

Regular and punctual patterns of attendance will be required of each student enrolled in the district.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum.

Student attendance is the responsibility of the parent(s) or guardian(s) and students. The school shall keep parent(s) and guardian(s) informed of student absences.

An adequate and comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his or her classroom. The building principal is responsible for submitting attendance information to the Superintendent's office. All permanent records of pupil attendance shall be maintained at the SAU office.

The Board recognizes two kinds of absences: excused absence and truancy.

Excused absence is absence because of illness, absence for participation in school activities, or necessary absence with the approval of parents. Any absence other than excused absence is considered truancy. Teachers shall not be responsible for providing homework for students whose absence(s) is (are) unexcused.

A student who skips or leaves a class without permission after reporting to school is truant. Any student who is absent from school without knowledge and permission of his or her parents or school authorities is truant. Absences, even with the approval of the parents, which are excessive and/or interfere with the student's educational program will be interpreted as truancy and legal procedures may be instituted.

Excessive excused or unexcused absences from class will be dealt with on an individual basis and may result in academic consequences.

Absences for Religious Observations:

- Student absences for reasons of observances required by the student's respective religion shall be considered excused absences.

STUDENT ABSENCES AND EXCUSES**JH****Page 2 of 2**

- If the student's parent notifies the appropriate school principal at least one (1) week in advance of the religious observation, the principal shall arrange with the appropriate teacher(s) to provide advance instructional material, if available and appropriate, to the student.
- The student shall have three (3) days following the religious observation to complete and submit missed assignments and to make up missed tests.

Law Reference: RSA 193:1,2,7 *and* 16, RSA 306.10 (a) (1), RSA 193:8

Appendix Reference: JH-R

Date Adopted:

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Last Review Date: