



ATTENDANCE

Absenteeism undermines a student's educational success. Therefore, it is expected that students will be in attendance provided they are in good health. This policy pertains to all aspects of the Vista educational experience, including special adventure-based trips away from Vista main campus.

If a student is unable to attend school, the student's parent/guardian must call Vista Learning Center to verify that their son/daughter's absence is authorized and provide a written note. If the parent/guardian has not called Vista Learning Center by 9:00 am, the student will be considered truant. The Vista Director will notify the appropriate authorities.

The parent/guardian or student must also **notify the bus company** of any absences. Students will be responsible for obtaining missed work and making arrangements for a completion plan. Completing missed work may require before or after school time.

Excused Absences: a student's absence is excused in the case of a religious holiday, legal appearance, death in the family, pre-approved extra-curricular activity, pre-approved family vacation leave, and personal illness when accompanied by a doctor's note. Absence from school for any other reason is considered unexcused.

Upon the **5th absence** in a quarter, parent/guardians and the sending school district of the student will be notified.

STUDENTS ABSENT 6 OR MORE DAYS IN A SEMESTER WILL RECEIVE AN ATTENDANCE NO CREDIT and a grade of "ANC" will replace their current grade.

**Students absent due to extra-curricular activities must receive prior formal approval from Vista Learning Center and submit documentation of their participation. Students will be responsible to obtain and submit all work missed.

APPEAL FOR EXCEPTION TO FAILURE DUE TO ATTENDANCE

Students wishing to appeal an "attendance no credit" must provide written notice of intent to appeal. Appropriate documentation regarding the cause of their absence is required. Students that have improved their attendance record may appeal for a reversal if they have no more than five unexcused absences in the following marking period. Students with any days truant during the quarter are not eligible for appeal. All students will be held accountable to this policy unless other provisions are stated in the student's Individualized Education Plan.

Regular attendance is essential to academic success. **NH RSA 193:1**, "A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:

- a. The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
- b. The child is receiving home education pursuant to RSA 193-A and is therefore exempt from this requirement;
- c. The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational

progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and adequate education grants under RSA 198:41;

d. The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located, or is attending a nonsectarian private school located in New Hampshire that is approved as a school tuition program by the school board pursuant to RSA 193:3, VII;

e. The pupil has been exempted from attendance pursuant to RSA 193:5;

f. The pupil has successfully completed all requirements for graduation and the school district is prepared to issue a diploma or the pupil has successfully achieved the equivalent of a high school diploma by either:

(1) Obtaining a high school equivalency certificate; or

(2) Documenting the completion of a home school program at the high school level by submitting a certificate or letter to the department of education;

g. The pupil has been accepted into an accredited postsecondary education program; or

h. The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent.

(1) Alternative learning plans shall include age-appropriate academic rigor and the flexibility to incorporate the pupil's interests and manner of learning. These plans may include, but are not limited to, such components or combination of components of extended learning opportunities as independent study, private instruction, performing groups, internships, community service, apprenticeships, and on-line courses.

(2) Alternative learning plans shall be developed, and amended if necessary, in consultation with the pupil, a school guidance counselor, the school principal and at least one parent or guardian of the pupil, and submitted to the school district superintendent for approval.

(3) If the superintendent does not approve the alternative learning plan, the parent or guardian of the pupil may appeal such decision to the local school board. A parent or guardian may appeal the decision of the local school board to the state board of education consistent with the provisions of RSA 21-N:11, III.

Parent/Guardian Request for Family Leave: For anticipated absences due to family functions, parents may request in advance that a student's absence be excused if all the following steps are followed:

Parent notifies Vista of student's anticipated absence 2 weeks prior to the date

Parent meets with school administrator to receive work that will be missed

Student submits completed work the day of their return

****Please note:** Students will not be eligible for full class credit as they will lose the class participation component. As regular attendance is essential, we ask that parents/guardians make such requests judiciously. Vista Learning Center reserves the right to deny such requests if they believe granting such would adversely affect a student's educational progress.