

**Policy Implementation Procedures
BERLIN HIGH SCHOOL**

Students at Berlin High School are expected to actively attend school every day. The hours of operation will be from 7:30a.m to 2:16 p.m., unless there is an early release or two hour delay. Students absent from school must have a note from a parent/guardian for the period they were absent. No matter the reason for the absence, it is expected that the student will obtain, complete, and submit for grading all work in a timely fashion in order to progress towards competency. Upon return to school, students will be given 2 days for every 1 day of absence to submit their work. The expectation is that students out on suspension will contact teachers and actively work on assignments while out. For this reason, upon return from suspension, students will be given 1 day for every 1 day out due to suspension. This includes the provision required by RSA 193:13(a) that educational material is provided to suspended students.

Absence Limits and Attendance Grading

There are two categories for student absences: excused and unexcused. Students may not miss more than ten (10) classes in any eighteen (18) week course or six (6) days in any nine (9) week course. Any student that exceeds the maximum number of class absences for any course will only be able to retain credit pending an academic review. In this review an alternative learning plan and attendance contract may be developed with input from administration, guidance, teachers, parents/guardians, and the student. If the contract is broken the student risks loss of credit.

Excused Absences

Excused absences include the following: court appearance verified in writing by the court, a verified college visitation, a note verified by a physician, a religious holiday, a death in the immediate family, an absence verified in writing by parents or guardian.

Unexcused Absence

Unexcused Absences are absences that are: not verified in writing by a parent/guardian, truancy or suspension. Unexcused absences, if they fit the excused definition will be changed upon the receipt of a note from the parent/guardian and the absence may then become excused.

Tardiness

During each quarter, students will be allowed to be tardy to school/class no more than 3 times without penalty. Additionally, students may use a parent excused note for being late to school 1 time. After the third tardy (or fourth with a parent note), a detention will be assigned for each subsequent tardy during the marking period. At the beginning of each quarter, the attendance cycle starts again. Any tardiness due to dental/medical appointments and late buses will not count against the student's attendance profile.

Even if a student is failing one or more classes, he/she is still under obligation to attend classes and he/she will remain in school for the balance of school days in the school's year.

Parent Responsibilities

CALL BACK Parents/guardians are asked to CALL the school when your child is absent or tardy. To ensure the safety of your child, if parents/guardians do not call, the school office will call the home. A WRITTEN NOTE is required upon the child's return to school explaining the absence or tardy. This is required even with a phone call. Lack of a WRITTEN NOTE will result in documentation of an unexcused absence.

PARENTS have the primary obligation to prevent unnecessary and/or unapproved absences.

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