

JH – STUDENT ABSENCES AND EXCUSES

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 and may be excused. However, every effort should be made by parents and students to keep absences and tardiness to a minimum.

Student attendance at school is the responsibility of the parent(s) and student. In order for the parents to fulfill their responsibility, the school must keep them informed of student absences.

Each School Principal is responsible for overseeing attendance procedures and ensuring that the attendance is accurately checked and reported to the school office daily for each class, and all student absences are recorded, followed up, and written excuses submitted.

The Board recognizes two kinds of absence: excused absence and truancy which is an unexcused absence.

Excused absence is defined as absence due to:

1. Personal illness – the School Principal may require a note from a medical practitioner for excessive absence.
2. Death of a relative – the School Principal may use his/her judgment in limiting absence for this reason.
3. Observance of religious holidays – the School Principal may require a written statement from authorities substantiating such observances.
4. Educational activities away from school – the School Principal may approve educational activities other than that received by the student in school.
5. Emergency or special circumstances – the School Principal may approve an absence if in his/her judgment there is good and sufficient cause. Regulations published by the School Principal will emphasize the scheduling of family vacations during school vacations.

For an absence to be designated an excused absence the school must be notified of the absence prior to or the day of the absence and the reason for the absence must meet the definition of excused absence.

Any absence other than an excused absence is considered truancy. The school may designate an absence an unexcused absence as a temporary measure to evaluate the situation, however, within a reasonable time period the unexcused absence will be designated excused or truant.

School Principals are responsible for developing Student Handbooks, which will include rules regarding excused student absence and truancy. Student Handbooks are subject to School Board approval. These rules will apply to all students.

Truant students may be subject to school disciplinary measures in line with applicable Board policies such as JEB Truancy.

Any student who is absent from school without the knowledge and permission of his/her parent(s) or school authorities is truant. Truancy will apply to any student who does not attend school all day or leaves a class after reporting to school without permission.

Absences, even with the approval of the parent(s), which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures instituted.

Students will be allowed and encouraged to make up any work, which is missed.

Students who do not attend school for any reason will not be allowed to participate in school activities on the day of absence unless previous arrangements for the absence were made through the school office.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 193:1 (Duty of Parent; Compulsory Attendance by Pupil)

RSA 193:7 (Penalty)

RSA 193:8 (Notice of Requirements)

RSA 193:16 (Bylaws as to Nonattendance)

NH Code of Administrative Rules ED 306.04(a)(1) (Attendance and Absenteeism)

NH Code of Administrative Rules ED 306.04(c) (Policy Relative to Attendance and Absenteeism)

Policy JHB (Truancy)

Handbook (Referenced in Handbooks)

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