
Attendance Policy

In accordance with RI General Law **§16-19-1**, East Providence mandates every child, between the ages of 6 and 18 years old, or enrolled in Kindergarten, is required to attend school during all days and hours that the school is in session. The East Providence School Dept will be responsible for maintaining the attendance data monitoring of all students and early identification of emergent chronically absent (truant) behavior. This includes but is not limited to:

- 1) Consultation with the parent or legal guardian; and
- 2) Coordination with the student's school identified support team(s), such as, PPS, MTSS, 504, and/or attendance teams [or other teams deemed appropriate].

Attendance definitions, interventions, and procedures are outlined in the student handbook. While these definitions, interventions and procedures reflect the expectations and consequences of the entire district Grades K-12, note there will be differences based on Elementary and Secondary levels, and should be referred to in the student handbook.

Procedures and Glossary for Attendance Policy

School attendance as outlined in the corresponding policy is mandated by General Law 16-19-1 and required by the District .

The following describes the definitions, interventions and procedures required for all students in Kindergarten through 12th grade. Each and every student enrolled in East Providence Public Schools or with an agent of the District is required to fulfill the obligation as it is essential for their academic success.

ATTENDANCE POLICY PROCEDURES

1. All absences, tardies and early dismissals are recorded and reported as unexcused unless an appropriate excuse is provided in writing. See definitions for excused and unexcused absences.
2. A parent/guardian is required to call the school to report each day their child is absent.
Parent permission, in and of itself, is not recognized as a legitimate reason for absence.
The school's automated system will attempt to contact the parent/guardian regarding absences; however, this contact does not imply that such absences are excused.
3. Students absent more than 10% of the school year at any given time are considered chronically absent. This includes tardies and/or early dismissals. The principal and/or designee will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review.
4. Following two (2) absences per month or six (6) absences per quarter, the school will implement the decision rules as it applies to attendance. Please refer to decision rules in the definition section below.
5. Following ten (10) absences per school year, a parent/guardian meeting will be scheduled and/or a referral could be made to the Attendance Office for a pre-truancy meeting. *Please be aware that if a student is absent from school for more than ten (10) consecutive school days, and the absences are for reasons other than a documented personal medical, mental health, behavioral health, disability-related, court-ordered, or district-approved placement illness, the student may be removed from the school's attendance rolls and will need to re-register upon their return. Other than for illness, seats will not be held beyond 10 consecutive school days for any student. Students receiving services under an IEP, Section 504 Plan, or other documented medical, mental health, or court-ordered placement shall not be removed from attendance rolls without prior review by the District and appropriate support team.*
6. Appointments with doctors, dentists, or any other healthcare provider will be considered an excused tardy or dismissal when a note from said provider is submitted to the school. Whenever possible, appointments with doctors, dentists, or healthcare providers should be made at times

other than during the school day. Note: When attending an annual check up, the student can either be excused early, or be brought back to school, but should not be out for an entire day.

7. All students with any unexcused absence on the day of a school-related activity (e.g. dance, play, sports) may not attend or participate in that activity.

8. Students who are tardy in grades K-5 must be accompanied by a parent/guardian to the school office to sign in for the day.

9. 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.

10. A student who has **excused absences** must contact the teacher within two days of his/her return to school for make-up work.

Make up work due to absence, tardy or early dismissal for students shall be allowed. Upon the student's return to school, it will be up to the student at the secondary level and/or the parent at the elementary level to seek out the teacher for the missed work. Each student will have one day for each day missed to make up the missing work, unless otherwise accommodated by the teacher.

11. Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is not condoned. Note: this time counts toward chronic absenteeism. Makeup work see above #10.

DEFINITIONS

Excused Absences:

Includes a student's participation in an approved school-sponsored activity, documented college visits, suspension days, religious holidays, bereavement, a doctor-excused illness or injury, (doctor's, dentist's or other healthcare provider's written excuse must be submitted on the following day the student returns to school 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. Parent permission, in and of itself, is not recognized as a legitimate excuse for absences. Excused absences count towards attendance policy limits.

Unexcused Absences

Includes, but not limited to any absence in which the student and/or parent/guardian fails to comply with the District's attendance policy and procedures and includes any and all absences not listed as excused absences above. Unexcused absences count toward attendance policy limits.

Tardiness

Being tardy is defined as arriving after school begins. Students arriving by bus who are delayed are not considered tardy. Parents/guardians, as well as, students should know the start and end time of their respective school day. Tardy days will follow the same guidelines as excused and unexcused absences.

Early Dismissal

An early dismissal is considered any time when the student is not able to complete the full day of school. Early dismissals will follow the same guidelines as excused and unexcused absences.

Chronic Absenteeism

A student is considered chronically absent when they are purposely out of school without cause and have missed 10% of the school year.

Decision Rules

Is the set of values implemented so that the school staff and family work together in order to achieve the necessary goal which is to have each student in school every day.

Step 1: Research and analyze historical attendance data

Identify students who have been absent 10% + (Chronically Absent). This data is brought to Administration, Guidance, Attendance Team and Grade Level teams to take action.

Step 2: Call

A call home from an educator who may have a strong relationship with family to encourage them to come to school.

Step 3: Letter

Letters will be sent home with the number of days the student has been absent as well as information about how chronic absenteeism affects students.

Step 4: Nudge Outreach

RIDE's Attendance Nudge - with the support of the Rhode Island Department of Education (RIDE) a text/dojo will be sent out notifying the parent/guardian of the absenteeism.

Step 5: Building Administration Outreach

The Principal or their designee will contact families by a phone call, letter, and/or face to face meeting.

Step 6: Pre-Truancy

District level - Pre-Truancy process. Families will meet with district and school personnel to discuss absences as well as the previous five steps above. This discussion is the final step before Truancy is filed within the Rhode Island Court System. The truancy diversionary calendar is held in school or could be sent for arraignment at the Garrahy Court Complex in Providence.

SCHOOL ATTENDANCE INTERVENTIONS

Each school shall provide a program of interventions designed to assist students and/or families that are experiencing attendance problems which are consistent with the District's MTSS (Multi Tier Systems of Support) procedures. Interventions shall encourage the school and the family to work together utilizing a problem solving approach and shall incorporate actions consistent with the maturity of the student and the seriousness of the problem.

Incentives for students to move out of Chronically Absent category:

- Individual/Group Counseling - Appropriate school personnel will meet with their grade level students on a weekly basis to discuss the importance of coming to school. Also, discuss any barriers that are causing the student to miss school.
- Check and Connect - Students will check-in each morning with an adult (this could be Homeroom Teacher, Guidance Counselor, Support Staff) to make sure they are in school and that they are ready to learn for the day.
- Reward System - Students that attend school regularly and consistently may receive a reward. (This is determined by the school level admin, and could include homework pass, snack, etc.)

East Providence School Committee
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