

## **Athletic Department Tardy & Attendance Policy (CLEAN VERSION)**

Athletic participation is a privilege that should not be taken for granted. Student-Athletes willingly join a team and regular attendance is an important indicator of their commitment to his/her sport and the overall success of their team and our athletic program. In order for students to be eligible for athletic participation daily (practices/games) they are required to attend a full day of school. In order to meet the full day requirement a student must arrive to school no later than 9:30 am and complete the school day. A student that arrives on-time to school may leave no earlier than 1:30 to fulfill the full day requirement.

### **Attendance Requirements**

Student-Athletes are required to attend all practices/competitions and stay through completion (unless otherwise specified by the coaching staff). Student-athletes are also required to travel to away contests with the team (unless an approved alternate transportation form is executed prior to the event). Daily attendance for practices/contests shall be taken by the coach in charge of the team. **Students that accrue three (3) unexcused absences or four (4) unexcused tardies from a sport within a season shall be removed from the team.** A student-athlete that has been removed from the team has 48 hours (or two school days, whichever is greater) to appeal the removal to the Athletic Director's Office in writing. A student removed from a team is not eligible to join another sports team in the same season.

### **Consequences - Unexcused Absence(s)**

- 1st offense - Athlete shall sit out of the next upcoming contest.
- 2nd offense - Athlete shall sit out of the next 2 upcoming contests. **\*\***(Fall - Cheerleading & Football / Winter - Swimming; due to infrequency of contests varsity participants shall sit out 1 contest for their 2nd offense).
- 3rd offense - Athlete shall be removed from the athletic team during that season.

### **Excused Absences / Tardies include (but are not limited to) :**

- An illness that prevents a student from attending school (a note from a parent/guardian shall be submitted to the school attendance/athletic office upon return to school). *The coach of the sport shall be notified by the athlete during the school day (using school email) when they are not in school and cannot attend practice.*
- Making up a test and/or receiving additional academic instruction or tutoring...**INCLUDING ATHLETIC REMEDIATION.** *(The student shall have their teacher sign a note stating the excused rationale and the athlete shall bring the note to practice that day. Students shall make every attempt to receive additional instruction or make up work outside of practice times).*

- Serving a (CD) Central Detention. (*The student-athlete must directly notify his/her coach **prior** to serving a CD and upon arrival at practice that day, must also provide the coach a note from the supervisor running detention. It is the athlete's responsibility to get to practice immediately following CD in a reasonable amount of time.*)
- An athletic injury occurring during the course of participation in a RHS sanctioned event.
- Illnesses which manifested themselves after the student reported to school.
- Medical or dental appointments which cannot be scheduled outside school/practice hours.
- Driver's tests with verification of appointments.
- Emergency absences sanctioned at the Athletic Director's or Principal's direction.
- Funeral attendance or bereavement.
- Interview for college entrance or employment.
- Taking an ACT or SAT test.
- 2 documented college visits (*juniors and seniors only*).
- Religious reasons (*Note - The **Religious Excuse Form** must be secured from the Attendance Office **prior** to the holy day, have it completed by a parent and return it to the attendance office on the next school day following the religious holiday.*)
- *Do we look at in season*

### **Consequences - Unexcused Tardies**

- 1st offense - The coach of the team may remediate the student-athlete at their discretion based on the severity & rationale of the tardy.
- 2nd offense = 1st offense unexcused absence.
- 3rd offense = 2nd offense unexcused absence.
- 4th offense - Athlete shall be removed from the athletic team during that season.
  - Student-Athletes may receive an additional consequence for tardiness 20 minutes or greater.

While a student athlete may not participate in contests due to certain tardy/absence violations, they are expected to participate in practices and attend contests (as a non-participant). Non-participants should assist teammates and the coaching staff to aid the team in success.

### **Athletic Remediation**

Attending extra help sessions with a teacher may be necessary to maintain athletic eligibility. Seeking additional help (with documentation from the teacher) is an excused absence. Should a student-athlete fail to meet the remediation requirements and become ineligible for an athletic contest, that missed contest is NOT an excused absence.

### **Demerits**

Ineligibility to participate in athletics due to demerits is NOT an excused absence. A student that is on the ineligible list prior to the start of the season will be required to clear those demerits prior to accruing 3 unexcused absences for their particular sport in order to participate (or try out for a team). A Student athlete that becomes ineligible during the season will be REQUIRED to serve detentions to clear demerits at the first **available** opportunity. Students on the ineligible list are essentially a non-team member until they have zeroed their demerits and are allowed reinstatement. Following reinstatement, the student-athlete shall be required to sit the first athletic contest upon return and participate in at least one practice session prior to participation in an athletic contest. **Prior** to becoming ineligible, a student-athlete with **ZERO** or **ONE UNEXCUSED ABSENCE** will automatically be placed on the 2nd Unexcused Absence Offense tier (meaning ONE future unexcused absence will result in removal from the athletic team). A student-athlete with TWO UNEXCUSED ABSENCES, who then becomes ineligible due to demerits, will be removed from the team. **It is the responsibility of the student-athlete to maintain eligibility status by NOT becoming ineligible.**

### **School Suspensions**

Suspensions (both in and out of school) are NOT excused absences and consequences will generally align with those outlined above as unexcused absences but will be reviewed by school administration prior to student-athlete reinstatement. *Note, certain violations outlined in the student handbook may result in administrative review prior to consequence implementation.* **Prior** to being suspended in or out of school, a student-athlete with **ZERO** or **ONE UNEXCUSED ABSENCE** will automatically be placed on the 2nd Unexcused Absence Offense tier (meaning ONE future unexcused absence will result in removal from the athletic team). A student-athlete with TWO UNEXCUSED ABSENCES, who then becomes ineligible due to in/out of school suspension, will be removed from the team.

### **School/Holiday Breaks**

Holiday and other breaks from school often occur during an athletic season and may conflict with athletic practices and competitions. Student-Athletes are expected to attend practices/contests during holiday and other breaks as family trips/vacations scheduled over breaks are NOT excused absences. It is recognized by the athletic department that student-athletes may not have the ability to remain home while their parent/guardian is out of town. Parents/guardians should do everything in their power to avoid scheduling trips that require their child to miss athletics. Despite best intentions to avoid a child being absent from athletics, should the need arise to for a parent/guardian to have their child miss athletics the following shall be considered reasonable in these extenuating circumstances:

- The athlete's coach and the athletic director shall be notified, **in writing**, as far in advance as possible of the potential conflict. This will allow the coach adequate preparation time for team success.
- Every day missed is equal to the number of days the athlete must sit upon their return (5 days away = 5 days out).
  - Upon return, the athlete may practice with the team but may not participate in competitions that occur during the sit-out period.
  - Following the sit-out period, a student-athlete with **ZERO** or **ONE** UNEXCUSED ABSENCE will automatically be placed on the 2nd Unexcused Absence Offense tier (meaning ONE future unexcused absence will result in removal from the athletic team). A student-athlete with TWO UNEXCUSED ABSENCES, who then misses practices/games due to a vacation will be removed from the team.
- Vacations that extend through a break will follow the miss a day, sit a day format above. Once school resumes, it is expected that the athlete be back with his/her team. Additional days will be considered unexcused absences.

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