

ATTENDANCE POLICY

PURPOSE

The purpose of the Chariho School District Attendance Policy is to bring students and teachers together so that learning can take place. Attendance at school is a serious matter and time lost from class, including tardies and early dismissals, is irretrievable. Studies show that attendance is directly related to a student's success in school. Attendance records are also part of a student's permanent record, which may be passed on to any organization seeking references. Rhode Island state law requires all students between the ages of six and sixteen years to be registered in and attend school regularly.

DEFINITIONS:

Exempt Absences

Exempt absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor-excused illness or injury (doctor's written excuse must be submitted no later than two (2) school days following the absence), a school nurse teacher-excused illness or injury, court appearance, military deployment event, or dismissal from school by school principal or designee. Exempt absences do not count toward attendance policy limits. (See promotion points and course credit requirements.)

Non-Exempt Absences

Non-exempt absences include all absences not listed as Exempt Absences. Non-exempt absences count toward attendance policy limits. (See promotion points and course credit requirements.)

Truancy

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who do miss school with parent/guardian permission, however, may be considered truant.

Grades K-12

RECORDING AND REPORTING ABSENCES, TARDIES, AND EARLY DISMISSALS:

1. All absences, tardies, and early dismissals are recorded and reported as non-exempt until an appropriate excuse is provided in writing. See definitions above for exempt and non-exempt absences.
2. A parent/guardian is required to call the school to report their child's absence. The school clerk will attempt to contact the parent/guardian regarding absences if the school has not been notified. This contact does not imply that such absences are exempt. Parent permission, in and of itself, is not recognized as a legitimate reason for absence.
3. Following four (4) non-exempt absences, which may include tardies, and/or early dismissals, the school will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review. See High School specific information below.
4. Following eight (8) non-exempt absences, which may include tardies, and/or early dismissals, the school will contact the parent/guardian in writing requesting a meeting. A

referral may be made to the Attendance Officer. See High School specific information below.

5. Following ten (10) non-exempt absences, which may include tardies, and/or early dismissals, a referral will be made to the Attendance Officer and/or Truancy Court. See High School specific information below.
6. Timelines indicated in #'s 3-5 above shall be proportionally adjusted for students who are enrolled for less than one hundred and eighty (180) days.
7. Appointments with doctors, dentists, etc. should be made at times other than during the school day.
8. Students with any non-exempt absence, tardy and/or early dismissal on the day of a school-related activity (e.g., dance, play) may not attend that activity.

FAMILY TRAVEL AND VACATION:

Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. All work will be provided upon return to school; students will have one day for each day missed to complete work, up to a maximum of three (3) days.

EARLY DISMISSALS:

A written request for early dismissal for medical or family reasons signed by the student's parent/guardian must be presented to the first period classroom teacher or office on the day of the early dismissal; only those individuals eighteen years of age and older specified on the Emergency Contact List may pick-up a student. Parental phone calls requesting an early dismissal must be approved by the Principal/Designee. This request must contain the date, time, reason for dismissal, telephone number for verification, and parent/guardian signature. With the exception of siblings, students may not leave with other students on the Emergency Contact List.

Grades 5-8

PROMOTION POINTS:

Students exceeding ten (10) non-exempt absences per year shall not receive the three points toward promotion for the following: math, science, social studies, language arts, English, foreign languages and physical education/health. For all other courses, students exceeding five (5) non-exempt absences shall not receive the promotion point. Students in grades 5-8 who attend The RYSE School lose points after accumulating ten (10) non-exempt absences per year.

REQUESTING REVIEWS FOR THE PURPOSE OF RECOVERING POINTS

Any student (or parent of a student) who loses promotion points due to attendance may request a review for the purpose of recovering promotion points from the course in which there were more than ten (10) non-exempt absences. During the review, the student's eligibility, based upon the existence of extenuating circumstances for the excessive absences, for a promotion point recovery plan is determined. If a plan is developed to recover promotion points, it must be fully executed by the student. Plan appeals may be filed in accord with the Appeals Policy.

Grades 9-12

COURSE CREDIT:

In order to receive credit for a course, students must earn a passing grade. A grade cannot be earned when a student exceeds five (5) non-exempt absences in a semester. In these situations, an "E" will be recorded on the report card indicating a loss of credit due to excessive absences.

Students in grades 9-12 who attend The RYSE School lose credit after accumulating ten (10) non-exempt absences per semester.

REQUESTING REVIEWS FOR THE PURPOSE OF RECOVERING CREDIT

Any student (or parent of a student if the student is a minor) with an “E” on a report card may request a review for the purpose of recovering credit from the course in which the “E” was assigned. During the review, the student’s eligibility, based upon the existence of extenuating circumstances for the excessive absences, for a credit recovery plan is determined. If a plan is developed to recover credit, it must be fully executed by the student. Plan appeals may be filed in accord with the Appeals Policy.

INTERVENTION:

The administration/designee will notify parents/guardians of absences in the following manner:

- If a student is absent, an automated (or personal) phone call from the school is sent to the parent/guardian notifying them of the absence. Parents/guardians will be informed that the student is in danger of receiving an “E” on the report card indicating a loss of credit due to excessive absences. Parents/guardians are reminded to provide written documentation for categorization of the absence as exempt.
- At the end of each school week, an automated (or personal) phone call from the school is sent to the parent/guardian of any student with four (4) or more non-exempt absences in a semester to provide notification of the potential loss of credit and the financial responsibility for credit recovery.
- After eight (8) or more non-exempt absences in a semester, a letter is sent to the parent/guardian to provide notification of their child’s continued absences, along with a reminder of the Attendance Policy. Parents/Guardians are strongly encouraged to schedule a conference with a Dean of Students. A referral may be made to the Attendance Officer.

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