

<b>Timberlane Regional School District</b>	<b>Policy Code: JH</b>
<b>Adopted: 07-99</b> <b>Revised: 01-08-09</b> <b>Revised: 09-02-10</b> <b>Revised: 01-09-14</b> <b>Revised: 09-03-20</b>	<b>Page 1 of 2</b>

## **STUDENT ABSENCES AND EXCUSES**

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at either the school district or SAU central office.
4. Students experiencing multiple absences will be referred to the appropriate school team and the Dean of Attendance for resolution.

An unauthorized absence (as defined in RSA 189:35-a) is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Board policies and school procedures.

Students identified as being truant will be contacted by either a school official or truant officer and brought to school. The school administration will send a letter to parents/guardian of the truant student. If the truancy problem continues, the school administrator will send by registered mail, a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1. Procedures that strictly enforce this policy are found in each school's parent/student handbook.

Parents are required to notify the school either by note the day before or by phone on the morning of the absence. Absences of more than five (5) consecutive days require a note from a licensed medical professional. If a child is absent or dismissed for illness, he/she may not attend a school function and the day/evening of the absence/dismissal.

### **Attendance Criteria and Procedures for Students Engaged in Remote Learning**

Attendance must be taken during remote learning, whether it involves individual school days such as "Blizzard Bags Days" or for a sustained period of time through the use of technology (remote learning).

Being Present in the classroom environment is typically defined as being physically present, regardless of the level of engagement in the learning or the actual amount learned.

Similarly, teachers will determine daily attendance to the best of their ability based on any combination of the following criteria:

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- Attendance in synchronous instructional lessons;
- Viewing asynchronous course-related content;
- Work attempted (time and effort);
- Work completed;
- All other tasks as assigned by the teacher.

If a student completes all the work assigned for the day s/he should be marked Present for the full day even if it takes the student less time than other students. Conversely, a student who puts in significant time and effort, but who may not complete as much work should also be marked Present for the full day.

**Legal References:**

*RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*  
*RSA 193:7 Penalty*  
*RSA 193:8 Notice Requirements*  
*RSA 193:16 Bylaws of Nonattendance*  
*RSA 189:35-a Truancy Defined*  
*NH Code of Administrative Rules, Section ED 306.04(a)(1) Attendance and Absenteeism*  
*NH Code of Administrative Rules, Section ED 306.04(c) Policy Relative to Attendance and Absenteeism*