

NEW ATTENDANCE GUIDELINES

It is the policy of the Wakefield School District is to expect regular attendance, from all enrolled students. State Law RSA C. 193s1 requires as much and places the responsibility for student attendance on both the parent/guardian and the child. The following State of New Hampshire truancy guidelines are **NEW THIS YEAR:**

1. If a student accumulates (5) half-days of unexcused absences during the academic year or (5) half-days of unexcused absences in any one quarter, the Wakefield Schools will contact the parents/guardians to discuss the importance of daily attendance and review any extenuating circumstances.
2. If a student accumulates (7) half-days of unexcused absences, school administration will request a conference with the parents/guardians to develop a plan of action. This conference may also include the District's Truant Officer.
3. If a student accumulates (10) half-days of unexcused absences a second conference will be scheduled. This meeting may include school administration, the District's Truant Officer and the Superintendent of Schools. Once again, the goal will be to develop a plan to improve attendance.
4. Should unexcused absences exceed this threshold, school administration may contact the Department of Children, Youth and Families (DCYF) and/or the Wakefield Police Department for assistance. Unexcused absences of this magnitude may constitute "Educational Neglect". Additionally, the negative impact on a child's education may jeopardize grade level advancement.

Examples of Excused Absences: illness, family emergency, religious holidays, recovery from illness/accident, medical/dental appointments, death in the family, required court attendance, "other" as approved by school administration.

Please make every effort to notify the school prior to 9:30am if your child will be absent or tardy. In the event that we do not receive a call, our School Social Worker will make follow-up contacts. If no contact occurs on the day in question, the absence will be recorded as unexcused. An unexcused absence may be changed to excused with documentation and the approval of school administration.