

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

The Block Island School expects students should not be kept home due to student or family convenience. To ensure a quality education for our students, the Block Island School requests that parents/guardians not schedule family vacations or other nonessential activities during school time. The time spent in class is of the utmost importance for a complete understanding of course materials and for the continuity of the entire class. This policy represents the span of one school year.

For Absences of Four Consecutive School Days or Fewer: It is the responsibility of the parent or guardian to notify the school's main office via email or phone call, (401) 466-5600, as to the reason for their child's absence by 8:00am. All excused absences need to be documented by the parent or doctor via email or written note; communication must be provided in writing to the office within five school days upon return. Parents are responsible for submitting documentation in a timely manner or absence will be considered unexcused until it is received.

An absence is considered excused if:

- Medical Appointments (Medical note required to be submitted to the office)
- College visits/interviews (documentation required from college/university)
- Death in the family/funeral
- Illness (doctor's note required for chronic illnesses)
- Canceled Ferry
- Religious observance
- Court Appointments (documentation required)
- DMV appointment, road test or exam

Unexcused Absences include:

- Family vacation/traveling
- Non-medical appointments
- Hunting/fishing trips
- Oversleep/tired, participating in a field trip the previous day
- Extra-curricular employment
- Babysitting or being needed at home
- Missing the ferry
- Working on a school project or finishing homework
- Unattended school sponsored field trip or event (unless excused absences reason prevails)
- Any other reason that is not on the excused absence list

In cases of **excused absence**, students will be allowed to make up work missed during the absence without penalty or loss of credit subject to the following conditions:

It shall be the responsibility of the student to contact each of his/her teachers to request the assignment(s), material(s), or test(s). Upon your child's return, your child is responsible for meeting with their teacher to create a plan/timeline for completing missed work if the student was unable to complete the work while they were absent. The timeline for make-up work will be at the discretion of the teachers.

While attendance is fundamental to success in all subject areas, it is particularly crucial for performance-based classes (e.g. music, art, physical education). When a student misses class in these

areas, the student is denied the benefit of a distinct group learning experience, which cannot be duplicated in an assignment. Teachers of these subjects may require students to make up missed class time at another time or complete additional work.

For Absences of Five Consecutive School Days or More: Notification by the parent of a student's proposed extended absence (such as scheduled in patient medical treatment) is required at least one full week prior to the proposed departure. Parents who remove their child from BIS for five or more consecutive days must notify the office, meet with administration and teachers, who will indicate the student's current academic standing, establish the ramifications of the child's absence, potential truancy implications and may result in loss of credit. Documentation will be signed by all parties involved and kept on file.

Teachers are not required to provide work for students out for unexcused absences of five days or more.

**Absenteeism Action Plan to be included in Multi-Tiered System of Supports (MTSS):
Excused and Unexcused**

Tier 1:

1 Day absent: Parent/Guardian must notify school by phone or email, followed by documentation within 5 days
3 Days absent: Letter sent home regarding student's absence

Tier 2:

5 days absent: Meeting arranged with Parents/Guardian, Student, Principal and Teachers and determine if an MTSS plan is needed,
Up to 10 days absent in a school year: if an MTSS plan has not already been created, one will be created

Tier 3:

10 days unexcused absence: Scheduled make-up time, Potential visit from social worker and/or truancy officer, Potential credit loss, Potential Summer School, and/or Potential grade retention. The school principal will determine which action steps will be taken based upon the MTSS plan and discussion with involved parties,

The Principal will be responsible for ensuring that the enforcement of this policy will be equitable. It is recommended this policy will be reviewed as needed.

Policy Adopted 9/18/23

The New Shoreham School District, Block Island School