

2020-2021 ATTENDANCE POLICIES

ABSENCES AND TARDIES MUST BE CALLED IN BY A PARENT/GUARDIAN:

CALL 401-723-8100 AND ASK FOR THE ATTENDANCE LINE, EXTENSION 145

A MESSAGE CAN BE LEFT EXPLAINING THE ABSENCE OR TARDY.

Attention: All consequences listed for specific violations are used as a guide for the school's administration. The school's administration reserves the right to adjust the consequence according to the severity of the violation. The school administration is sole arbitrator in determining the severity of an offense/violation.

ATTENDANCE AND EXPECTATIONS

Regular attendance is essential. If a student is to make satisfactory progress and receive credit for his/her year's work, parents must be sure that their children are absent only when necessary. Extensive absenteeism can result in a failing grade. However, the following situations are exempt and will not be subject to disciplinary actions: Any illness or high temperature before the start of the school day, and it is encouraged the child be seen by a doctor and submits a doctor's note on the day of their return; doctor's note from a dentist or doctor for a scheduled appointment if necessary when they arrive late or are excused early; religious holidays or other religious commitments such as a funeral; a unique circumstance approved by the administration. Upon the day of your child's return, it is the student's responsibility to see his/her teachers to arrange make up work and to complete that work as soon as possible. Any student who must miss a class due to illness, doctor's appointment or another acceptable reason must have parent email VP of academics prior to missing the class. Each unexcused absence will result in a zero for classwork, HW due and participation grade for that class. Parents' notes/phone calls only verify that the student is not subject to disciplinary actions. They do not exempt the tardy or absence from all academic responsibilities.

VIRTUAL LEARNING AND EXPECTATIONS

All students should be dressed appropriately for distance learning classes and be in a "class-like" setting. (Kitchen table, dining room table, desk or the like) No sitting in bed or other inappropriate locations will be allowed. Teacher may dismiss you from class and issue a zero for that period. All students must have video on and sound mute until teacher requests you to unmute. Any student refusing to show their face during class time may be dismissed from class by teacher and receive a zero for that class. There shall be no inappropriate behavior while learning virtually. Any incidences of virtual misconduct will not be tolerated. Such behavior will result in you being dismissed from class and a zero for that class period along with referral to the Vice Principal of Student Life for disciplinary measures.

VACATIONS

Taking vacations during school time is highly discouraged and has been shown to affect a student's overall academic performance. However, in circumstances where time away from school cannot be avoided, there will be consideration given on an individual basis by the Principal and the Vice Principal of Academics. Any request for such consideration must be made in writing well in advance. Please Note: This request must be made in writing and given to the Vice Principal of Academics, not to the teachers or Guidance Department. If this procedure is not followed, the days absent can be designated as unexcused absences and subject to academic penalties. College visits for seniors and juniors should be planned for days when school is not in session such as: faculty professional development days, holidays and school vacations.

ABSENTEEISM AND ATHLETICS

If a student is absent on any given day, he/she cannot attend or participate in any after-school function that day without the expressed consent of the Principal. The student must attend at least two classes to be marked present. The Principal reserves the right to waive this regulation. We do not recognize a student who reaches the age of 18 while attending Saint Raphael Academy to be legally responsible for himself/herself. The Academy will only recognize parent/guardians as the responsible agents for their child.

EARLY DISMISSAL

If a parent feels there is an urgent need for a student to be excused before the end of the school day, the student must bring a note to the Vice Principal of Student Life's Office for approval prior to the start of school at 8:00 a.m. on the day of the dismissal. We reserve the right to deny this privilege if we deem the reason to be insufficient. Parents are advised to schedule appointments outside of the school day. A student will only be allowed three early dismissals a quarter unless there is an emergency. If your child is learning virtually and a doctor's appointment is scheduled, please email attendance@saintrays.org or call (401) 723-8100 ext. 145.

LATE FOR SCHOOL

A student who arrives in school after 8:00 a.m. is late and must report directly to their first period class. If a student arrives after 8:10 or later, they must secure an admittance slip from the East or West Office before reporting to class. Excessive tardiness will result in disciplinary action. The late for class policy applies to any virtual class as well.

Please note: In order for the student to be excused from his/her tardiness, we must receive either a note from a parent or a call from a parent stating why the student is tardy on the day of the tardiness. Notes/calls will not be accepted at a later date. Oversleeping is not considered as an excused tardy.

Consequences for excessive tardy to school

3 Tardies per Quarter	=	1 Office detention
6 Tardies per Quarter	=	2 Office detentions
9 Tardies per Quarter	=	3 Office detentions
12 Tardies per Quarter	=	4 Office detentions
More than 12 Tardies	=	1 Day In-School Suspension and parent will be notified.

If a student arrives after 8:30 a.m. without a note or without the office receiving a phone call for the tardiness, he/she will serve one office detention. Tardiness will increase with every unexcused hour. In addition, letters will be sent home informing parents of the current situation.

Tardy after 8:30am = 1 office detention

Tardy after 9:30am = 2 office detentions

Tardy after 10:30am = 3 office detentions

Tardy after 11:30am = ISS

If the violation continues, the Vice Principal of Student Life will request a conference with the parents regarding the issue.

LATE FOR CLASS

Students with an unexcused tardy for class 5 minutes or less will report directly to class and the subject teacher will take appropriate measures (i.e., teacher detention) to ensure that it does not happen again. Students with an unexcused tardy for class over 5 minutes must report to the office to obtain an admittance slip to class. Having an unexcused tardy for class over 15 minutes will be considered a cut class. **The same policy applies to all virtual learning from home.** Students must display academic discipline and attend all scheduled classes on time. All Students are expected to be ON TIME for all distance learning in person classes including Zoom, Teams etc. Classes will maintain regular class schedule and times. Tardiness to class will result in a 50% deduction in class grade for each period tardy.

Teachers who detain a student, therefore making him/her late for a class, should issue them a pass to enter their next class. Unexcused tardiness to class will result in the following disciplinary actions:

Under 5 minutes - Teacher may issue a teacher detention to be served with the teacher.

Late to class over 5 minutes:

1 st violation	=	1 Office detention
2 nd violation	=	2 Office detentions
3 rd violation	=	3 Office detentions
4 th violation	=	4 Office detentions
5 th violation	=	1 Day In-School Suspension and parent will be notified.

Class Cut - Over 15 minutes is considered a Class Cut = 3 Office detentions

If the violation continues, the Vice Principal of Student Life will request a conference with the parents regarding the issue.

Students not reporting to teacher detention will receive 1 Office Detention and will still be required to serve the teacher's detention

TRUANCY

Students are expected to be at school on every scheduled school day. In addition, students are expected to be at all classroom virtual lessons. A student who is found to be truant (absent without parental consent) will be liable for an internal suspension and a grade of zero for all work missed. There are no "skip days" provided within the school calendar.

Excused absences must be reported to the school by telephone, email or a written note excusing your child's absence within 24 hours. Any student who does not have an excused absence within 24 hours will be subjected to the discipline chart below. **TO AVOID CONSEQUENCES, ALL ABSENCES MUST BE REPORTED WITHIN 24 HOURS TO THE ATTENDANCE OFFICE.** The attendance office will not accept excuses past the 24-hour time frame.

Truant Discipline Chart:

1st violation	=	1 detention
2nd violations	=	2 detentions
3rd violations	=	3 detentions
4th violations	=	1-day Internal Suspension
5th violation	=	2-day Internal Suspension
6th violation	=	3-day Internal Suspension/Discipline Board Hearing

ATTENTION: The type of discipline/consequences listed above are examples of the consequences that are frequently used at Saint Raphael Academy. However, the list of possible consequences above is not an exhaustive list. Saint Raphael Academy reserves the right to implement consequences for any violation that may not be listed. The school administration is sole arbitrator in determining the severity of an offense/violation.

FACE COVERING, SOCIAL DISTANCING & FOLLOWING ALL COVID 19 GUIDELINES

FACE COVERINGS:

All students, staff, and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected. Facemasks are part of the uniform and dress code. As a result, students, teachers, and staff members are not permitted to wear masks that are in support of or denounce any group, movement, political candidate, political party, or present a negative or questionable image.

Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask.
- **Neck Gaiters and bandanas are not acceptable as appropriate face coverings.**

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing but is especially important in situations when maintaining a 6-foot distance is not possible.

For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece. Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others. In addition, masks can be removed if the classroom has enough space for adequate social distancing (to be determined by the teacher). Lastly, teachers may hold class outdoors at times and no masks will be mandated along as social distancing is applied.

If a student refuses to wear a mask the following consequences will be implemented:

- First Offense – Teacher Warning
- Second Offense – Teacher Detention
- Third Offense – Report to Office 25/Vice Principal of Student Life – 1 Office Detention
- Fourth Offense - Report to Office 25/Vice Principal of Student Life – 3 Office Detentions
- Fifth Offense – ISS
- Sixth Offense – External Suspension and parent conference

In the event a student refuses to wear a mask after being directed to do so, the student will be sent home for the remainder of the school day. In addition, the student will serve an external suspension the following school day for not adhering to the Rhode Island Department of Health COVID-19 Safety Guidelines.

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SOCIAL DISTANCING:

All students are required to maintain six feet of social distancing while walking on campus, in the hallways, on the sidewalks, classrooms, buses, and cafeteria. Students who refuse to follow the social distance guidelines will be subjected to consequences:

- First Offense – Teacher Warning
- Second Offense – Teacher Detention
- Third Offense – Report to Office 25/Vice Principal of Student Life – 1 Office Detention
- Fourth Offense - Report to Office 25/Vice Principal of Student Life – 3 Office Detentions
- Fifth Offense – ISS
- Sixth Offense – External Suspension and parent conference

In the event a student refuses to comply with social distancing after being directed to do so, the student will be sent home for the remainder of the school day. In addition, the student will serve an external suspension the following school day for not adhering to the Rhode Island Department of Health COVID-19 Safety Guidelines.

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ADDITIONAL COVID-19 GUIDELINES

HYGIENE:

Hygiene practices should support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues). These items will be strategically place in areas where they may be frequently used. Please wash hands frequently throughout the school day. Teachers will build routines of hand hygiene into the daily classroom schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities. Wash hands with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Handwashing will be encouraged during key times including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people.

SELF MONITORING YOUR HEALTH:

Monitoring for illness and regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students should be encouraged to self-monitor symptoms throughout the day. Faculty staff or students who develop symptoms during the school day must notify the school nurse (White Building) immediately.

All students are expected to follow the safety guidelines instructed by Saint Raphael Academy's administration, faculty, and staff. These safety measures have been developed and implemented to keep everyone healthy and safe while in school. Any student found to be in willful noncompliance will report to the Vice Principal of Student Life.