

**STUDENT ATTENDANCE ABSENCES AND TRUANCY****Attendance:**

Attendance to class/school is an important life skill essential to the learning process. We urge students and parents to strive for perfect attendance to ensure scholastic success.

The School Board recognizes that absences from school may be necessary at times, but excessive absences that lead to poor academic performance may lead to loss of extracurricular activities and/or academic failure. It is the student's responsibility to make up all school work and tests missed due to absences promptly after their return to school.

The Windham School District will recognize two (2) types of absences: excused and unexcused.

**Excused absences** – include the following:

- Hospitalization /illness (more than five (5) days requires physician note)- immediate notification of infectious or contagious diseases strongly encouraged
- Court appearances
- Religious holidays
- School testing
- Bereavement
- All school-sponsored activities
- Out-of-school suspensions
- Planned absences (college visits, family events, etc.)
- Medical or military appointments
- Other absences approved by the Superintendent

Parents/guardians are asked to coordinate with their child's teachers ahead of a planned absence to plan for making up any missed class work or assignments.

The student's parents/guardians need to notify the school about any excused absences. Any necessary documentation should be provided in a timely fashion.

**Unexcused absence** – an absence that occurs for any reason other than an excused absence.

**Legal References:** RSA 189:34, Appointment; RSA 189:35-a, Truancy Defined; RSA 193:1, Duty of Parent/guardian; Compulsory Attendance by Pupil; RSA 193:7 Penalty; RSA 193:8, Notice Requirements; RSA 193:16 Bylaws as to Nonattendance; NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism; NH Code of Administrative Rules, Section Ed 306.04 ©, Policy Relative to Attendance and Absenteeism

Windham School Board	Policy Code: JH
Revised: July, 1998 Revised: November, 1999 Revised: February, 2006 Revised: May, 2008 Revised: March 6, 2018 (JHB merged into JH)	

**Appeal Process:**

Parents/guardians seeking to have their child's absence excused for a reason that is not otherwise allowed by this policy may file a written request with the Principal that specifies why and how long the student has to be out of school. The Principal will decide whether to grant an exception to the Policy and notify the parents/guardians. If the exception is denied, the parents/guardians may request a conference with the Principal to ask the Principal to reconsider his/her decision. The Principal's decision can be appealed to the Superintendent.

**TRUANCY**

Ten unexcused absences (each of them half day or longer) during a school year constitute habitual truancy as per state law. When the Principal or Principal's designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents/guardians, and other staff members as needed.

**Legal References:** RSA 189:34, Appointment; RSA 189:35-a, Truancy Defined; RSA 193:1, Duty of Parent/guardian; Compulsory Attendance by Pupil; RSA 193:7 Penalty; RSA 193:8, Notice Requirements; RSA 193:16 Bylaws as to Nonattendance; NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism; NH Code of Administrative Rules, Section Ed 306.04 ©, Policy Relative to Attendance and Absenteeism

Windham School Board	Policy Code: JH
Revised: July, 1998 Revised: November, 1999 Revised: February, 2006 Revised: May, 2008 Revised: March 6, 2018 (JHB merged into JH)	