

MicroSociety Academy Charter School

Attendance Policy

Student absences, tardiness, and early dismissals are part of the official attendance records, which are required by the State of New Hampshire. If your child is frequently tardy or dismissed early, progress and achievement are affected due to loss of time on learning. Tardiness and early dismissals also affect all students in a class, as they are disruptive to the classroom activity. Children who report to school after 11:00 AM will be considered absent for the morning session. Likewise, students who are dismissed before 2:00 PM will be considered absent for the afternoon session. Please make good attendance a priority. The administration closely monitors absences, tardiness, and early dismissals. Attendance records of all children, inclusive of absences, tardies, or early dismissals, are reviewed and you may receive a letter from school administration. Students with 5 full or 10 half days of unexcused absences are considered truant under State of NH RSA 189:35-a and may receive a letter from school administration.

The school board considers the following to be excused absences:

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Director or permitted by law

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

Please note the following important attendance related procedural requirements at MACS:

- A note from a medical provider is required when a student is absent for 5 or more consecutive days due to illness. The note must contain the specific dates to be excused. These absences are unexcused until an excusal note is received.
- Up to 6 days of vacation or travel for educational opportunity may be considered excused each school year. A letter from parents in advance is required for approval.
- Administration reserves the right to request documentation related to student absences at anytime. Documentation may include medical excusal notes, court documents or other.
- Student attendance records are reviewed regularly. In situations where students are experiencing multiple absences, intervention plans are put in place. Strategies to assist students with improving their attendance may include, but are not limited to: attendance alert letter, parent phone call and/or conference, request for documentation, consideration of the need for additional/alternate services, meeting with police officer, home visit, among others.

Board approved August 2015