

ATTENDANCE REGULATIONS

State Law under Articles 118.15, sub-sections 1-5 state: “Any person having under control a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours.”

It is important for all RAHS students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student’s academic progress. Learning takes place in many ways and places, and the best policy is to be in the right place at the right time. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class or day of school. Substitute assignments for time missed will help, but keep in mind they are just that, substitute assignments. Each student at RAHS should be in every class or study hall for which he/she is scheduled each day school is in session. **When a student must be absent for illness or other emergency reason, parents are to contact the high school office 524-4327, ext. 1101.**

If the parent does not notify the attendance office on the day of the absence or prior to the day thereof, they are required to send a signed note, call or send an email stating the reason for the absence when the student returns. Students returning during the day must check in at the office before returning to class. All absences must be cleared up within 48 hours.

Excused absences will be for serious illness, injury, medical appointments, death in the family, family emergencies, and school sponsored trips or when prior arrangements have been made with the principal or associate principal. An excused absence allows the student to make up missed assignments and/or class time. The student assumes responsibility for requesting and completing make-up assignments. Students knowing that they will miss school in the future should provide a parental note which states the reason for the anticipated absence. If the reason for the absence is approved by the principal, the student has the responsibility of clearing all assignments and obligations for each class before leaving for the requested days.

Going to haircut appointments, job interviews, working during school hours, taking pleasure trips, taking care of personal business, using the excuse “needed at home,” etc. are not acceptable excuses for missing school.

Wisconsin State Statutes pertaining to school attendance are in effect in addition to the above items.

EXCESSIVE ABSENCES

When a student has accumulated 10 absences in a school year, whether excused or unexcused, they are considered to be excessively absent. The state allows parents to excuse their child up to 10 days in a given school year. After the 10 days the student will be required to provide documentation from a doctor or other health care professional, a probation officer or social worker, police officer or judge in order to be excused.

PASSPORTS

Passports will be issued if any student needs to leave school during the day. Passports will be issued only for those reasons that are considered excused. Students who are going to a medical appointment or dental appointment must bring back a slip from the doctor’s office verifying the appointment. Students should never leave the building without permission from the attendance office, including the student’s scheduled lunch period.