

North Providence School Department Attendance Policy	First Read: 7/22/15 Second Read: 8/26/15 Third Read: 9/23/15

Policy

School attendance is mandated by Rhode Island General Law 16-19-1 which requires, *“every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides.”*

Research supports, (www.attendanceworks.org), positive academic outcomes when a student attends school regularly. It is the responsibility of a student’s parent/guardians to ensure school attendance, report absences according to this attendance policy and work together with school personnel to address any issues preventing daily school attendance.

Procedure

All student absences, late school arrivals and early dismissals are recorded in the district’s student information system data base. It is the responsibility of a student’s parent/ guardian to notify the school regarding their child’s absence or late arrival prior to the start of school on the day of the absence/tardiness. Absences and lateness to school are recorded as excused and unexcused and are defined as:

Excused Absence:

Excused absences include an illness or injury documented in writing by a medical professional, religious holidays, approved school sponsored activities, suspensions, court appearances, death in the family, military deployment event or verified college visits.

Unexcused Absences:

Unexcused absences include all other absences not covered in the definition of an excused absence.

Excused Lateness:

Excused lateness to school shall include a doctor’s appointment as documented in writing by a medical professional and provided upon a student’s arrival at school the day of the appointment, religious holidays, approved school sponsored activities, suspensions, and court appointments.

Unexcused Lateness:

Unexcused lateness includes all other late school arrivals not covered in the definition of an excused lateness.

Intervention Procedures for Unexcused Absences:

All schools will implement a school wide positive incentive program to reduce absences

A student shall not miss ten percent (10%) or more unexcused absences. Once a student has missed 10% of unexcused absences the following procedure will be followed:

- A letter will be automatically generated from the district's student information system and be mailed home to the student's parent informing them of the excessive absences
- School Principal will follow up with the parent/guardian and arrange a meeting with the appropriate school personnel and truancy officer
- A plan to improve school attendance and chronic absenteeism will be developed and monitored by the school principal or designee
- If unexcused absences still continue, the school principal will complete a nonattendance form and send it to the district's truancy officer
- The truancy officer and school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

Intervention Procedures for Unexcused Lateness:

All elementary schools will implement a positive school wide incentive program to reduce lateness to school

Students are allowed three unexcused lateness to school per year. Once a student has exceed this number of late school arrivals the following procedure will be followed:

Secondary Level: Grades 6-12

- Students will receive one hour of detention for each late arrival
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer
- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

Elementary Level: Grades PK-5

- School principal or social worker will contact the parent/guardian to discuss the excessive number of late arrivals to school
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer

- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

Early Dismissal:

An early dismissal is the release of a student from school prior to the end of the official school day. A student may only be dismissed early with the permission of a parent/guardian with a written note submitted to the office at the start of the school day. A student must attend school for a minimum of three hours or the day will be recorded as an absence.