

Attendance

Regular school attendance is a critical factor for academic success. Consistent school attendance, academic success, and school completion have a positive correlation. Since school is a partnership, parents are expected to make sure their children attend school on a regular basis.

Every student has a right to educational opportunities that will enable the student to develop to his or her fullest potential. Research repeatedly demonstrates that there is a strong correlation between good attendance and success in school. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities are vital to this purpose. Time lost from class for any reason represents a significant loss of educational opportunity for all students. Therefore, the Litchfield Middle School Attendance Policy establishes minimum attendance requirements for the granting of academic credit for courses taken. Successful implementation of this attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and support staff. Absences/Tardies from school must be confirmed by a parent/guardian in order to be considered excused.

Absences/Tardies from school must be confirmed by a parent/guardian in order to be considered excused. To report your child's absence/tardy, please call 424-2133 and select option 2 for the absence line and leave a message.

Absent Notes: Students are required to bring an absence note on the day they return to school, but no later than five (5) days after the actual absence.

Truancy: This is a very serious violation of the state attendance laws. If you are reported truant, the attendance officer will be notified. You will receive an in-school suspension for the first time you are truant. Continued truancy will be handled in conjunction with the police department.

1. Students who are tardy, more than 15-minutes to school, for more than three days per quarter will receive an office detention for every additional day tardy over 3.
2. When the student reaches 9 days of parental excused absences, he/she will be mailed an absence notification letter. The student's guidance counselor will arrange a conference to include the student, the parent or legal guardian, and where appropriate the teacher/case manager. The purpose of this meeting is to educate the family of the school districts attendance policy and to develop a plan to assist the student in attendance school.
3. For students who have an excessive number of days absent or tardy, support services, i.e., guidance counselors, social workers, school psychologist(s), will try to identify the root causes and seek solutions to the problems. They will work with families and will look for ways to foster better family relationships and improve student attendance. Where necessary, they will help parents find ways to set appropriate limits for children.
4. For these students with excessive absences (more than 24 in a school year) they may be retained. This decision is to be made by the building principal and the superintendent of schools.

Due Processes Hearings (Line #4)

- The principal or his/her designee will hear the appeal by the parent/guardian and the student. Only reasons for absence or record keeping can be questioned. The appeals hearing will involve

the principal or his/her designee, guidance counselor, classroom teacher, student, and parent or guardian. If so desired, the student may have additional representation at the appeals hearing.

- The appeal must be initiated by the parent/guardian and student, and submitted in writing to the principal no later than five school days after the student and parent have been notified of retention.
- The hearing will be convened within five school days of the receipt of the written appeal.

10 Days: Initial letter with call by counselor

18 Days: Stronger letter with meeting of all parties

24 Days: Letter that has been turned over to superintendent

Note: The pages that follow were copied from the Litchfield School District website and may not reflect the most recent updates (if any). Please refer to the school district web pages for the original policies.

Student Attendance & Absences Litchfield School District Policy Policy Code:
JH, JH-R, JHB & JHB-R which can be found in Policy Section J, Pages 38 to 43

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JH <i>Replaces JED</i>	APPROVAL: June 22, 2005 Revised: <i>January 25, 2006</i> Amended: <i>May 2, 2007</i> Amended: <i>August 12, 2009</i> Page 1 of 2
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STUDENT ATTENDANCE & ABSENCES

Regular and punctual patterns of attendance will be required of each student enrolled in the Litchfield School District. Building Principals are responsible for developing Parent/Student Handbooks which include specific guidelines for student absences, tardiness, and truancy. These rules will apply to all students enrolled in the school.

It is recognized that absence from school may be necessary at times, but every effort should be made by students and parents to keep absences and tardiness to a minimum.

The Board recognizes two types of absence:

- Excused absence – absence which occurs as a result of personal or chronic illness, medical/dental appointments, college visits, bereavement, court appointments, religious holidays, or participation in school activities
- Unexcused absence- absence which occurs for any reason other than excused absence. Unexcused absences are considered truancy.

Students who are absent will be allowed to make up any work which is missed in accordance with School Handbook guidelines. Upon student/parent request after return from absence(s), teachers will provide make up work.

Students who are absent for any reason including illness, will not be allowed to participate in, or attend, any school activities on that day. This includes practice sessions, school performances, or any school sponsored events, unless arrangements for attendance at such school activities are approved through the school office, or the school activity is directly linked to a course requirement.

Excessive excused or unexcused absences from school will be addressed by the school Principal. Such absences could result in retention. It is the responsibility of the school administration to meet with students and parents to seek improvement of poor attendance. The Principal will maintain documentation of actions resulting from such meetings.

The Litchfield School Board discourages parents from scheduling family vacations other than during designated school vacations. Teachers will, upon student and/or parent request after return from absence(s), provide make up work in accordance with School Handbook guidelines.

New Hampshire State Minimum Standards require notification by both the parent/guardian and the school when a student is tardy, absent, or dismissed. Procedures for notification of absentees and accountability and supervision of students arriving and leaving school each day follow.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JH <i>Replaces JED</i>	APPROVAL: June 22, 2005 Revised: <i>January 25, 2006</i> Amended: <i>May 2, 2007</i> Amended: <i>August 12, 2009</i> Page 2 of 2
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Statutory Reference:

RSA 193:1, 2, 7 and 16

RSA 306.10 (a) (1)

See Also: Student Attendance & Absences Procedures (JH-R)

Amended: August 12, 2009

Amended: May 2, 2007

Approval: January 25, 2006

Revised: January, 25, 2006

Approval: 2nd Reading, June 22, 2005

Reviewed: 1st Reading, June 8, 2005

Revised: June 1, 2005

Approval: Original (JED) dated September 2, 1987

LITCHFIELD SCHOOL DISTRICT

POLICY CODE:	JH-R <i>Procedures</i>	APPROVAL: May 2, 2007 <i>Amended: August 12, 2009</i> Page 1 of 2
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STUDENT ATTENDANCE & ABSENCES

PROCEDURES & DISCIPLINE

Each school principal is responsible for overseeing attendance procedures and ensuring that:

1. Attendance is accurately checked and reported to the school office daily for each class.
2. All student absences are documented and followed up.
3. Written excuses are submitted for absences when necessary.
4. All permanent records of student attendance are maintained at the SAU office.

Every effort is made to account for daily student attendance. School personnel call to verify unreported absences as soon as possible on the day of the absence. Students are supervised by school personnel upon arrival to and dismissal from school.

Procedures for dismissal of students are outlined in each student handbook and are designed to ensure accountability for and the safety of students, including approved daily late arrival and/or early dismissal of eligible high school students.

Conditions as noted below apply to various types of excused absences:

- a. Personal Illness or Chronic Illness: The principal(s) may require a doctor's note if deemed advisable.
- b. Illness in the Family: This will not apply to children under 14 years of age.
- c. Quarantine of the Home: The absence of a child from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.
- d. Bereavement: The absence arising from this condition is limited to a period of three days unless a reasonable cause can be shown for a longer absence.
- e. Absence of Parents or Guardians: Any absence arising because of this condition will be thoroughly investigated.
- f. Observance of Religious Holidays: Any child of any religious faith will be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief, upon written request from the parent or guardian. The principal may require a written statement from religious authorities substantiating any required religious observances.
- g. Emergency or circumstances which, in the judgment of the principal or his/her designee, constitutes a good and sufficient cause of absence from school; any request from a parent that a child be excused will be considered by the principal, but may not be granted if the principal believes that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students.
- h. Other: (i.e. Court appointments, participation in school activities)

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JH-R <i>Procedures</i>	APPROVAL: May 2, 2007 <i>Amended: August 12, 2009</i> Page 2 of 2
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Regulations published by the principal for students and parents will emphasize the approval and procedures for scheduling of family vacations during school vacations and recess periods. Please note vacations scheduled while school is in session are discouraged.

Teachers will, upon student and/or parent request after return from absence(s), provide make up work in accordance with School Handbook guidelines.

Students who are absent for any reason including illness, will not be allowed to participate in, or attend, any school activities on that day. This includes practice sessions, school performances, or any school sponsored events, unless arrangements for attendance at such school activities are approved through the school office, or the school activity is linked directly to a course requirement. Activity sponsors are responsible for enforcing this regulation.

It is the responsibility of the school administration to counsel with students and parents in order to seek improvements on poor attendance. The principal will provide for the documentation of action taken. (See RSA 193:8)

Amended: August 12, 2009
Approved: May 2, 2007

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JHB

APPROVAL: June 4, 2008

Page 1 of 1

TRUANCY

Unauthorized absence from school is considered truancy and shall be treated as such in accordance with the rules of the Parent-Student Handbook.

Any staff member aware of a student leaving a class or the school grounds without permission shall report the departure immediately to the Principal.

Legal Reference:

RSA 193:1, Duty of Parent: Compulsory Attendance by Pupil

RSA 193:16, Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed. 306.18 (c)(6), School Half-Day

See Appendix; JHB-R

Approval: 2nd Reading, June 4, 2008

Reviewed: 1st Reading, May 14, 2008

Revised: May 7, 2008

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JHB-R
 Procedures

APPROVAL: **June 4, 2008**
 Page 1 of 1

TRUANCY

Absent students not having parent/guardian permission are considered by the school as being truant. Students so identified shall be contacted by either a school official or the juvenile officer and brought to school. The school administration shall send a letter to parents of the truant student. If the truancy problem continues, the school administrator shall send by registered mail a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193: 1 school attendance law.

See policy JHB

Approval: June 4, 2008