

## LONDONDERRY MIDDLE SCHOOL ATTENDANCE POLICY

Attendance in class is an essential part of the learning process. Students need to be present in order to participate as well as to complete assignments. When they are absent, there is an academic consequence. We urge all students and parents to strive for excellent attendance as that will ensure maximum scholastic performance. Accordingly, the following policy will be enacted.

1. During any given quarter, a student may accrue up to five absences from any class before he/she will earn an administrative failure for that quarter.
  - a. Three tardies will be counted as equal to one absence.
  - b. Being more than 20 minutes late to class will be counted as equal to one absence.
  
2. Administrative failure will mean the awarding of an "E" for that quarter. A student in grade six or seven who has received an administrative failure may earn a grade of 65 for the quarter by completing a makeup package issued by the housemaster. Any student whose average is below a 50 may complete a failure package to earn a 59 for the quarter.
  
3. All students who exceed the specified number of absences in any class during a given quarter and who have not been truant will be able to appeal to a committee composed of the administration and the school nurse. Copies of doctor's documentation for medical absences should be submitted to the Appeals Board at this time.
  
4. It should be noted that the following absences will not count against the student in regard to the attendance policy:
 

a. Court appointments:	W/Court Documentation
b. Religious holidays:	Parent note
c. Bereavement:	Parent note
d. School sponsored activity:	Coach/teacher will provide rosters
e. Doctor's appointment	Parent's note
f. *Chronic health condition	Doctor's note
  
- \* "Chronic Health Condition" refers to a medical condition that has been documented by a physician, verified by the school, and is on file in the student's medical folder in the nurse's office.
  
5. A note from a parent explaining all absences of any type must be submitted within three days of a student's return to school.
  
6. These guidelines should not be interpreted to mean that students have allowable "cuts" or days off from school. To the contrary, these guidelines state that the school will accept no more than the specified absences in any class per quarter with the expectation that all absences are for legitimate reasons.

**Absences:** Parents are expected to phone the attendance line by 7:30 a.m. Any Student who is out of school for more than three and one-half hours of instructional time shall be considered absent for a full day. 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.

**Early Dismissal:** Notes must be turned in to the A-period teacher. If the student arrives late, the note should be given to the secretary in the appropriate grade level office. Students must sign out at their grade level office prior to leaving school.

**Appeals:** Any student who has exceeded the specified absence limit and has not "cut" classes or been truant may file an appeal requesting a review of his/her attendance. If a student's absences include any "cutting", truancy or excessive tardiness, the appeal will automatically be denied. Appeals, with all relevant documentation attached, must be filed in the student's Grade Level Office within one week of the close of the quarter being appealed.

**Cuts/Truancy:** Students who cut a class, or are truant may NOT make up missed work for credit; this includes tests, quizzes or labs. Please note, students who cut classes or leave school grounds will continue to be subject to disciplinary consequences in addition to academic penalties.

**Planned Extended Absences:** Parents are **strongly** urged to plan family trips during school vacations so as not to interfere with education. **A maximum of three school days per academic year will be allowed for family vacations;** vacation absences in excess of three days will be charged against the student's record for the purpose of the attendance policy. The school must be notified of planned absences at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

**Make-up Work:** All make-up work, including tests, must be completed within one week after a student's return to school unless an alternative plan is approved by the teacher.

LONDONDERRY SCHOOL BOARD

Adopted: August 16, 2005

Amended: March 15, 2011