

## **ATTENDANCE POLICY / TARDY POLICY**

### **POLICY ON STUDENT TRUANCY**

It is important to note that school attendance is critical to the successful school performance of all students. A true educational experience requires that a student participate actively in all aspects of the academic and co-curricular activities offered by the school. This active participation and all that it offers experientially can rarely be duplicated by any other means. The parent(s) and guardian(s) of our students have a moral and legal obligation to see to it that their sons and daughters attend school for the entire school year. In fact, this is a requirement under New Hampshire State Law RSA 193:1.

#### **Tardiness:**

Rules regarding tardiness -- Tardiness is determined by the school. Parents may not excuse school tardies; the school administration makes the determination.

- All tardies require a reason or an explanation to the school.
- Five (5) tardies (arriving after 8:01 a.m.) will trigger a 45 minute after school detention assignment.
- Five (5) school tardies (arriving after 8:01 a.m.) will result in the assignment of one student absence, and a student/parent warning from the Head of School.
- Excessive or chronic student tardiness as determined by the Head of School will require a meeting between the Head of School and the parents. Generally more than ten tardies is considered excessive in one school year.
- If a student is significantly late on a school day (after 11:00 a.m.) a Dr's note will be required to attend school that day and it will be recorded as a ½ day absence.
- Students who arrive at school after 10:00am will not be allowed to participate in after school activities or performances that take place that day.

**Absenteeism:**

It is the requirement of all parent(s) and guardian(s) to validate the absence of their son or daughter. This must be done by 9:00 a.m. on the day of the absence. Validation is done by a phone call, or email.

**Only contact between school and the parent(s) and guardian(s) can validate an absence.**

- Possible absences that **may be excused** by the school with the proper documentation:
  - Personal illness (may require a note from a medical professional. **The Arts Academy of New Hampshire reserves the right to verify all medical notes.**)
  - A death in the family.
  - Religious holidays.
  - Subpoenas and court orders
  - Extreme and dangerous weather conditions.
  - School related functions
  - Visits to colleges (with prior guidance department approval)
  - Suspension from school.

**\*It is the expectation of the Arts Academy of New Hampshire that medical and legal appointments be scheduled outside of school hours. Parents/Guardians should make every attempt to avoid scheduling student appointments during school hours.**
  
- **Unexcused absences:**
  - An absence that occurs for any reason other than an excused absence.

- Absences assigned from tardiness.
- Extended family vacations that occur outside of school vacations.
- Students with 10 or more unexcused absences per semester will receive no academic credit for courses missed regardless of current grade. This includes absences accrued due to tardiness.**

- **Early Dismissal**

- Dismissals will only be approved with a note signed by a parent or guardian. The note must be submitted to the front office prior to the dismissal no later than 8:15am the day of the dismissal.
- Dismissal by phone call from a parent or guardian by 8:15am. We are unable to interrupt classroom instruction to accommodate last minute dismissal requests. **Immediate dismissal requests by phone will not be honored except in cases of emergency.**
- Students dismissed before the end of the school day may not participate in afterschool activities and performances on the day of the dismissal.
- If a dismissal is on the last day of the school week prior to a weekend, students may not participate in weekend extracurricular activities.

- **Truancy:** Truancy is a serious legal issue. The Head of School is the acting Truant Officer at the Arts Academy for the State of NH. Truancy reports are filed with the SAU superintendent in which the student resides, the local police of that town, and an appropriate court. Also, truancy may require a report to the NH DCYF for negligence. Any student who is absent from school and/or class without the knowledge of the parent(s), guardian(s), or school administration is considered truant. A student can still be determined to be truant even if the parent(s) or guardian(s) are aware of the absence. This is true because even though parent(s), guardian(s) may have the right to excuse the absence, not all

absences may be approved by the school's administration. That is why a dialogue on excessive and chronic tardiness is required. The consequences of school-approved absences and non-school approved absences may well differ. When there is a conflict, the school administration's ruling will prevail—especially if the absences interfere with the student's educational program. A student may be declared habitually truant when he/she has had 20 half-days of non-approved absences in one school year. A half-day absence is defined as missing up to half of the total minutes of a school day. Missing more than half of the total minutes of a school day constitutes a full day's absence.