

STUDENT ABSENCES AND EXCUSES

Each school principal is responsible for overseeing attendance procedures and ensuring that:

1. Attendance is accurately checked and reported to the school office daily for each class.
2. All student absences are recorded.
3. All permanent records of pupil attendance shall be maintained at the Paul School office.

Regular and punctual patterns of attendance will be required of each student enrolled in the District. Building Principals are responsible for developing Student Handbooks, which will include rules regarding student absences, excuses and truancy. These rules will apply to all students.

1. Parents are responsible for notifying the school between 7:00 AM and 8:30 AM if their child(ren) is to be absent or tardy on any school day.
2. Following the taking of attendance by the classroom teachers, a comparison of names may be made to determine the absent pupils whose parents have not called.
3. All tardy pupils should report to the office immediately upon arrival to avoid the child's parent being called.
4. For pupils who are absent and have not been reported by the parent a call will be made to the parent's home, work and/or emergency numbers.
5. Members of school board will determine the extent of responsibility when a pupil is absent and the parent cannot be contacted. In the absence of such a determination, the superintendent and principal will decide what action is appropriate for a given situation.
6. After three days of absence due to illness, a doctor's note may be required to return to school.

Statutory Reference:

RSA 193:1, 2, 7, 16

RSA 193:8

Ed 306.10 (a) (1)

Mr. Jason Brown, Chairperson
Mr. Nathan Fogg
Mrs. Margaret Howard-Hilton
Mr. Gerald Hastings
Mrs. Janet Gagnon

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