

NEW SALEM/WENDELL SCHOOL COMMITTEE

Student Attendance Policy

Every child in grade one through six who is eligible to attend Swift River School is required to do so unless his or her mental or physical condition is such to render attendance inexpedient or impractical, or the child is attending an alternative activity approved by the Principal or by another school official designated by the Superintendent.

Parents and guardians of Swift River students shall call the main office of Swift River School to report a child absent or tardy. Parents and guardians shall annually provide Swift River School with emergency contact information, including telephone numbers, where they can be reached during school hours (including after-school program hours). Parents and guardians are required to update this contact information whenever necessary. If a student is absent and his or her parent or guardian has not contact Swift River School, the school shall make all attempts to contact the parent or guardian using the emergency contact information. At the beginning of every school year, Swift River School shall notify parents and guardians of their obligation to provide emergency contact information.

Swift River School shall notify parents and guardians of any students who have five or more unexcused school absences in a school year. The principal shall make a reasonable effort to meet with the parent or guardian of a student who has five or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the principal, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies. The school shall give parents and guardians written notice of the possibility that truancy charges may be filed. Parents and guardians will have one week from the notification to respond to said notification. Parents and guardians may appeal the decision to file a truancy complaint. Parents and guardians should make this appeal first to the Principal, then the Superintendent, then then school committee.

Absences for family vacations will be treated as unexcused absences which accumulate to be counted as truancy unless parents or guardians give the Principal at least two weeks' notice of each such absence and provide the Principal with an educational plan for each child during that absence. For the absence to be excused, the Principal or another school official designated by the Superintendent must approve the proposed educational plan(s) as an appropriate alternative educational activity.

At the request of parents and guardians, teachers may suggest educational activities to be incorporated into educational plans for children who miss school. Parents and guardians remain responsible for the development and submission of educational plans.

When a child who has been absent returns to school, teachers will provide reasonable time and effort to assist the child in catching up on any work missed.

First Reading: 09/08/16

Second Reading, First Vote: 10/06/16

Final Vote: 11/03/16