

NEW SHOREHAM SCHOOL DISTRICT  
BLOCK ISLAND SCHOOL

The Block Island School realizes that periodic absences are to be expected and cannot be avoided in cases of necessity. We also expect that students should not be kept home due to student or family convenience. To ensure a quality education for our students, the Block Island School requests that parents/guardians not schedule family vacations or other nonessential activities during school time. Because of our unique environment and school population, the time spent in class is of the utmost importance for a complete understanding of course materials and for the continuity of the entire class.

**For Absences of Four Consecutive School Days or Fewer:**

The daily attendance notice will list each absence as excused or unexcused. An absence will be considered excused if notification is received from the parent or guardian, either verbally on the morning of the absence (please call the school 466-5600 between 7:30 and 8:30 a.m. to explain the reason for the absence) or by written note upon the student's return to school.

In cases of excused absence, students will be allowed to make up work missed during the absence without penalty or loss of credit subject to the following conditions:

It shall be the responsibility of the student to contact each of his/her teachers to request the assignment(s), material(s), or test(s). Unless an alternative plan has been made with a specific teacher, assignments will be due (and arrangements for make-up work made) on the day following the student's return to school from the excused absence.

While attendance is fundamental to success in all subject areas, it is particularly crucial for performance-based classes (e.g. music, art, physical education). When a student misses class in these areas, s/he is denied the benefit of a distinct group learning experience which cannot be duplicated in an assignment. Teachers of these subjects will expect that a student will make arrangements to make up for missed class time in a variety of ways, including intensive work after school and specially designed projects.

An absence will be considered unexcused if written or telephone notification is not received from the parent/guardian on or before the morning of the absence or if a note specifying the date(s) and reason(s) for the absence is not presented upon the student's return. The student will not be allowed to make up work missed during an unexcused absence, and class work due on the day(s) of an unexcused absence(s) may receive no credit. Students may not participate in, nor attend, a sports event or extracurricular activity of the school unless they are present for the school day. Exceptions may be made for excused medical appointments.

**For Absences of Five Consecutive School Days or More:**

Notification by the parent of a student's proposed extended absence is required at least one full week prior to the actual departure to allow for possible lesson plan development. The facilitator or his/her designee will be responsible for issuing an academic status report to all of the student's teachers, who will indicate on it the student's current academic standing. A copy of this will be given to the student's parent(s) and teachers. The student's teachers will provide lesson plans for up to one school week or five consecutive school days. Compensation may be requested by each teacher at the rate stipulated in the New Shoreham Teachers' Association contract.

If a planned absence exceeds five consecutive school days, it becomes the responsibility of the parent(s) to place his/her/their child in a home-schooling situation for the additional school days missed. Parents should bear in mind that the approval process of a home-schooling program can take six to eight weeks. Failure to place a child in a home-schooling situation under these circumstances will result in these absences being unexcused and no credit being given for classes missed. Assignments (homework, tests, quizzes, etc.) from lesson plans for the first five consecutive school days missed will be due upon the student's first day of return to school or as arranged with individual teachers.

Adopted: 10/24/05

*New Shoreham School District, Block Island School*

**ACADEMIC STATUS REPORT**

Student name: \_\_\_\_\_

Dates of proposed absence: \_\_\_\_\_

Teachers: Please record student's current overall grade in your course.

Teacher	Course	Grade	as of (specify date)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**For absences of five consecutive days or more:**

Notification by the parent of a proposed extended student absence is required at least one full week prior to actual departure to allow for possible lesson plan development. The facilitator or his/her designee will be responsible for issuing an academic status report to all of the student's teachers, who will indicate the student's current academic standing. A copy of this report will be given to the student's parent(s) and teachers. The student's teachers will provide lesson plans for up to five consecutive days. Compensation may be requested by each teacher at the rate stipulated in the New Shoreham Teachers' Association contract. If a planned absence exceeds five consecutive days, it becomes the responsibility of the parent(s) to place the student in a home-schooling situation for the additional school days missed. Failure to do so will result in these absences being unexcused and no credit being given for classes missed. Assignments from lesson plans for the first five consecutive school days missed will be due on the first day of the student's return to school or as arranged with individual teachers. For more details, please refer to the Block Island School Attendance Policy.

*This form is for information purposes only. The Block Island School does not condone the removal of a student from school for extended periods.*