



Education is not filling a bucket, but lighting a fire.....

COMPULSORY ATTENDANCE POLICY

(approved 1/7/25)

In accordance with the Attendance for Success Act of 2019, parents or guardians are responsible for ensuring that their child is in school every day. Attendance will be taken in every class each day. An absence for more than 50% of the instructional day will be considered a full day.

Class Attendance: Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student academically and socially and is regarded as a very serious problem.

Appropriate legal procedures will be followed for ten or more unexcused absences during the school year, considered habitual truancy, as specified and required by the Public School Code. A student who has accumulated five unexcused absences within a school year is considered truant. However, the school staff are aware of repeated unexcused absences before the point of truancy and will intervene both informally by conferring with the student and more formally through parent/guardian contact and conferences to determine the cause of the student's absenteeism.

Rio Gallinas students will never be punished for truancy by suspension and/or expulsion.

Notification of Absences: In the event of an absence, the parent/guardian will contact the school within 48 hours to notify them of their child's

absence. This can be done via phone call, email, text message or on Class Dojo.

Each semester, the parents/guardians will be informed of their child's total absences. Rio Gallinas administration will notify parents/guardians of absences through written correspondence or through phone calls.

Excused Absences: In order for an absence to be valid (excused) the student must bring a written excuse signed by the parent or a doctor's note after 3 consecutive days absent, on the day he/she returns to school. A valid excuse is considered illness, death in family, **prearranged family event, or religious holiday.

**Prior notification is requested for students missing school due to family trips or pre-planned extended absences. It is the responsibility of the student and his/her parent/guardian to communicate with teachers regarding homework and classwork assignments for that period.

Consequences for absences: The school will document attempts to notify the parent about her/his child's unexcused absences, attempts of the school to meet with the parent/guardian to discuss intervention strategies and intervention strategies implemented to support keeping the child in school.

Tier 1: Initial Meeting for Students in Need of Early Intervention

After three incidents of unexcused absences, the family will be contacted. In this meeting the school team, along with the family, will decide what kind of support is needed for the student. An attendance plan may be initiated, if needed.

Tier 2: Parent/Guardian Conference for Students in Need of Early Intervention

If a student has six unexcused absences within a school year, parent/guardian(s) will be notified of continued truancy by a phone call and letter and/or email. The letter/email shall include a date, time, and place for parent/guardian to meet to develop intervention strategies that focus on keeping the student in the educational setting. An attendance plan will be initiated/ updated at this time.

Tier 3: Parent/Guardian Conference for Students in Need of More Intensive Intervention

If the student has **ten unexcused** absences in a school year, the student's parent/guardian(s) will be notified by mail/email and a phone call. The letter/email shall include a date, time, and place for parent/guardian to meet to review the attendance plan and develop **new** intervention strategies that focus on keeping the student in the educational setting.

Tier 4: Family Support

If the student has over ten absences, outside services, such as CYFD or JPPO, may be contacted for additional support. The School Attendance team will continue to observe and document attendance and parent/guardian notifications. The School Attendance Team, including the parents/guardians will meet to review the attendance plan and develop **new** intervention strategies that focus on keeping the student in the educational setting.

The Student Attendance Team has the option of student withdrawal from school after all Tiers of Intervention have been met. This is at the discretion of the Director of Rio Gallinas School for Ecology and the Arts.