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## Attendance

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, stay for the entire school day and satisfy all the course requirements. Poor attendance, excessive tardiness or excessive times of leaving before the end of the school day may result in low or failing grades. Riverhills Elementary has a school goal of having 96% of our students in attendance each and every day. Please make the attendance of your child a priority.

When a student is absent, for any reason, the parent must call the school on or before the day of the absence. Riverhills has a 24-hour phone number **987-6911, option #1** for reporting. Please report your child's absence no later than 8:30 a.m. the day of the absence. When calling the attendance line, please share the following:

"This is \_\_\_\_\_. My child \_\_\_\_\_ is in grade \_\_\_\_\_. His/her teacher is \_\_\_\_\_.  
He/she is absent because \_\_\_\_\_ and will return to school on \_\_\_\_\_ (date). I can  
be reached at \_\_\_\_\_ (phone number) for verification if needed."

You must call the attendance line in order to report your child's absence. Reporting the absence to your child's teacher is not the same as reporting it to the attendance line.

During the 2021-2022 school year, the following will be regarded as an excused absence:

- A. Personal illness of the student - A student who has demonstrated a pattern of absences due to illness may be required to present medical verification the principal.
- B. Court appearance of the student
- C. Medical appointment of the student - A note from a health care provider may be required
- D. An approved school activity - Absences will be recorded but not reported.
- E. Emergencies that are acceptable to the principal
- F. Other absences as approved by the principal  
A written request from the parent/legal guardian is submitted to the principal at least three days prior to the date of absence. The parent will be notified of the decision.
- G. Attendance at a center under Children and Families Services supervision
- H. Accident resulting in injury to the student
- I. Significant community events with prior permission of the principal  
When more than one school is involved, the Area Superintendent will determine the status of the absence.
- J. Observance of an established religious holiday
- K. Death of a close relative

Absences not included in excused absences listed above shall be unexcused.

Sincerely,  
Todd Connolly  
Principal