

# Attendance Policies and Procedures

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## *Excused Absences*

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If your child will not be attending school for any reason, please report his/her absence to the office by calling 209-229-4700 or emailing [rainfo@riverislandsacademy.net](mailto:rainfo@riverislandsacademy.net). Please include the following:

- Student's Name
- Student's Teacher
- Reason for Absence
- Date of Absence

Continue to call each day your child is absent, if your child will be absent more than 3 days a note from the doctor may be required. If you do not report your child's absence, the absence will remain unexcused until notice is given to the office. You may request make-up work from your child's teacher by contacting them via email.

Excused absences include:

- Illness or injury of the student
- Medical, optometric, or chiropractic appointment (provide a note from the doctor)
- Funeral
- Appearance in court
- Religious holiday

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## *Unexcused Absences*

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Three or more unexcused absences will result in a truancy letter.

Unexcused (truant) absences include:

- Out of town
- Vacation (without prior approval)
- No transportation/car trouble
- Absences that were not cleared/reported

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## *Tardiness*

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We understand that there may be times that your child must be tardy. In the event that your child is going to be more than 30 minutes late please notify the office prior by calling 209-229-4700. When your child is tardy, they are to report to the office to receive a late slip before returning to class.

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### *Checking-Out Early*

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All students leaving school prior to dismissal must be signed out in the office by an authorized individual. An authorized individual is anyone who is on the student's emergency card. To add an authorized individual, simply email [rainfo@riverislandsacademy.net](mailto:rainfo@riverislandsacademy.net) and provide the individual's name, phone number, and relationship to the student.

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### *Independent Study*

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If it is necessary for your child to be absent 5 or more days for a reason other than illness, "Independent Study" is an alternative to the regular classroom instruction during that time. This does not replicate the educational program occurring during the child's absence. Please notify the office and/or your child's teacher at least 7 school days prior to the first date of the planned absence to apply for Independent Study. Once you have been approved, the parent, child, teacher, and administration will sign contracts and agree to complete the assigned work within a specific timeline. Please note: students who complete Independent Study contracts are ineligible to earn perfect attendance awards.

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### *Attendance Letters*

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After a student has been sent a T-3 letter, due to absences or tardiness, a meeting will be scheduled.

Tardy Letters < 30 minutes:

- After 8 (eight) tardies
- After 10 (ten) tardies

Tardy Letters > 30 minutes:

- After 5 (five) >30 minute tardies
- After 8 (eight) >30 minute tardies

Truancy Letters (Tardies):

- T-1 ... 10 (ten) tardies
- T-2 ... 15 (fifteen) tardies
- T-3 ... 20 (twenty) tardies

Truancy Letters (Unexcused Absences):

- T-1 ... 3 (three) unexcused absences
- T-2 ... 6 (six) unexcused absences
- T-3 ... 9 (nine) unexcused absences

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### *More Information and Reminders*

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- Regular attendance and on-time arrival is expected of each student
- Family trips should be scheduled outside of the school attendance calendar
- When an extended absence cannot be avoided, Independent Study Contracts may be available for a minimum of five and a maximum of 20 days. Advanced notice of at least 7 school days to the office and the teacher is required. Contact the office for additional details
- Once you have accrued three unexcused absences, you should expect a truancy letter from the office
- Whenever possible, medical and dental appointments should be scheduled before or after school.
- Whenever possible, do ask for a written notice from the doctor
- Students arriving late must get a tardy slip from the office prior to entering class

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### *Suggestions to Help Maintain Good Attendance*

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- Expect your child to attend school on a regular basis and to arrive on time (learning begins promptly at 8:20)
- Make school a priority - Ask your child about his/her day. Listen to what your child has to say. Spend time talking with your child about what they are learning
- Make sure your child is well rested
- When possible, schedule doctor and dentist appointments after school so your child does not miss the learning experience
- Encourage your child to earn perfect attendance awards at school (given out each trimester)
- Offer incentives at home for perfect or improved attendance