ATTENDANCE AGREEMENT

*Students shall be expected to attend school regularly and shall present a written excuse signed by a Parent/Guardian in **all** cases of absence. Any student who fails to bring a valid excuse to school within three (3) days will automatically receive an unexcused absence. A valid excuse must list the dates of absence(s), the reason, a telephone number and a Parent/Guardian signature. False excuses will be referred to the school's Director for appropriate disciplinary action.*

ATTENDANCE AND EXCUSED ABSENCES:

By law, all students in Grades K-12 must attend class a minimum of 170 days of the 180 day school year, excluding excused absences as defined by Riverview Charter School policy.

Students must be present until 12pm each day to be counted present for that school day. Students dismissing before 12pm or arriving after 12pm will be counted absent for that school day.

In accordance with state law, it is the policy of Riverview Charter School that excused absences are limited to: illness or tardiness for an appointment with a physician; a death in family; observance of a recognized religious holiday, or other health services that must be scheduled during school hours. Family compliance with this policy is crucial to the progress of each student and the smooth functioning of the classroom. Absences for reasons other than these listed are not excused.

Truancy, out of school suspension and personal vacations are unexcused absences.

A child who has been ill should return to school only when well enough to participate fully in all activities.

Please notify the school Receptionist by 8:15am every day when your child is absent.

If an explanation is not provided within three (3) days after an absence, the absence will be treated as unexcused.

Upon written request from the Parent/Guardian, the school Director may approve prearranged absences. Approval will be granted when the absence is of significant benefit to the student. All schoolwork that happens during the absence must be completed satisfactorily.

Upon a student's 15th total absence within an academic year (including all excused and unexcused absences combined), a note from a physician or prior written approval from the Director will be required for any future absence to be excused.

Failure to comply with this policy will result in referrals to the Department of Social Services and Family Court for educational neglect.

Unexcused Tardies & Early Dismissals:

Attendance is taken in homeroom each morning at 8:30 am, and students who arrive after this time are officially tardy. Any student who arrives after 8:30 am must be accompanied by a Parent to the Front Office to sign-in and receive an Office to Homeroom Pass before proceeding to class. Consequences for repeated tardiness include the following:

a. Five unexcused tardies = one unexcused absence;
b. Five unexcused early dismissals (between 12 noon & 3pm) = one unexcused absence;
c. When a student has accrued five (5) or more unexcused absences due to tardiness or early dismissals, the Director may call a meeting with the Parent (and Student) to make a support plan for punctuality;

Persistent tardiness may result in other consequences to be determined by the Director, including non-promotion.

Student Name: _____
(Please Print) Last First Middle

_____
Signature of Parent/Guardian Date