

Attendance Matters!

RHHS Attendance Guidelines 2025-2026

2 Absence Limits

Semester & Yearlong A/B

Day Courses:

- 6 absences

9-Week Courses:

- 3 absences

3 Absence Codes in PowerSchool

The following codes count against you for seat time:

- EX - excused absence
- UNEX - unexcused absence
- PN - parent note
- UEPN - unexcused parent note
- MED - medical absence
- BRV - bereavement/death in the family
- DSML - dismissal absence
- SKIP - skipping absence

5 Competency Based Credit

If you owe seat time, but ALL your absences are documented **and** you pass the class (at least a 60) and the final exam (at least a 60), you may apply for "Competency Based Credit."

1

Absence Documentation

Documentation can include:

- A parent note
- A doctor's note
- A program from a funeral
- Documentation of a religious observance

Notes do not excuse absences - they only document them. Just because you turn in a note for an absence does not mean that absence "goes away."

If you are absent, it is important that you turn in a note to document the absence. You have 3 days from the time you return to school to submit your documentation.

Email absence documentation to:
RHAbsenceDocumentation@rhmail.org



4

Make Up School

Make Up School sessions happen after school during the week, and sometimes on Saturdays. The official schedule will be in the handbook, on the website, and posted around the school.

Make Up Allowances:

Semester & Yearlong A/B Day Courses:

- You are allowed 6 absences
- You can make up absences 7-10
- After 10 absences, you need the principal's permission to make up seat time

9-Week Courses:

- You are allowed 3 absences
- You can make up absences 4-5
- After 5 absences, you need the principal's permission to make up seat time

If you exceed your absence limit, you will owe "seat time" that you will need to complete at Make Up School.

Every absence over the limit counts as 1.5 hours of seat time

- Example: 9 absences in a semester long course (3 over the limit) = 4.5 hours of seat time owed

How does Make Up School work?

- Email RHHS-MakeUpSchool@rhmail.org to find out if you owe hours. Include your full name, grade, and student ID number.
- No need to sign up for Make Up School sessions - just show up on time.
- **The cost of each session is \$20** - payable by cash or check. You can also pay online (includes a processing fee).
- No talking, sleeping, or putting your head down allowed.

6

Contact Info

To submit absence documentation:

- RHAbsenceDocumentation@rhmail.org

To ask if you owe hours:

- RHHS-MakeUpSchool@rhmail.org

To apply for Competency Based Credit:

- SAlexander@rhmail.org

If approved, you will not need to come to Make Up School to complete your seat time.