

JAMES S. RICKARDS HIGH SCHOOL

ATTENDANCE

Arriving to School Tardy

- **ARRIVAL BY BUS AFTER 7:25 AM** – Get a pass from the adult stationed at the bus ramp to present to your teacher. You will have 7 minutes to get from the bus ramp to class.
- **ARRIVAL BY PERSONAL VEHICLE BETWEEN 7:30 AM AND 8:00 AM** – Report directly to your first period class.
- **ARRIVAL AFTER 8:00 AM** – Parents should drop off students at the front office. Students should enter the building through the front office, sign-in at the Student Affairs Office, and proceed directly to class. Student drivers should park vehicles before proceeding to the Student Affairs Office.

Note

Reasons for tardiness pertaining to vehicles such as “flat tire” and “car would not start,” and reasons related to the student’s and/or parent’s inability to wake up on time will not be accepted as excuses for tardiness, lates, or absences.

Signing Out of School

Only a parent or legal guardian may sign-out a student from school. This may be accomplished by one of the following methods:

- Parent or guardian comes into the Student Affairs Office to sign-out the student, or
- A note from the parent or guardian is received and verified by a telephone call to the parent.

Absences

Students have three (3) days from their return to school to provide documentation to excuse an absence. If documentation is not provided within three days, the absence must be appealed.

Tardies/Lates

The fourth unexcused tardy (R) in a class during a nine (9) week grading period is coded as a “late.” Every tardy thereafter is also coded as a “late.” Students are also “late” if arriving to class more than ten (10) minutes after the tardy bell. A “late” is also considered to be an unexcused absence.

Excellence: No Exceptions, No Excuses