence or tardy.

   A student may not use this form. If a student is found to be submitting this form in place of a parent or guardian, any absence or tardy for the remainder of the quarter must be submitted via a personal phone call by the parent/guardian to the attendance secretary.

2. If a student arrives between 9:15am and 9:20am, the student will be considered tardy to class. The student should report directly to class during this time frame.

3. If a student arrives any time after 9:20am, the student will be considered tardy to school. The student must report to the attendance office for a pink pass.

What counts as an Excused Tardy?

- Personal Illness
- Death in the immediate family
- Medical appointments
- Court appearances
- Illness in the immediate family that requires the student to be absent
- Emergencies to be approved by the principal
- Trips or activities that enhance or extend the student’s education, when approved by the school administration in advance

NOTE: If a student rides the bus, the student is always counted as on time despite arrival time.

If a student has received an unexcused tardy, the parent/guardian has 24 hours to inform the attendance office of a valid reason for the tardy. If the attendance office has not been informed within 24 hours, the tardy will remain unexcused.

Unexcused Tardy Administrative Responses

1. If a student receives 2 Unexcused Tardies to School... The student will receive a warning from the attendance secretary.

2. If a student receives 3 Unexcused Tardies to School... The student will be assigned AM/PM detention by the attendance secretary.

3. If a student receives 4-8 Unexcused Tardies to School... The student will be referred to the appropriate assistant principal for further discipline.

In an effort to provide multiple opportunities to our students, all tardies to school and to class are floored at 0 (zero) at the start of each semester for a fresh start.
Protocols Regarding Early Dismissals:

1. The student has until **12:00 PM** on a school day to submit signed, written request by the parent/guardian to be dismissed early from school. To be accepted, the note must include:
   - The date
   - The student’s full name
   - The telephone number where a parent/guardian may be reached
   - A valid reason (see below) for the dismissal
   - The printed name and signature of the parent/guardian

If a note is turned in by a student after **12:00 PM**, it will not be accepted. If the note does not include the information listed above, the attendance secretary will call the parent/guardian to confirm the early dismissal request. The parent/guardian will then have to email/fax a signed note to the attendance email (**RVH-Attendance@lcps.org**) for the student to be dismissed from school.

2. All school sign outs end at **3:45 PM** in order to provide appropriate traffic/transportation supports for our full dismissal of the student body at **4:03 PM**.

3. PARENTS/GUARDIANS: Please refrain from texting your child to come to the attendance office to be dismissed. The student’s possession of an early dismissal pass according to the protocol in #1 above or the attendance secretary’s request for the student to be released from a class by contacting the student’s teacher will support the early release.

When can a student be dismissed early from school?

- Personal illness if dismissed from the clinic
- Death in the immediate family
- Medical appointments
- Court appearances
- Illness in the immediate family that requires the student to be absent
- Emergencies to be approved by the principal
- Trips or activities that enhance or extend the student’s education, when approved by the school administration in advance