

STUDENT ATTENDANCE PROCEDURES

Procedures for Excused Absences and Late Arrivals

All excused absences originating from outside the school must be documented through written/phone communication from the parent, and verified as necessary by the school.

Parents should report an absence, including the reason for the absence, on the morning of or evening before the absence.

When the school has not been contacted prior to an absence, parents must provide, by the end of the next school day, a note including the student's name, grade, date(s) of absence, specific reason for the absence and the parent/guardian's name, phone number and signature.

Additionally:

- **For an Illness.** A doctor's note may be required for absences that exceed five (5) consecutive school days or ten (10) cumulative school days in a school year, or to document a long-term or chronic health condition.
- **Religious holidays** are restricted to those holidays regularly observed as part of the family's faith.
- **Attending the funeral of a family member.** If the funeral requires an absence of more than three days, the school should be notified in advance. A school administrator may excuse an absence for the funeral of another individual who has played a significant role in a student's life.
- **Field trips.** If the field trip leaves after the beginning of the school day or returns before the end of the school day, students are expected to attend all of the classes up until the scheduled departure and upon return. If the student does not attend those classes, he/she will be considered truant from them.
- **Personal or family emergencies requiring student absences.** These are approved at the discretion of the school administrator.
- **College visitations.** Must be approved in advance by a school administrator.
- **Family obligations.** Require prior approval from a school administrator.

Procedures for Early Dismissal

Parents requesting dismissal before the end of the school day must make a written/phone communication request. Parents of elementary and middle school students must come into the school office to get the student and sign him/her out. High school students must have signed permission by parents if under age 18 and all students must properly sign out before leaving. Signed permissions are subject to verification. Early dismissal should be requested only in an emergency or extenuating circumstance.

Legal References:

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil
RSA 193:16 School Attendance
RSA 189:35-a Truancy Defined
Ed. 306.18 C 6

Board Approved: 03/14/2011