

Riverstone High School Attendance Policy

Regular school attendance is critical to the learning process. Riverstone International School policy states that students shall be in attendance at least 85% of the time that the subject is taught in order to gain credit for that class.

Verification of Absences or Tardies:

If you know your child will be absent or tardy, please follow this procedure depending on the absence type:

1. For absences: Parent/Guardian(s) must notify the school if a student will be absent before 8:30 AM on the day a student will be absent for all or part of the school day via Managebac. [The following](#) is a step-by-step guide to how to submit an excusal in Managebac.
2. For late arrivals/early departures/midday appointments: All students are required to sign-in and out at the Middle Fork Administrative Assistant's Office when coming late or leaving early. This ensures that we track attendance correctly.
3. For pre-arranged absences lasting two (2) or more days: The student needs to contact the High School Director at least one class period prior to the absence and submit the [Pre-arranged Absence Form](#) after talking and getting teacher's signatures. This allows students to notify teachers and to receive homework assignments before the absence, when applicable.

Types of Absences

Types of absences that ARE counted toward the 85% rule:

- Verified Absence (VA) is an absence from school with the knowledge and approval of the student's parent(s)/guardian(s). Written, oral, or electronic communication from the parent/guardian(s) is expected by 8:30 AM on the day of the absence and [ideally submitted through ManageBac](#).
- Unverified Absence (UA) is an absence from school that has not been excused or verified via written, oral, or electronic communication from a parent/guardian. Absences left unverified over 48 hours may not be changed to a verified absence. This is the family's responsibility. Class work, homework, and exams missed with an unverified absence may not be made up for credit.

- Pre-Arranged Absences (PA) occur when a student knows in advance that they will be absent for 2 or more days and fills out [the proper form](#) and communicates with the High School Director and their teachers. Note: Some pre-arranged absences will be considered excused such as college visits that cannot be made at other times.

If a student is absent for more than one hour of the day, they are considered absent for the day, and may not play in any sports event that evening.

The following absences are considered EXCUSED and ARE NOT counted toward the 85% rule:

- Activity, Religious Holiday, or Bereavement Excused (AE) includes absences that occur within the school day that pull a student from class to another area within the school, for a school sponsored sports team, is an absence taken for a religious holiday, or is an absence taken due to a death in the family. If it is longer than 2 days' absence, a pre-arranged form should be completed. Examples include: extended visits to the office, college visits, counseling center, helping with admissions tours, or when a student is at a school approved meeting (i.e. green team, college meetings, etc.)
- Health Excused (HE) is an absence due to medical or mental health reasons, including but not limited to, being sick, appointments (ie counselor, dentist, doctor, etc.). Parent/guardian is required to submit an excusal within [Managebac](#) within 48 hours to be a Health Excused absence. If there are excessive health excused absences, a meeting will be held with the High School Director, parent and student to discuss support.
- Suspended Absence (SA) includes absences due to in-school or out of school suspension. Administration will communicate expectations during the suspension to teachers, families, and students, as appropriate.

Note about Class Breaks: Students who return late from a break during class will be marked tardy if originally on time and absent if originally tardy to class.

Communication and Consequences for Absences

The following communication and consequences will take place based on the percent a student is absent by day each semester. A student is absent for the day when they miss more than 1 hour of the day. The following consequences do not apply for health excused (sick) or activity/bereavement excused.

3 Absences: Parent/Guardian(s) and student will be notified via email. This letter serves as a warning as the next stage has consequences for the student.

- Absences exceeding 5% but less than 10% (4-8 absences per class) -
 - 4 Absences: Parent/Guardian(s) and student will be notified via email and the student will serve a 1-hour detention.
 - 5 Absences: Parent/Guardian(s) and student will be notified via email and the student will serve a 1-hour detention.
 - 6 Absences: Parent/Guardian(s) and student will be notified via email and the student will serve a 1-hour detention.
 - 7 Absences: Parent/Guardian(s) and student will be notified via email and the student will serve a 1-hour detention.
 - 8 Absences: Parent/Guardian(s) and student will be notified via email and a phone call and the student will serve two 1-hour detentions.
- Absences exceeding 10% but less than 15% (9-11 absences per class) –
 - 9 Absences: Parent/Guardian(s) and student will be notified via email and an in-person meeting will be scheduled with the family and student. The student will be required to complete 3 hours of Service hours. Please follow [this guidance](#).
 - 10 Absences: Parent/Guardian(s) and student will be notified via email and a phone call and the student will serve two 1-hour detentions.
 - 11 Absences: Parent/Guardian(s) and student will be notified via email and a phone call and the student will serve two 1-hour detentions.
- Absences exceeding 15% (12+ absences) –
 - 12+ Absences: The Attendance Appeal Committee will meet to look at the absence and tardy data holistically and make a recommendation to the High School Leadership team which can include credit denial for classes and/or probationary enrollment contracts. This final decision will be made by the High School Leadership team in consultation with the Head of School and shared in person with the student and family.

Tardy Policy

Riverstone recommends that all students plan to arrive at least 10 minutes before the first class starts. A student is tardy if he or she is not in class or advisory when the teacher takes attendance. Punctuality demonstrates respect and courtesy to the teachers and classmates.

Types of Tardies

There are three types of tardies at Riverstone.

1. Unverified Tardy (UT) is when there is no verifiable written or verbal notification within 48 hours of the tardy. Any work missed due to tardiness will not be allowed to be made up at a different time.

2. Verified Tardy (VT) is when a student is late to a class with the knowledge and approval of the student's parent(s)/guardian(s). Written, oral, or electronic communication from Parent/Guardian(s) is expected by 8:30 AM on the day of the tardy and [ideally submitted through Manageabc](#). Tardies which are caused by the late bus, either Riverstone or city bus, shall not be counted on the student's record. The High School Director or designee may also waive student tardies due to inclement weather or other extenuating circumstances. Class work may be made up due to a verified tardy.

3. Excused Tardy (ET) is when a student is late due to health reasons, in-school (with counselor, college recruiter, etc.), bereavement, and/or school-sponsored activity. Parent/Guardian(s) must notify the school if a student will be tardy before 8:30 AM via Managebac. [The following](#) is a step-by-step guide to how to submit an excusal in Managebac. Class work may be made up due to an excused tardy.

Communication and Consequences for Tardies

Tardies are cumulative per semester. This total will include both verified tardies (VT) and tardies without verification (TD). Parents/Guardian(s) are encouraged to frequently check the attendance of their student(s) through Managebac. Parent/Guardian(s) and students will be notified on the following tardies:

- 5th Tardy: Parent/Student will be notified via email as a warning.
- 6th Tardy: Parent/Student will be notified via email as a warning.
- 7th Tardy: Parent/Student will be notified via email and the student will serve a 30-minute detention.
- 8th Tardy: Parent/Student will be notified via email and the student will serve a 30-minute detention.
- 9th Tardy: Parent/Student will be notified via email and the student will serve a 1-hour detention.
- 10th Tardy: Parent/Student will be notified via email and the student will serve a 1-hour detention.

- 11+ Tardy: Parent/Student will be notified via an in person meeting with the High School Director and the student will serve two 1 hour detentions. A contract will be put in place which will include monitoring further tardies as absences.

Reference: [Color Codes in Managebac](#)