

ATTENDANCE CHEAT SHEET

All attendance guidelines can be found on:

School website: <http://www.rsd.k12.pa.us/attendance0569.aspx>

Student handbook: <http://www.rsd.k12.pa.us/StudentHandbook.aspx>

Below are some reminders for students as they enter the High School:

- School starts at 7:40, it is expected for students to arrive on time.
- Entry door closes at 7:37.
- If a student is absent, call offs are to occur between 7:30 & 8:30.
- Regardless of phone call, since no signed note, you will still receive an absence call "robo call" stating they are not here.
- When you call a student off, a Homework request may be made. But it is requested that students contact teachers directly for work, can also check Schoology/TEAMS.
- Homework can be picked up in the front vestibule of the school between 2:50 – 3:15.
- Excused absence note must be turned in within 3 days of absence.

Tardiness:

- Tardy students must come to school to sign in, this will occur in the vestibule at the entrance of the building.
- If they have an excusable note, then they will not receive a Detention.
- If they do not have an excuse or an inexcusable absence then they will receive Detention.
- Detention is held after school from 2:25 – 3:25.
- If a student does not attend assigned Detention, they will receive In School Suspension.
- 10 tardies will be subject to penalties under the Pennsylvania School Code.
- Students who arrive after 10:37 are marked with a half day absence.
- Students involved in extracurricular activities must be in attendance by 10:37 or will not be permitted to participate. (unless they arrived with a doctor's excuse)

Early Dismissal:

- STUDENTS ARE NOT PERMITTED TO SIGN THEMSELVES OUT, REGARDLESS OF AGE.
- Early releases are granted only upon the written request of a parent.
- Parents are to complete a dismissal/excuse absence form prior to the release and turned in by student at the **BEGINNING** of the day.
- If you forget and need to release a student, you can write the note, sign it, take a picture of it and EMAIL to one of the secretaries.
- **The most important thing we need to have with all excuses is the SIGNATURE!! We do not accept just an email as the note.**
- Parent/Guardian must come to school to sign the student out, this will occur in the vestibule at the entrance of the building.

Excusable Absences:

- Illness
- Required Court Attendance
- Observance of Religious Holiday
- Death in the family
- Impassable roads
- Exceptionally urgent reasons determined by Administration.
- **The most important thing we need to have with all excuses is the SIGNATURE!!**

Inexcusable Absences:

- Slept in
- Just running late
- Alarm not working

Reminder ANYONE not riding the bus To/From an event MUST bring in a signed note to the Principals for approval 24 hours prior to the event, AT THE BEGINNING OF THE DAY!

The most important thing we need to have with all excuses is the SIGNATURE!!

Extended Absences:

- If a student is missing more than 3 days in a row due to a trip (not illness) an Excused Absences for Educational Trip form must be filled out and turned in a few days before the trip.
- This form is filled out and signed by student, teachers, parents, and principal.

Quick contact information:

Maureen Kennedy, Athletic Secretary: mkennedy@rsd.k12.pa.us or 412.828.1800 x 1011

Loraine Zatawski, Front Office/Attendance Secretary: lzatawski@rsd.k12.pa.us or 412.828.1800 x 1010