





District Attendance Team

The District Attendance Team will consist of stakeholders that review, revise, and support schools in the implementation and oversight of the PPSD Attendance Policy. The DAT will meet regularly and consist of district-level staff that oversees and analyzes the effectiveness of -driven, evidence-based

confirmation in writing from a college/university regarding a college visit is needed. PPSD Schools have varied arrival, dismissal and bell times, therefore, times may vary from school to school.

#### Individually Tailored Attendance Plan

A plan to support families and students with attending school every day based upon research and best practice

#### McKinney-Vento Students

Students facing homelessness experience great challenges including attendance. The school will mark students with excused absences if the school has been notified by the parent or an

McKinney-Vento Homeless Education Assistance Improvements Act of 2001 page 11 (42 U.S.C. 11431 et seq.)).

#### No Show

Is an enrolled student who does not attend school at the beginning of the new school year. No show students must be marked absent until they are inactivated with the appropriate code.

#### Present

A student must be in attendance at school for more than 50 percent of the day defined by the number of hours in the school day at the elementary level and the number of periods at the Secondary Level

#### Student Support Team

Multidisciplinary school teams that meet weekly to coordinate proactive and responsive practices that support social-emotional and behavioral wellness including consistent and healthy engagement with school. Teams regularly monitor student behavior patterns like



also against district policy to withhold physical education, physical activity or recess as a punishment. Schools may reference the Wellness Policy for additional information as well as Rhode Island General Law §16-22-4.2 regarding recess.

#### Accurate Contact Information

Schools are responsible for maintaining accurate contact information in the student information system. At the beginning of every school year and upon any enrollment during the school year, the school administration shall obtain accurate contact information from the parent or legal guardian including telephone number and any other means of contacting the parent/legal guardian during the school day.

#### Attendance Recording

Classroom teachers and long-term substitutes are required to take attendance in the student information system for the day and/or each class period/block. Any classrooms with per diem substitute teachers or teacher coverage are also required to take attendance for each class period/block. Students who are late to school must check-in at the designated office and/or area to receive a late slip. School leaders will ensure that attendance is being recorded including for students who arrive late.

#### Attendance Monitoring

Each school shall implement a system for monitoring student attendance and identifying students who are not attending school on a regular basis or who are at-risk for becoming or have already become chronically or excessively absent. The system must include the establishment of a high-functioning team that is representative of the school community and works to identify root causes of absences and ensure that necessary supports are provided. This team will meet regularly to identify patterns in student attendance/absence/tardiness/dismissal/cuts, individual student needs, and monitor intervention efforts. The team will create individual attendance plans for chronically absent students and students on pace to be chronically absent which will be monitored on a weekly basis and shared with the district. The district will monitor each school progress toward recovering chronically absent students on a bi-weekly basis.

#### Building Strong Relationships Between Students and Faculty

The Providence Public School Department believes that students who have at least one absence /P

The District will comply with state education agency guidelines for the collection, recording, and transmittal of attendance data. Data shall be made accessible to central office and school administration and faculty through a variety of methods. In order to ensure district accurate data, schools are responsible for validating daily/period level attendance.

#### Establishing a School Environment that Engages Students

The Providence Public School Department expects all school leadership to create a culture and climate of expectation for daily, on-time attendance and for student engagement in the school process and their instruction. Schools must foster welcoming, affirming, and culturally-sustaining climates and cultures that develop intrinsic motivation to attend school. Schools must also establish systems of recognition that encourage and celebrate positive attendance patterns.

#### Establishing School-based Systems and Structures

##### *Convene a School-based Student Support Team (SST)*

The Providence School Department expects all schools to leverage high-functioning student support teams to coordinate proactive and responsive interventions that support social-emotional and behavioral wellbeing including and especially those that encourage consistent school attendance. The team should report attendance data regularly to the Instructional

attendance expectations and needed support. There are a variety of such notifications to parents/legal guardians through letter, text, or call, including:

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interventions. If a student has been absent for 5 consecutive days at any point during the year, a school led truancy investigation is launched which may include a home visit, certified letter, phone calls and any other outreach deemed appropriate. If the consecutive absences reach 7 consecutive days absent and outreach was unsuccessful with the family, begin the withdrawal process. If no contact is made, 10 consecutive days of absence have been reached and the steps for withdrawal have been followed, you may withdraw a student. If the child does return after the withdrawal has occurred, the student and the family must go to the Student Registration Office to re-enroll in Providence Public Schools. High Schools should be cognizant of the effect of the withdrawal on the dropout/graduation rate

Family Vacation

Student absence due to family travel or vacation represents a loss of valuable instructional time and is strongly discouraged. These absences are considered an unexcused absence that counts toward being chronically absent and an attendance investigation could result in a withdrawal from the current school.

Training,  
Oversight, and  
Communication

The Superintendent shall ensure that all Providence Public Schools establish a process and designate staff to identify and track excessive absenteeism, early dismissals and tardiness; make contact with the students and families of students with attendance problems; create appropriate intervention strategies to address excessive absences; and set annual attendance goals through the school improvement planning process (CSIP/SIP) as mandated by Rhode Island Department the Every Student Succeeds Act (ESSA).

1. The Providence School Board shall receive quarterly reports or as requested on attendance data which includes demographics by school upon request.
2. Training, support, and professional development opportunities will be provided to school student support teams.
3. Consistent messaging must be established by the district about the importance of Attendance and the support

	<p>completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides.</p> <p>Rhode Island General Law §16-19-1 on compulsory attendance also articulates the expectations of students and local education agencies to comply with students remaining enrolled and in attendance through the age of 18. Students may withdraw their enrollment before the age of 18 if they have completed their graduation requirements, or have documented financial hardship, illness or a court order to withdraw. Students may legally consent to withdraw themselves from school upon reaching age 18. In these instances, the school principal or his/her designee are still</p> <p>The law also includes a waiver to the compulsory attendance law and set of requirements for students over the age of 16 to prevent dropout by implementing a Superintendent approved alternative learning plan for obtaining either a high school diploma or its equivalent. Handled by the Office of Student Programming, students are no longer allowed under the law to dropout before age 18 and therefore must seek alternative opportunities to complete their diploma or its equivalent.</p> <p>No student identified as homeless (McKinney Vento) or unaccompanied will be punished for not attending school on a regular basis or for arriving late. This population of students often face an array of reasons for why they are unable to attend school or arrive on time. Schools should encourage daily attendance and provide the necessary support as appropriate and applicable.</p> <p>The Superintendent will ensure that all PPSD personnel and all PPSD contractors comply fully with all applicable laws, rules, and regulations, and with all Board Policies. In the event any part of any policy is unlawful, the Superintendent will report such an event to the Board as soon as practicable and request of the Board a modification of this policy.</p>
<p>Appeals Process</p>	<p>Parents/guardians who feel aggrieved because of action taken as a result of the attendance policy or regulations may appeal said action to the school administration at which the action was taken. Further appeals may be taken to the Superintendent and finally to the School Board. Further appeals after the School Board decision may be taken through the process as defined in Title 16 of the General Laws of Rhode Island.</p>

