

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT ATTENDANCE POLICY</b>	<b>Approved: 8/25/2010 Revised: 12/20/2023</b>

**I. Purpose:**

The purpose of the North Providence School District Attendance Policy is to ensure our students are successful. Studies show that attendance is directly related to a students’ success in school. Rhode Island state law §16-19-1 et. seq mandates all students who have not reached their eighteenth birthday to attend school regularly. After that date, students are in school on a voluntary basis and submit to the state mandate as a condition of enrollment. Regular attendance at school results in a sense of responsibility, which is necessary for success in the workplace.

**II. Definitions**

**Excused Absences**

Excused Absences do not count towards Excessive Absences. Excused Absences include:

- a student’s participation in an approved school-sponsored activity,
- suspension days,
- religious holiday observance,
- doctor-excused illness or injury (to qualify as an Excused Absence student must submit to school a completed written doctor’s note, signed by the treating medical professional who has personally observed the student),
- school nurse teacher excused illness or injury,
- documented family emergency,
- court appearance (to qualify as an Excused Absence student must submit court paperwork or summons with date and time of hearing),
- military deployment event
- college visits (11th and 12th grade only, to qualify as an Excused Absence with email correspondence from college or university indicating date and time of visit),
- dismissal from school by school principal or designee,
- unique circumstance as determined by the Superintendent, or
- refusal to attend school arising out of a legitimate fear of being bullied that has previously been reported in writing to the police and/or school officials, the merits of which have not been investigated and resolved, or mitigated by the school.

### **Unexcused Absences**

Unexcused absences include all absences not listed as Exempt Absences. Unexcused Absences count towards Excessive Absences.

**Excessive Absence** is defined as a student with a number of Unexcused Absences equal to or greater than 10% of the number of days that school has been in session for that school year, but no less than 10 Unexcused Absences.

### **Tardy/Tardiness**

Tardiness (lateness) is defined as a student who arrives at school late without a valid excuse. A valid excuse for tardiness includes any excuse sufficient for an excused absence.

### **III. Policy**

1. Daily attendance for all students in the district is mandatory.
2. Parents/Guardians are required to provide a written or verbal reason to the school administrator for each period of absence, early dismissals or late arrival. To qualify as an Excused Absence parents/guardians must provide written documentation/evidence of the excused absence as indicated in the Excused Absences definition of this policy.
3. Parents/Guardians should make every effort to refrain from scheduling personal appointments during the school day.
4. Repeated Unexcused Absences from school will result in a parent/guardian conference and detention may be assigned consistent with the amount of time lost from school. Continued Unexcused Absences or excessive Tardiness will result in a referral to the Truancy Officer. Resources at the school level (nurses, social workers, counselors, truancy officer) may be utilized, if necessary, for truancy issues.
5. Repeated Tardiness to school impacts student learning and leads to lost instructional time. Punctuality must be maintained during the school year.
6. Repeated Tardiness may result in student discipline in accordance with the Student Handbook.
7. Students must be in their assigned rooms at a time specified by the principal. When students enter school grounds, all school regulations pertain. Students are to report to their assigned location as soon as it is opened.
8. The North Providence School Department may initiate proceedings in the Rhode Island Family Court against an Excessively Absent student.

- a. Before initiating any such proceeding, school personnel shall undertake all reasonable, educationally sound, corrective actions to address the student's attendance issues, and document in writing the actions taken at the school level.
  - b. No such proceeding shall be initiated against a student who does not have at least ten (10) unexcused absences during the school year.
9. Grades may be impacted as a result of missed class work, projects, quizzes and tests during any unexcused absences. All missed work must be made up in a timely manner.

### **Appeals Process for Excessive Absence**

Loss of credit due to excessive absence from school may be appealed to the building principal in writing. A parent/guardian may appeal the decision to the superintendent's office in writing. If the parent/guardian is still dissatisfied at that level, the final appeal may be addressed to the North Providence School Committee in writing.

Resources: Student handbook, Discipline Policy please refer to <http://nprovschools.org/>

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Revised 8/11/2022 clerical and age change due to updated laws

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