

## ATTENDANCE POLICY

It is the expectation of the governing Board of the Lionheart Classical Academy Chartered Public School (“LCA”) that students attend school every day on time. Classical education is highly interactive and requires consistent and punctual attendance. Because the classical approach relies heavily on classroom discussion among students and teachers, most work done in class cannot be made up if a student is absent. For this reason, parents should exercise prudence and make every reasonable effort to ensure that students do not miss class, including restricting trips to the allotted breaks.

Punctuality is important for academic success. Parents/guardians are responsible for their child’s attendance. When your child is absent, please update PickUp Patrol or notify the front office staff; the cut-off for notification is no later than 30 minutes *prior* to the start of the school day.

All communication about student absences, including emails, doctor’s notes, parent notes, and phone calls, should be submitted to the front desk, and not the teacher.

All students enrolled at LCA are required to be in continuous attendance, according to New Hampshire law. (*RSA 193.1 Duty of Parent: Compulsory Attendance by Pupil and the NH law relative to truancy: NH RSA 189 (189:34 Appointment, NH RSA 189:35 Truancy Defined and NH RSA 189:36 Duties*). Prompt and regular attendance at school provides students with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian.

**Excused Absences:** Students must be in school unless the absence has been permitted or excused for one of the reasons listed below which may require documentation. Excessive excused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Examples of excused absences include but are not limited to:

- School-sponsored activities with administrative approval;
- Classes missed due to Individualized Education Plan or Section 504 Plan;
- Extreme weather conditions as determined by the Administration;
- Illness of a student or an illness of an immediate family member; the School may ask for documentation.
- Death in the family;
- An observance of an established religious holiday or for pre-arranged religious instruction;
- Required court appearance or subpoena;
- Scheduled medical/dental appointments if such cannot be scheduled outside of regular school hours;

- College visitations as approved by the Administration;
- Chronic illness registered with the school nurse and verified by a physician's note;
- The Executive Director or his/her designee shall determine if an absence is excused for any other reason not listed above.

**Unexcused Absences:** Absences not defined as excused, are considered unexcused. Excessive unexcused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Examples of unexcused absences include but are not limited to:

- Family vacations outside of established school calendar;
- Non-medical appointments unauthorized by the Administration;
- Leaving school grounds without permission during normal school hours, and;
- Truancy
- Absences determined by the Executive Director or his/her designee to be unexcused for any other reason not listed above.

### **Truancy**

According to New Hampshire state law, if a student has more than ten half days of unexcused absences in any year, the student may be classified as habitually truant. A student who is absent from school without permission will be considered truant and is subject to disciplinary action at the Executive Director's decision, for she acts as the truancy officer. The Executive Director will call a meeting with the parents if/when she deems it necessary or beneficial.

### **Late Arrival/Early Release**

A late arrival is when a student arrives after the start time of the school day. Early release is when a student is picked up from school earlier than the end time of the school day. Three (3) unexcused late arrivals or early releases make one half-day absence.

In order for a late arrival or early release to be excused, it must follow the guidelines for an excused absence. For an excused late arrival, please update PickUp Patrol or notify the front office staff no later than 30 minutes *after* the start of the school day.

To support an efficient school dismissal, the school requests that students are dismissed for excused absences prior to 2:00pm.

### **Makeup Work**

Students are to be provided one (1) school day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such makeup work. Work not completed within the specified time period will receive a grade of "F". The Principal may extend the time for makeup work when in their judgment extenuating circumstances justify such extension. However, long-term assignments given before the student is absent are expected to be turned in on the date the student returns to school. These provisions

shall apply to all grade levels. Please note this makeup work needs to be done in addition to the regular assignments for those days.

### **Extended Excused Absences**

Lionheart recognizes the individual nature of extended excused absences including, but not limited to: acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the Executive Director, or his/her designee, of the general expectations of the faculty related to the completion of assignments and, as applicable, to the student's status for promotion to the next grade.

#### **Legal References:**

- [RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil](#)
- [RSA 193:7 Penalty](#)
- [RSA 193:8 Notice Requirements](#)
- [RSA 193:16 School Attendance](#)
- [NH Code of Administrative Rules, Section Ed 306.04 \(a\) \(1\), Attendance and Absenteeism](#)
- [NH Code of Administrative Rules, Section Ed 306.04 \(c\), Policy Relative to Attendance and Absenteeism](#)
- [NH Code of Administrative Rules, Section Ed 306.18 \(c\) \(6\)](#)
- [RSA 189:35-a Truancy Defined RSA 189:1-a Duty to Provide Education 9](#)

Board Committee Approved:

Board Approved: 8/21/2025