

ATTENDANCE

- Parents/guardians are encouraged to call the school on the day of their child's absence, but must also send a written note requesting absences be considered excused. All written notes must be submitted to the school within five (5) days of the last absence.
- Students shall not be absent from school (for excused or unexcused reasons, excluding suspensions) for:
 - Eighteen (18) or more school days per year, or
 - Eighteen (18) class periods of a course (nine (9) days for one semester course).Any student who exceeds this total will not be eligible to receive credit and/or will be subject to retention.
- Excused absences are typically those that have resulted from conditions beyond the control of the students or parents/guardians. The only excuses for absences that shall be deemed acceptable for consideration are:
 - a. Personal illness (if over three days, the school shall require a note from the doctor)
 - b. Personal court appearance (student)
 - c. Death in the family (mother, father, spouse, son, daughter, sister, brother, grandparent, aunt, uncle, nephew, or niece)
 - d. Religious holidays regularly observed by the student
 - e. Extenuating circumstances as approved by the school administration

MAKE-UP WORK

Requesting Make-Up Work:

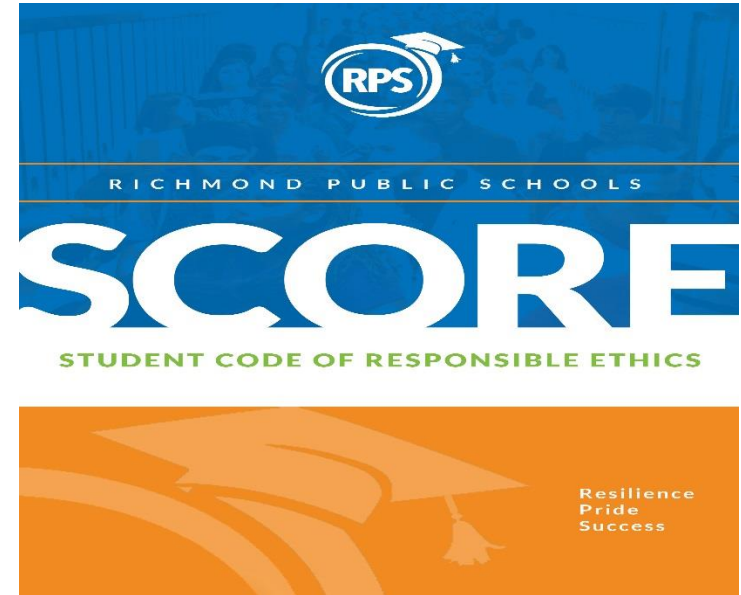
*It will be the responsibility of the student and parent/guardian to request missed assignments. **A notice of 48 hours is required to provide make-up work for the student.** Work may be picked up in the main office or sent home with another student.*

Completing Make-Up Work:

Students are given at least as many days to turn in completed make-up work as the total days absent.

This is supplemental guide to SCORE. To view a full copy of SCORE, please go to <https://www.rvaschools.net/Page/1130>.

Student Code of Responsible Ethics SCORE at a Glance



The Student Code of Responsible Ethics (SCORE) is a guide that defines appropriate and inappropriate behavior. The SCORE also covers disciplinary consequences and interventions. The SCORE was created to encourage good citizenship and to promote positive behavior that leads to the overall welfare of students. The SCORE ensures that families, students and school personnel are aware of their rights and responsibilities with regard to student conduct. It also standardizes procedures used in responding to specific disciplinary infractions. The goal of the SCORE is to ensure every student has access to a quality education in an environment that is conducive to teaching and learning.

When and Where SCORE Applies

The standards in the SCORE apply to behavior:

- In school, during school hours;
- Before and after-school, while on school property and taking the most direct route to and from school to include the bus stops
- While traveling on and/or waiting for buses and vehicles funded by RPS
- Participating in, or attending, school-sponsored/school-related activities, such as field trips, conferences or athletic events
- Off school property when such behavior can be demonstrated to negatively affect the educational process or endanger the health, safety, morals, or welfare of the school community.

When misbehavior involves communication, gestures or expressive behavior, the infraction applies to oral, written or electronic communications, including but not limited to texting, e-mailing, and social posts.

Levels of Interventions & Consequences

The SCORE holds students accountable for their behavior. Infractions are grouped into five levels based on the severity of infraction. Whenever possible and appropriate, interventions should begin with the lowest level of disciplinary response.

Principals, teachers, school staff, students and parents need to know the disciplinary measures that can be taken when a student misbehaves or substantially disrupts a classroom. The SCORE is divided into two sections Grades K-5 and Grades 6-12 to ensure that the age and general maturity of the students are considered.

Level of Interventions/Consequences	
Level 1	Teacher/Classroom Level
Level 2	School Administration Level
Level 3	Hearing Officer Consultation Level
Level 4	Panel Hearings/Long Term Consequences Level
Level 5	Administrative Referral/Expulsion Level

Full descriptions of infractions are located in SCORE on pages 12-21.

Procedures for Appealing Out-of-School Suspensions Ten (10) Days or Less

