

Ridgeland High School

Attendance and Exam Policy

Attendance Policy

Regular attendance at Ridgeland High School is essential for academic success. Missing school increases the risk of falling behind in coursework and failing classes. Students are expected to attend all classes on time, as required by Georgia law (Ga. Comp. R. & Regs. 160-5-1-.10).

- **Arrival Time:** Students are considered late to school if they arrive after 8:05 AM.
- **Tardiness:** Students are tardy to a class if they arrive after the scheduled start time without a valid excuse. Teachers will record tardies in the school's attendance system. Excessive tardies to first block may result in the loss of driving privileges.

Absences

Absences are classified as excused or unexcused, in accordance with Georgia state law:

- **Excused Absences:** Absences due to illness, medical appointments, family emergencies, death in the family, religious holidays, court orders, or other circumstances deemed valid by the school administration.
 - Students may submit up to **4 parent notes per semester per day absent** to excuse absences for reasons such as illness or family emergencies. These notes are for individual days.
 - Documentation (e.g., medical notes, court documents, or parent notes) must be submitted within **10 school days** of the absence to be considered for excusal. Documentation should be submitted to the school office via email (cheriemassengale@walkerschools.org) or in person.
 - Absences for school-sponsored activities (e.g., field trips, sports) or up to **2 college visits per year for Seniors** (with prior approval from the school administration) are excused and do not count toward the 4 parent note limit.
- **Unexcused Absences:** Absences without valid documentation or for reasons not recognized by Georgia law are considered unexcused.
- **Appeals:** If a student or parent disagrees with an absence being marked unexcused, they may request a review by contacting the school administration within **5 school days** of notification.

Makeup Work

Students with absences may submit makeup work from their teachers within the number of absent school days plus one additional school day after returning to school. *(For example, a student absent for 3 school days has 4 school days upon returning to submit makeup work.)*

Exam Exemption Policy

Students may qualify to exempt final exams each semester based on attendance and academic performance:

- Students who meet the following criteria will be exempt from Final Exams each semester:
 - 3 unexcused absences and an A in the course
 - 2 unexcused absences and a B in the course
 - 1 unexcused absence and a C in the course
- **Unexcused absences are tracked per semester** for exam exemption purposes but may be reviewed cumulatively for attendance interventions.
- Students who have had at least 1 day of OSS will not be exempt from Final Exams.

Consequences for Excessive Absences

Students accumulating excessive unexcused absences will face the following interventions, per Georgia law:

- After **5 unexcused absences**, parents will be notified, and the student may be required to attend an attendance conference with school officials.
- Additional consequences, such as detention, in-school suspension, or loss of extracurricular privileges, may apply for repeated unexcused absences.
- Students with **7 or more unexcused absences** may be referred to a truancy officer or juvenile court for further action, as required by Georgia law.

Compliance with Georgia Law

Ridgeland High School adheres to Georgia's attendance policies (Ga. Comp. R. & Regs. 160-5-1-.10), which require tracking absences, notifying parents of excessive absences, and providing opportunities for students to make up missed work for excused absences. This policy promotes consistent attendance and academic effort while ensuring clarity for students and families. For questions or to submit documentation, please contact the school administration at jamesmorrison@walkerschools.org or visit the school office.