



## SCHOOL ATTENDANCE

Few factors will have greater influence on a student's educational success than punctuality and regular school attendance. Therefore the following guidelines will be followed at Richfield High School.

### **Definitions:**

**ABSENCE:** any time a student misses more than twenty minutes of class.

**TARDY:** any time a student enters the classroom after the bell (Students should be at their seat or station when the bell rings).

**TRUANCY,** when a student is absent from school and a **parent does not notify the school**. When a student leaves campus without checking out with the office. Any time a student misses any part of class without proper authorization from the teacher or school officials.

### **Consequences:**

**Tardy:** The Sixth tardy in a single class during the semester will result in restitution. Every additional tardy will result in an additional ½ hour of restitution time.

**Truancy:** Truancy may result in restitution and/or referrals to Youth Court and Juvenile Court. The equivalent of 5 unexcused absences in a class during the same semester will result in restitution. 1-hour for every unexcused absence over four in any one period. Excessive absences may result in a student being sent to Juvenile Justice Youth Services (JJYS) for remediation and referred to Youth Court and/or Juvenile Court.

**Restitution:** Any balance of restitution may prevent a student from participating in extracurricular activities, and seniors will not be allowed to walk at graduation with any balance of restitution.

## Student Check-Out Procedure

Students who need to leave school during the school day must check out in the main office prior to leaving campus. They will need a phone call/message to the school to clear such absences within a 24 hour period. Failure to check out with the office equals a truancy and restitution will be assessed. The student will not be able to leave their class unless they are called out from the office.



## RICHFIELD HIGH SCHOOL

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PRINCIPAL | NATHAN BLACKNER

ASSISTANT PRINCIPAL | LANCE PETERSON  
ASSISTANT PRINCIPAL | JOLYNN JONES

### Cat Time Policy

We will be having intervention time Monday through Thursday from 2:45 to 3:05 PM. This is still in-school time. School is not out until 3:05 PM. If students are requested to be in an intervention/enrichment class and do not attend, it will be considered a truancy. ½ hour of restitution will be assessed for every day a student is truant for cat time.

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HOME OF THE WILDCATS

495 W CENTER ST RICHFIELD UT 84701 | PH 435.896.8247 | FAX 354.896.8246 | [richfieldhigh.org](http://richfieldhigh.org)