

Attendance Policies

- Punctuality is an important life skill and tardiness is extremely disruptive to the educational process.
- RHS recognizes that students may have an occasional absence due to illness, emergencies, etc. In such cases, students may be excused but are responsible to arrange for make-up work.

Tardies

- Students are considered tardy if they are not in the classroom when the tardy bell rings.
- Students who arrive fewer than 10 minutes late to class will be marked tardy (T).
- Parents may not excuse a tardy.
- Students arriving more than 10 minutes late will be marked Way Late (W). Parents may not excuse a Way Late.

Absences

- **Absences must be excused by a parent within five school days.**
- Absences may be guardian excused by calling the attendance office at 801-256-5810 between 7:00 a.m. and 2:45 p.m.

Truancy

- Students caught fraudulently excusing absences and/or tardies will be recorded as truant and are subject to school discipline.
- If students are truant (Z), they forfeit the right to earn credit on any assignment, test, or quiz given on, or due the day of the truancy.

School Excused/Vacation Release

- School excused absences (field trips and extracurricular activities) are not considered absences. School activities are marked with an (N) on Skyward. Students are still responsible to make up work missed in classes.
- Vacation Release paperwork must be completed and submitted to the Attendance Office **BEFORE** the student leaves on vacation. Vacation Release is marked with a (V) on Skyward.

Check In Procedures

- Only legal guardian may excuse student late check in's.
- Students arriving to school late should come to the attendance office to get a check in note.
- **Guardian's should call 801-256-5810 to excuse late check in's.** You have 5 school days to call and excuse.
 - If you choose to come into the school instead of calling in, due to Covid protocols, all visitors will be required to check in through the Main Office and will have to have your temperature taken and symptom survey completed before you are allowed to come to the Attendance Office. Masks or face shields will also be required to enter the building.

Checkout Procedures

- Only legal guardians may check out students.
- Students must be checked out through the attendance office **PRIOR** to leaving campus.
- **Please call 801-256-5810 to check out your student.** Calling first thing in the morning for a planned checkout any time during the day and having the student pick up the checkout note is recommended.
- Once a student is checked out they can meet their guardian out front of the school or drive themselves home if they drove to school.
 - If you choose to come into the school instead of calling in, due to Covid protocols, all visitors will be required to check in through the Main Office and will have to have your temperature taken and symptom survey completed before you are allowed to come to the Attendance Office. Masks or face shields will also be required to enter the building.

- Students are still responsible to complete class assignments.
- You may not leave a message on the Attendance Office phones to check your students out. We often are unable to check our messages in a timely fashion due to the volume of student interaction in our office. Please be sure you talk with a secretary.

Excusing Absences

- Absences may be excused **within 5 school days** by phone (801-256-5810) or note. Notes must be verified by a phone call. Please indicate both work and home telephone numbers on the note. Be sure notes are dated and signed by parents and include the students first and last name. Dates of days to be excused should be included along with the reason your student was absent.