

# **NORTH KINGSTOWN SCHOOL COMMITTEE JE-R POLICY MANUAL**

## **ADMINISTRATIVE REGULATION**

### **ATTENDANCE**

#### **PURPOSE:**

The North Kingstown School Department Attendance Policy is promulgated pursuant to the authority set forth in §16-19-1 of the Rhode Island General Laws, which requires all students between the ages of six and 18 years old, to be registered in and attend school regularly. Studies show a positive correlation between good school attendance and academic success. Absenteeism, tardiness and early dismissals disrupt the continuity of learning. Attendance at school is part of a student's permanent records and parents/guardians are urged to assist the school by supporting the attendance policy. It is the responsibility of the parent or guardian to encourage and monitor school attendance, report absences according to the attendance policy, and work cooperatively with the school to solve any attendance/tardiness issues.

This school district policy attempts to establish a set of standards that will ensure a consistency across the district, while also allowing a school's administrative personnel the flexibility of individual response.

#### **A. DEFINITIONS:**

**Excused Absences:** Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a court appointment, family emergencies as approved by a school administrator and illness or injury as documented in writing by a medical professional and provided upon a student's return to school.

**Unexcused Absences:** All absences not covered by the definition of "excused absences" above shall be considered "unexcused."

**Excused Tardies:** A student shall be considered tardy when he or she arrives to school after the beginning of the official school day. Excused tardies shall include a student's participation in an approved school-sponsored activity, observance of a religious holiday, a court appointment, family emergencies as approved by a school administrator and 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.

**Unexcused Tardies:** All tardies not covered by the definition of "excused tardies" above shall be considered "unexcused."

**Excused Early Dismissal:** An early dismissal is the release of a student from school prior to the end of the student's school day. Excused early dismissals shall include a student's participation in an approved school-sponsored activity, observance of a religious holiday, a court appointment, family emergencies as approved by a school administrator and a doctor's



appointment as documented in writing by a medical professional and provided upon a student's return to school.

Unexcused Early Dismissal: All early dismissals not covered by the definition of "excused tardies" above shall be considered "unexcused."

#### **B. ABSENCE NOTIFICATION PROCEDURE ELEMENTARY & MIDDLE**

All absences and are recorded and reported as unexcused until notification of an approved reason for excused absence is provided to the main office. It is the parents'/guardians' responsibility to notify the school regarding a child's absence prior to the start of school on the day of the absence. The school clerk will attempt to contact the parent/ guardian regarding absences if the school has not been notified.

It is the parent/guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused absence.

#### **C. TARDINESS PROCEDURE FOR ELEMENTARY & MIDDLE**

All tardy students must report to the main office upon their arrival at school. All tardies are recorded and reported as unexcused until an approved reason for excused tardy is provided to the main office.

It is the parent/ guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused tardy.

#### **D. EARLY DISMISSAL PROCEDURE FOR ELEMENTARY & MIDDLE**

Students shall be dismissed from school early only with the permission of a parent/guardian. An early dismissal that is granted by the school nurse shall be recorded and reported as an excused early dismissal. All other early dismissals shall be recorded and reported as unexcused until an approved reason for excused early dismissal is provided to the main office.

It is the parent/ guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused early dismissal.

#### **E. APPEALS PROCESS FOR ELEMENTARY & MIDDLE**

Parents/guardians who feel aggrieved because of action taken as a result of any section in these regulations may appeal said action to the school administration level at which the action was taken. Further appeals may be taken to the Superintendent of Schools and finally to the School Committee. Further appeals after the School Committee decision may be taken through the process as defined in Title 16 of the General Laws of Rhode Island.

**ELEMENTARY**

**A. UNEXCUSED TARDINESS IN A PARTICULAR CLASS- PROCEDURE**

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It is the responsibility of the classroom teacher to track tardiness for each student in a particular class. If any student has three unexcused tardies, the teacher should send written notification of the dates of said tardies to the main office.

## **B. INTERVENTION**

1. Step 1: A student shall not miss ten percent (10%) or more of the days in a particular school year unexcused. Once a student has missed ten percent (10%) or more of the days in a particular school year through unexcused absences, tardies and early dismissals, administrators shall take the following intervention steps:

a. The parent/guardian of any student who has missed ten percent (10%) or more of the school year unexcused shall be notified in writing. The school shall make every effort to arrange for a meeting between appropriate school personnel, the District's truancy officer and the parent/guardian.

b. A student who has previously been referred to RTI AND has missed ten percent (10%) or more of the school year unexcused absences shall have the District's truancy officer attend the student's RTI meetings.

2. Step 2: In the event that the procedures in Step 1 have been exhausted without improvement in a student's attendance to better than ten percent (10%) of days missed unexcused, the appropriate administrator at the school level shall complete the Nonattendance form and send said form to the District's truancy officer in order that she may file a petition in truancy court or Washington County Family Court against either the student or parent/guardian of the student. In the event that a student has missed 10% of days in a particular school year unexcused, but has made significant improvements, it shall be at school administrators' discretion as to whether or not a truancy petition should be filed. IEPs and 504 accommodation plans may be considered in the administrators' decision.

## **MIDDLE SCHOOL**

### **A. INTERVENTION**

1. Step 1: A student shall not miss ten percent (10%) or more of the days in a particular school year unexcused. Once a student has missed ten percent (10%) or more of the days in a particular school year through unexcused absences, tardies and early dismissals, administrators shall take the following intervention steps:

a. The parent/guardian of any student who has missed ten percent (10%) or more of the school year unexcused shall be notified in writing. The school shall make every effort to arrange for a meeting between appropriate school personnel, the District's truancy officer and the parent/guardian.

b. A student who has previously been referred to RTI AND has missed ten percent (10%) or more of the school year unexcused absences shall have the District's truancy officer attend the

student's RTI meetings.

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2. Step 2: In the event that the procedures in Step 1 have been exhausted without improvement in a student's attendance to better than ten percent (10%) of days missed unexcused, the appropriate administrator at the school level shall complete the Nonattendance form and send said form to the District's truancy officer in order that she may file a petition in truancy court or Washington County Family Court against the student. In the event that a student has missed 10% of days in a particular school year unexcused, but has made significant improvements, it shall be at school administrators' discretion as to whether or not a truancy petition should be filed. IEPs and 504 accommodation plans may be considered in the administrators' decision.

3. Step 3: In the event that a petition is filed against a student in Washington County Family Court for truancy, it shall be the responsibility of the truancy officer to obtain any IEP or 504 Plan of the student that may exist for the School Department's legal counsel.

4. Step 4: In the event that a petition is filed against a student in Washington County Family Court for the truancy, it shall be the responsibility of the truancy officer to notify appropriate administrators at the school level of a scheduled hearing. It shall be the responsibility of the appropriate school level administrator to provide the truancy officer with a letter detailing the child's attendance and/or other issues for the Court, as well as providing an updated official attendance report.

## **HIGH SCHOOL**

### **A. ABSENCE NOTIFICATION PROCEDURE**

When a student is not able to attend school, students 18 years old and over and/or parents for all students under 18 years, must notify the school attendance line (268-6239) when the student is going to be absent for that day.

All absences are recorded and reported as unexcused until notification of an approved reason for excused absence is provided to the main office. It is the student's responsibility (for those 18 years old and over) and/or parents'/guardians' responsibility to notify the school regarding a child's absence prior to the start of school on the day of the absence. Parents/ guardians will be notified by the automated telephone system each time their child is absent without an excuse. It is the student's responsibility (for those 18 years old and over) and/or parent/guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused absence. Excuses will not be accepted later than two school days after the absence.

### **B. TARDINESS PROCEDURE**

All tardy students must sign in at the attendance desk by the cafeteria prior to 7:45 AM or in the Student Management Office after 7:45 AM. All tardies are recorded and reported as unexcused until an approved reason for excused tardy is provided to the main office. For students under the age of 18 years old, parents will be notified by the automated telephone system each

time their son/ daughter is tardy to school.

It is the student's responsibility (for those 18 years old and over) and/or parent/ guardian's responsibility to provide information regarding a family emergency or court appointment and to



provide written documentation from a medical professional in the event of an excused tardy. Excuses will not be accepted later than two days after the tardy.

### **C. EARLY DISMISSAL PROCEDURE**

Students shall be dismissed from school early only with the permission of a parent/guardian, unless they are 18 years of age or older. An early dismissal that is granted by the school nurse shall be recorded and reported as an excused early dismissal. All other early dismissals shall be recorded and reported as unexcused until an approved reason for excused early dismissal is provided to the main office.

It is the student's responsibility (for those 18 years old and over) and/or the parent/guardian's responsibility to provide information regarding a family emergency or court appointment and to provide written documentation from a medical professional in the event of an excused early dismissal.

### **D. APPEALS PROCESS**

Students over 18 years old and/or parents/guardians who feel aggrieved because of action taken as a result of any section in these regulations may appeal said action to the school administration level at which the action was taken. Further appeals may be taken to the Superintendent of Schools and finally to the School Committee. Further appeals after the School Committee decision may be taken through the process as defined in Title 16 of the General Laws of Rhode Island.

### **E. INTERVENTIONS FOR ABSENCES**

5. Step 1: A student shall not miss ten percent (10%) or more of the days in a particular school year unexcused. Once a student has missed ten percent (10%) or more of the days in a particular school year through unexcused absences, tardies and early dismissals, administrators shall take the following intervention steps:

a. The parent/guardian of any student who is under 18 years old and has missed ten percent (10%) or more of the school year unexcused shall be notified in writing. The school shall make every effort to arrange for a meeting between appropriate school personnel, the District's truancy officer and the parent/ guardian.

b. A student who has previously been referred to RTI AND has missed ten percent (10%) or more of the school year unexcused absences shall have the District's truancy officer attend the student's RTI meetings.

6. Step 2: In the event that the procedures in Step 1 have been exhausted without improvement in a student's attendance to better than ten percent (10%) of days missed unexcused, the appropriate administrator at the school level shall complete the Nonattendance form and send said form to the District's truancy officer in order that she may file a petition in truancy court or Washington County Family Court against the student. In the event that a student

has missed 10% of days in a particular school year unexcused, but has made significant improvements, it shall be at school administrators' discretion as to whether or not a truancy

petition should be filed. IEPs and 504 accommodation plans may be considered in the administrators' decision.

7. Step 3: In the event that a petition is filed against a student in Washington County Family Court for truancy, it shall be the responsibility of the truancy officer to obtain any IEP or 504 Plan of the student that may exist for the School Department's legal counsel.

8. Step 4: In the event that a petition is filed against a student in Washington County Family Court, it shall be the responsibility of the truancy officer to notify appropriate administrators at the school level of a scheduled hearing. It shall be the responsibility of the appropriate school level administrator to provide the truancy officer with a letter detailing the child's attendance and/or other issues for the Court, as well as providing an updated official attendance report.

9. Students shall only be permitted to make up work and assessments missed during excused absences.

#### **F. INTERVENTIONS FOR TARDIES**

1. Fourth and fifth tardy to school: Students will be assigned a one hour office detention. 2. Sixth tardy to school: Students will be assigned a two hour office detention for each tardy and will lose the privilege of participating in extracurricular activities until all outstanding detentions have been served.

3. Fourth tardy per quarter: Parent will receive a letter indicating the dates of the tardies. 4. Sixth tardy per quarter: Parent conference will take place with the Dean and/or Assistant Principal for Management and Operations.

5. Eighth tardy per quarter: Juniors and seniors shall lose parking privileges.

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