



Support, Challenge, Learn, Achieve

***Independent School
District 2897
Redwood Area School District
Redwood Valley High School
100 George Ramseth Drive
Redwood Falls, MN 56283***

***Privilege-Based Attendance
2022-2023 for
Students/Parents/Guardians***



Privilege-Based Attendance Policy 2022-2023

All Students--Weekly Privileges:

Attendance will be monitored in weekly periods from Monday-Friday. Every Monday, attendance will be checked. Students will earn the following privileges based on **attendance for the previous week:**

- 0 Tardies and 0 Unexcused Absences in a weekly period (Monday-Friday)
 - Students will have the privilege of being released for lunch at 11:25 each day,
 - Students will have the privilege of Off-Campus Lunch (11th-12th grades only)
 - *Clarification: Students who have one tardy and/or one unexcused absence will lose privileges for one week. Each Monday, the privileges will reset, meaning a student's unexcused absence or tardy will only affect them for the upcoming week.*

All Students--Cumulative Unexcused Absences/Tardies and the consequences or loss of privileges:

If unexcused absences or tardies become chronic, the consequences identified below will be administered:

- 3 Unexcused Absences:
 - Action--Diversion Meeting will be scheduled with parents and Redwood County personnel
- 7 Unexcused Absences:

Some Students--Students Deserving of Special Attention:

Upon review of the attendance list, a very high percentage of attention will be paid to the highest 10% of attendance violators. Individuals will be identified whose responsibility will be to make contact with parents and students regularly in an attempt to address the root cause of the chronic attendance problems. To encourage the development of responsibility in this regard, it is important to make certain stakeholders understand the activities identified below are privileges, not rights, and while all students begin the year with these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality. Privileges that may be revoked include:

- Participation in homecoming
- Participation in prom
- Participation in school dances & functions.
- Participation in non-curricular field trips
- Receipt of teacher reference for post-secondary admission
- Loss of eligibility to receive Dollars for Scholars scholarships
- Attending school events as a spectator
- Loss of passing time between classes

Consequences for irresponsible behavior, irresponsible attendance, or irresponsible punctuality include but are not limited to:

- Detention
- In-school suspension
- Out-of-school suspension

All Students—Extra or Co-curricular Participation:

To encourage the development of responsibility, it is important to make certain that stakeholders understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality. Privileges that may be revoked include:

- 1 Unexcused Absence (UEA) (1 Period or More). The student will be ineligible to participate in the next practice or event scheduled for that day.
- 3 Tardies in one week: The student will be ineligible to participate in the next practice or event the day he/she hits this number of tardies and this will be the case for each succeeding tardy.
- Failing Grades (F) in One or More Classes: A list of unsatisfactory grades (F) will be generated each Monday for all classes (current semester and quarter). At checkpoints throughout the year, students will be ineligible if he/she is on the failure list that week. The period of ineligibility will start on Tuesday and run through the start of the next checkpoint. If the student completes the “Eligibility Reinstatement Form,” which is signed by teachers verifying the grade(s) is up to passing, the student will immediately regain eligibility.
- One time per season: Students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event or game. This petition must be preapproved by the HS Principal.
- Checkpoint Dates:
 - September 26
 - October 17
 - November 7
 - November 28
 - December 19
 - January 20
 - February 6
 - March 20
 - March 27
 - April 17
 - May 8
 - May 29

Fast Track Day:

- Students who have completed a minimum of 24 credits by the end of their junior year, have a 95% attendance rate, and zero tardies/unexcused absences, or no disciplinary referrals in the junior year, are eligible to take seven (7) credits their senior year, rather than eight (8), currently required of all students.

The student may select which period during the day to be unscheduled. Should the student have any tardies or unexcused absences, or attendance concerns that arise throughout the year, the Fast Track Day privileges may be revoked at any time requiring the student to enroll in a class instead of the open period. As responsible students, the expectations are they would be expected to avoid inappropriate behavior during the free time.

Reimbursement of Parking Fees:

- Students who meet the following attendance requirements will be eligible for refund of the fees identified:
 - A 50% refund of parking fee each semester
 - Students who have a 95% attendance rate
 - Students who have zero (0) Unexcused Absences
 - Students who have fewer than 3 tardies in a Semester/Activity Season.
 - Students who have zero disciplinary referrals
- Procedure: A form must be filled out for each reimbursement, and must be turned during the eligibility periods. Early or late forms will not be accepted.

Graduation Cords:

- Students who are honor students (as defined in the handbook), and have 95% attendance rate, zero tardies or unexcused absences, and no disciplinary referrals during the entire junior year, and 1st semester of the senior year will receive a Red Cord to wear at their graduation ceremony.

Friday Seminars:

- Students who meet the following attendance requirements will participate in Friday Seminar to be held periodically.
 - Students who have a 95% attendance rate
 - Students who have zero (0) unexcused absences
 - Students who have zero (0) tardies
 - Students who have zero disciplinary referrals
- Friday Seminar will vary from year to year, but in the past have included specially designed afternoons, including:
 - Picnic and Games at Ramsey Park
 - Movie and Popcorn in the PAC
 - Ice Skating and Games in the RACC
 - Trip to Wow Zone or Airmaxx
 - Trip to a Twins Game
 - Valleyfair

Appendix A



***Independent School
District 2897
Redwood Area School District
Redwood Valley High School
100 George Ramseth Drive
Redwood Falls, MN 56283***

**Subject: Student Attendance Contract
Date: 1AUG22**

**Date of Diversion Meeting:
Members Present at Diversion Meeting:**

Student's Reason for Missing School:

School Supports Put in Place to Help Student:

Other Supports Put in Place to Help Student (Parents, Other Agencies, etc.)

Contract:

If _____ (student) further tardies or unexcused absences occur, the following may happen
(Check all items as appropriate):

- ☐ Loss of Participation in Homecoming Activities
- ☐ Loss of Participation in Prom
- ☐ Loss of Participation in School Dances and Functions
- ☐ Loss of Participation in Non-Curricular Field Trips
- ☐ Loss of Receipt of Teacher Reference Letters for Post-Secondary Admission
- ☐ Loss of Eligibility to Receive a Dollars for Scholars Scholarship
- ☐ Loss of Ability to Attend School Events as a Spectator
- ☐ Loss of Passing Time Between Classes
- ☐ Other:

Notes:

Appendix B



***Independent School
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Subject: Attendance Appeal Form

**Instructions: Form should be submitted within Two Weeks of the Absence to Be Appealed
Form must be returned to HS Office within 2 days of request.**

Name of Student: _____

Date: _____

Dates of Absences: _____

Reason for Absences:

Findings of Appeal Committee:

Notes:

Appendix C



***Independent School
District 2897
Redwood Area School District
Redwood Valley High School
100 George Ramseth Drive
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Subject: Community Service Contract

Date: 2022-2023 School Year

Instructions: This form needs to be filled out completely and signed by all parties. When complete, it should be submitted to the HS Principal for final approval.

Name:_____

Date of Absence/Tardy:_____

Activities/Sports/Events to be Missed:_____

Community Service Project:

-Overview:

-Date to Be Completed:

-Total Time of Service:

-Supervisor:

-Other:

-If the project is not completed by the Agreed Date, the following will occur:

Signature of Student: _____ **Date:**_____

Signature of Coach/Director/Advisor:_____ **Date:**_____

Date of Contact with Parent: _____

Signature of Activities Director: _____ **Date:**_____

Signature of Principal: _____ **Date:**_____



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Appendix D Independent School District 2897

Redwood Area School District

***Redwood Valley High School
100 George Ramseth Drive
Redwood Falls, MN 56283***

Subject: Request for Reimbursement of Fall Parking

Parking Fee Reimbursement: Students who meet the following criteria are eligible for a 50% refund of parking fees. This may be applied for in the Fall and the Spring Semester:

- a. 95% attendance rate (Semester)
- b. Zero (0) unexcused absences (Semester)
- c. Zero (0) disciplinary referrals to the office (Semester)
- d. Zero (0) tardies (Semester)

The dates for each season are:

Fall: September 6, 2022-January 21, 2023 (Can miss 30 Periods for eligibility)

Reimbursement Procedure: Students must complete the following form and turn in to Mrs. Alex by the following dates. Late submissions will not be accepted:

Forms Not Accepted Prior to: January 20, 2023

Forms Due: January 27, 2023

I, _____, am requesting reimbursement for Fall Parking Fees. This form must be filled out in entirety and turned in by the dates listed above. Failure to do so will result in a forfeiture of reimbursement. Check all that apply:

Please Check One:

_____ **Check (Requires a W-9 Form from Parent)**

_____ **Deposit into Lunch Account # _____**

I verify that I have met the criteria listed above.

Signature _____ Date _____

To be completed by Participation System Coordinator:

The student listed above:

- ☐ Qualifies for the Requested Reimbursement
- ☐ Does Not Qualify for the Requested Reimbursement

Signature of Participation System Coordinator: _____ Date: _____



***Independent School
District 2897
Redwood Area School District
Redwood Valley High School
100 George Ramseth Drive***

Redwood Falls, MN 56283

Subject: Request for Reimbursement of Spring Parking

Parking Fee Reimbursement: Students who meet the following criteria are eligible for a 50% refund of parking fees. This may be applied for in the Fall and the Spring Semester:

- a. 95% attendance rate (Semester)
- b. Zero (0) unexcused absences (Semester)
- c. Zero (0) disciplinary referrals to the office (Semester)
- d. Zero (0) tardies (Semester)

The dates for each season are:

Spring: January 24, 2023-June 1, 2023(Can miss 30 Periods for eligibility)

Reimbursement Procedure: Students must complete the following form and turn in to Mrs. Alex by the following dates. Late submissions will not be accepted:

Forms Not Accepted Prior to: June 1, 2023

Forms Due: June 9, 2023

I, _____, am requesting reimbursement for Spring Parking Fees. This form must be filled out in entirety and turned in by the dates listed above. Failure to do so will result in a forfeiture of reimbursement. Check all that apply:

Please Check One:

_____ **Check (Requires a W-9 Form from Parent)**

_____ **Deposit into Lunch Account #_____**

I verify that I have met the criteria listed above.

Signature_____ Date_____

To be completed by Participation System Coordinator:

The student listed above:

- ☐ Qualifies for the Requested Reimbursement
- ☐ Does Not Qualify for the Requested Reimbursement

Signature of Participation System Coordinator:_____ Date:_____



***Independent School District 2897
Redwood Area School District
Redwood Valley High School***

FORM: Request to Exempt a College Visit from counting in the Privilege-Based Attendance System

Please complete this form if you are requesting that a **College Visit** be exempt (not counted) when determining the 95% absence threshold for the Privilege-Based Attendance System.

The following procedures must be completed in their entirety. Failure to do so may result in the absence because of the College Visit being excused but still counting as an absence against the 95% threshold.

The procedures are:

1. Students should complete the preapproval section of this College Visit Form and obtain a principal/counselor's signature prior to the college visit. The form must be completed in entirety and returned to the HS Office **prior** to the student taking the College Visit.
2. At the College Visit, a signature of a college official must be obtained to verify the College Visit. Arrival/departure times of the visit must be included. Travel time will be factored in by the High School Principal. If a student is able to attend school prior to/after the College Visit, he/she is expected to do so.
3. The completed College Visit Form must be submitted to the HS Office within two (2) days of the student's return to school (after the College Visit).
4. The student is limited to two college visits per school year (during student attendance days). Students must be in 11th or 12th grade to visit colleges and request exemption using this form.
5. All College Visit exemption requests to the privilege-based attendance system, which are properly completed using this form, will be reviewed by the HS Principal, and approved/denied on an individual basis.

Preapproval:

Student's Name: _____ Name of College _____

Date of College Visit _____

Signature of Principal/Counselor _____ Date of Pre-Approval Request _____

Documentation:

By signing this form, I am verifying the dates/times of the college visit for the student indicated above.

Date of College Visit: _____ Arrival Time: _____ Departure Time: _____

Printed Name of College Official: _____ Title: _____

Signature of College Official: _____ Date: _____

For Office Use Only

Request for Exemption has been Approved: _____

Request for Exemption has been Denied: _____

Notes:



***Independent School District 2897
Redwood Area School District
Redwood Valley High School***

FORM: Request to Exempt a Medical Appointment from counting in the Privilege-Based Attendance System

Please complete this form if you are requesting that a medical appointment (scheduled or non-scheduled) be exempt (not counted) when determining the 95% absence threshold for the Privilege-Based Attendance System.

The following procedures must be completed in their entirety. Failure to do so may result in the absence being excused but still counting as an absence against the 95% threshold. The procedures are:

1. The form must be completed in entirety and returned to the HS Office within one (1) school day of the student returning to school from the medical appointment.
2. At the medical appointment, a signature of the physician/medical provider must be obtained to verify the appointment. Arrival/departure times of the visit must be included. Travel time will be factored in by the High School Principal. If a student is able to attend school prior to/after the medical appointment, he/she is expected to do so.
3. All medical appointment exemption requests to the privilege-based attendance system, which are properly completed using this form, will be reviewed by the HS Principal, and approved/denied on an individual basis.
4. Only medical appointments with documentation (this form) will be considered. Students who stay home due to illness will be excused, but the absence will still count against the 95% threshold in the Privilege-Based System.

Student Information:

Name of Student: _____ Grade: _____ Date of Medical Appointment: _____

Name of Provider (Clinic, Dental Office, etc): _____

Phone Number of Provider (Clinic, Dental Office, etc): _____

Documentation:

By signing this form, I am verifying the dates/times of the medical appointment for the student indicated above.

Date of Medical Appointment: _____

Arrival Time: _____ Departure Time: _____

Printed Name of Medical Official: _____ Title: _____

Signature of Medical Official: _____ Date: _____

For Office Use Only

Request for Exemption has been Approved: _____

Request for Exemption has been Denied: _____

Notes:

Appendix E

Subject: Language for 2022-2023 RVHS Parent Student Handbook

ATTENDANCE

Philosophy:

Learning is enhanced by regular attendance, and research supports this. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study, and parental encouragement in order to reach the goal of maximum educational benefits for each individual student. A pattern of good attendance established in school will benefit the learner now, and will transfer to future schooling and into the work place.

Parent's Responsibility:

It is the responsibility of the parent/guardian to CALL THE HIGH SCHOOL OFFICE on the day of the absence or prior to the absence, explaining the absence. Parents/Guardians should call between 7:30 a.m. and 9:30 a.m. each day. **Written notes, admits, and calls are required for all students, regardless of age.**

Classification of Absences:

Excused Absences: The following are examples of excused absences: school activities, weather, official religious holidays, death of immediate family members, medical/dental appointments, post-secondary visits, illness, family emergencies, court-ordered appearances, pre-arranged absences such as a vacation, suspensions, and private music lessons. These are only examples. Other situations may constitute excused absences in the judgment of the Principal. In all instances, the Principal's decision as to whether an absence is excused or unexcused shall be final.

Unexcused Absences:

Unexcused absences are those not school authorized and not excused. Hair appointments, tanning, oversleeping, picking up/returning formal attire, and missing the bus are some examples of unexcused absences. Sleeping in after attending events the prior evening (athletic, community, concerts, games, etc) is considered unexcused. If students are more than 7 minutes late for a class, it will be considered an unexcused absence. Students with over eight (8) days of absences will be required to submit medical documentation or consult with the school nurse. Failure to do so will result in any additional absences being marked unexcused. Students may appeal these absences to the Attendance Appeal Committee. Other situations may constitute unexcused absences in the judgment of the Principal. In all instances, the Principal's decision as to whether an absence is excused or unexcused shall be final unless an Attendance Appeal Form is filed by the student (Appendix E).

Tardies:

Students who are less than 7 minutes late for class will receive be tardy.

Privileges:

RVHS intends to create a school culture that moves from punishment as a consequence of irresponsible behavior to earning privileges for responsible behavior. The following privileges will be established for the 2018-2019 school year, but others will be added throughout this year and in the future

a. Lunch Privileges: Students with Zero Unexcused Absences and/or Zero Tardies in a weekly period will be dismissed for lunch at 11:25 (9th-12th grades) and have off-campus privileges (11th-12 grade only)

b. Fridav Seminar Privileges: At certain times during the year, students who have a 95% attendance rate (monthly), zero unexcused absences (monthly), fewer than three tardies (per semester), and zero disciplinary referrals (monthly) will be eligible to participate in a Friday Seminar. Topics and locations will vary and be determined throughout the year.

c. Senior Fast Track Day Privilege: Students who have completed a minimum of 24 credits by the end of the junior year, have a 95% attendance rate (cumulative), zero unexcused absences or tardies in their junior year, and zero disciplinary referrals in the junior year, are eligible to take seven credits their senior year, rather than eight, which is currently required of all students.

d. Reimbursement of Parking Fee Privilege: Students who have a 95% attendance rate, zero tardies, and zero disciplinary referrals (all per semester) are eligible to a 50% refund in parking fees. . (Appendix G)

e. Senior Privileges: 12th grade students with zero unexcused absences or tardies (weekly), no grade lower than a C, and zero disciplinary referrals in the past week are eligible for senior privileges, which means they will not need to attend homeroom on Friday (starting at a predetermined time).

Activities:

To encourage the development of responsible behavior, it is important to understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality.

Privileges that may be revoked include:

- a. 1 Unexcused Absence (1 Period or More): The student will be ineligible to practice, compete, or perform that day
- b. 3 or More Tardies in One Week: The student will be ineligible to practice, compete, or perform the day he/she hits this number. Each succeeding tardy will result in another day of ineligibility.

One time per season, students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event, or game. The petition must be preapproved by the HS Principal (Appendix F).

Diversions/Interventions:

The High School Principal and School Social Worker will meet weekly to discuss individual students with attendance issues, both excused and unexcused. Diversion meetings will be scheduled as needed. Individual circumstances (major health issues, family concerns, etc) will be considered by the High School Principal and School Social Worker. Possible actions taken may include, but are not limited to, attendance contracts, requirement of doctors' notes or consultation with school nurse, parent meetings, loss of the privilege to participate in homecoming, prom, school dances, school functions, and non-curricular field trips, loss of eligibility for teacher reference letters or Dollars for Scholars Scholarships, loss of passing time.

Homeroom:

This daily meeting will be 20 minutes long, and serve as a time for homeroom teachers to connect with students. It will be the responsibility of the homeroom teacher to identify students who are struggling with attendance issues and report the student to the high school office on a weekly basis. Additional responsibilities of the homeroom teacher includes: grade checks, advising students on grades/missing assignments/etc., helping students complete the registration process, and monitoring students for privileges/consequences.

IMPORTANT NOTICE*****

STUDENTS UNDER THE AGE OF 17 ARE REQUIRED TO ATTEND SCHOOL AS REQUIRED BY MINNESOTA'S COMPULSORY ATTENDANCE LAW. Failure to attend due to excessive unexcused absences or trancies (all or part of seven (7) or more days will result in a "TRUANCY CITATION" being filed with the County Attorney and a resulting court appearance being scheduled for 'Habitual Truancy'. TRUANCY CITATIONS will also be filed for students age 17 as required by Minnesota State Law.

CONTINUING TRUANT

Students are considered a 'continuing truant' if absent for three or more class periods on three days without valid excuse. Parents or guardians will be notified by letter by the school administrator. If the student continues to be truant, both the parent and student may be subject to juvenile court proceedings pursuant to Chapter 260. These proceedings may result in the suspension, restriction or delay of a child's driving privilege pursuant to MN Statute §260.191. The parent/ guardian is also recommended to accompany the child to school and attend classes for one day.

MAKE-UP POLICY

ALL absences will require a student to make-up work missed.

- A. Daily work must be made-up within a reasonable period of time which will be determined by the instructor.
- B. The student is responsible for initiating contact on make-up work
- C. If the long-term illness occurs at the end of the school year, an "I" can be given until the following fall.

ATTENDANCE APPEALS COMMITTEE

A committee of four (4) teachers, the student's counselor, and an administrator will consider the challenges regarding the attendance policy. A minimum of four (4) members must be present at each hearing.

ATTENDANCE CHALLENGE PROCESS

A student who believes he/she has a valid reason to question an unexcused absence and chooses to challenge the unexcused absence must follow the procedure described below:

- A. Student will obtain Attendance Appeal Form-Appendix E, in HS office. Any written information such as a physician's statement, notice of court appearance, etc., that may be helpful for the attendance committee to consider, should be attached to this form.
- B. The challenge form should be completed and returned to the high school secretary within two (2) days.
- C. The student will be notified within FIVE (5) SCHOOL DAYS if the challenge has been approved or denied.