

## **Rye Cove Intermediate Attendance Policy**

### **PROCEDURES FOR TARDIES, EARLY DISMISSALS AND ABSENCES**

Students who arrive at school after 8:20 are considered Tardy. When Tardy, students should report to the office upon arrival to school and have with them a written excuse from parent, doctor, etc., and sign in. The student will then receive an admission slip from the office that will permit them to class. Three (3) or more Unexcused Tardies in a semester may result in In School Suspension. Whenever any student has 10 or more unexcused tardies to school, the attendance/truancy officer will be involved. The officer in collaboration with the principal will make the determination when to pursue court interventions.

### **ABSENCES:**

Students who are absent must bring a parental, doctor, dentist, etc., note on the first day when the student returns to school stating the reason for the absence. Students will have 7 parent notes for anything: including tardy, early dismissals, or absences. After 7 parent notes, only doctor, dentist, court official, religious holidays, death of an immediate family member, or extenuating circumstances which are determined by the school administration, will be excused. These excuses need to be turned in to the office before school. The student will then receive a slip to have signed by their teacher.

1. A student will be expected to make up work for all classes missed within five (5) days of returning to school, if the absence is excused. Extenuating circumstances may be considered by the principal or his/her designee in extending the time limit.
2. Students who do not bring parental notes or who bring unacceptable excuses shall be corrected through the use of counseling and discipline procedures, which may include the use of the in-school Suspension Program and other available programs and services. Seven (7) unexcused absences can result in referral to county attendance/truancy officer.

County and State Attendance Policy/JED-R

### **PARENT EXCUSES:**

Each student will be permitted to use 7 parent excuses during the school year. These excuses are primarily for those times that you are sick, but do not require a doctor's attention. If you choose to use a parent excuse for some other reason, you may do so. The parent excuse will be used not only for absences but also Early Dismissals and Tardies after 9:30 A.M. After your 7 parent excuses, you will only be excused for a doctor, dental, court appearance, death in the immediate family or other extenuating circumstance.

If you have a dental appointment in the morning and do not come in to school that day, a parent excuse may be used for the second half of the day. A student will have 3 days from the time they return to school to provide a valid excuse.

Any absence not verified by an excuse is Unexcused.

RCI must maintain a 96% attendance rate.