

### **Absences**

The Board requires that students enrolled in an MC<sup>2</sup> school attend school in accordance with all applicable state laws and Board policies. The educational program offered by MC<sup>2</sup> is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in MC<sup>2</sup> during the days and hours that school is in session, except that the School Leader may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the School Leader or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must contact the school and inform MC<sup>2</sup> of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The School Leader may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The School Leader will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the School Leader determines that good cause does not exist, the parents may request a conference with the School Leader to again explain the

reasons for non-attendance. The School Leader may then reconsider the initial determination. However, at this juncture, the School Leader's decision shall be final.

### **Family Vacations/Educational Opportunities**

Students are encouraged to find learning anytime and everywhere. When a student has an opportunity to learn outside the school setting, he/she will create a detailed learning plan for the Off Site Learning Opportunity (OSLO) with an advisor and relevant certified staff. This plan will be approved by the School Leader and signed off by parents, and filed. Once credit has been documented for the OSLO, the identified days will be credited as days of attendance.

Generally, absences other than for illness or learning opportunities during the school year are discouraged. The School Leader or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Students are required to complete all work assigned during any special approved absence. Supplemental instruction is not to be expected.

### **Repetitive Tardiness**

A pattern of tardiness puts students at a disadvantage in school. Tardiness is a disruption to the educational process: it sets a tone that de-values education, detracts from the lesson, and is discourteous to the teacher and other students and results in a loss of instructional time. Being present on time is a life skill to be cultivated; so, students are expected to arrive at school on time. We ask that parent(s)/guardian(s) work with the school to ensure that students arrive on time.

If a student's repeated tardiness impacts classroom instruction, the teacher shall report this to the School Leader. The School Leader has the authority to devise a remedial plan. Such plan may allow for a certain number of tardy incidents to equal an unexcused ½ day absence.

### **Truancy**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of

instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The School Leader or Truant Officer is hereby designated as MC2 employee responsible for overseeing truancy issues.

### **Intervention Process to Address Truancy**

The School Leader shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the School Leader identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet
3. particular needs that may be causing the truancy;
4. Involves the parents in the development of a plan designed to reduce the truancy;
5. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with MC2's policies and administrative guidelines on student discipline;

### **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the School Leader will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the School Leader to discuss the student's truancy and to develop a plan for reducing the student's truancy.

### **Parental Notification of Truancy Policy**

The School Leader shall ensure that this policy is included in or referenced in the student handbook and is e-mailed to parents annually at the beginning of each school year.

### **Attendance During Remote Learning**

1. Attendance is defined as at least one daily instance of engagement (as defined by the student's Learner Engagement Agreement – see item 4 below) with a school-approved educator who facilitates learning. Instances may include but are not limited to video conference, phone discussions, participation in a group participation, submitting work for feedback.
2. Truancy is defined as lack of engagement with a school-approved educator who facilitates learning.
3. Excused is the same as listed under Absences with addition of: Illness in the family, and technological barriers to remote learning (e.g. phone service goes out, internet goes out from weather).
4. Implementation for Remote Learning: A Learner Engagement Agreement will be developed for each learner in collaboration with their advisor and learning team.
5. Attendance will be determined on a weekly basis by the advisor and the student based on reviewing the student's engagement for the week against the student's Learner Engagement Agreement.

**Law Reference: RSA 281-A: 60, III, RSA 200:40, ED. 306.10(a)(2)(d)**

**Date Adopted:** April 18, 2016

**Revision Dates:** May 26, 2020 (add Remote Learning)

**Last Review Date:**