

**NEW BOSTON SCHOOL DISTRICT**

**JH**

**ATTENDANCE, ABSENTEEISM AND TRUANCY**

The School Board requires that school-aged children enrolled in the District attend school in accordance with all state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Regular and punctual attendance will be required of each student enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence. The building Principal is responsible for developing student handbooks which will include rules regarding student absences, excuses and truancy. These rules will apply to all students.

The Board recognizes two kinds of absences: excused absence and truancy. Excused absences are absences due to:

- Illness
- Absence for participation in school activities
- Medical and dental appointments
- Family emergencies
- Recovery from an accident;
- Required court attendance;
- Death in the immediate family;
- Observation or celebration of a bona fide religious holiday; or
- Such other good cause as may be acceptable to the Principal or permitted by law.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, the parent(s) must call the school and inform the District of the student's illness and absence. For other absences, the parent(s) must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require the parent(s) to provide additional documentation in support of the written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If the parent(s) wish(es) for the student to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parent(s) via telephone in and writing of his/her decision. If the Principal determines that good cause does not exist, the parent(s) may request a conference with the Superintendent to explain the reasons for non-attendance. The Superintendent may then reconsider the initial determination. However, at this juncture, the Superintendent's decision shall be final.

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**Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The Principal, or his/her designee, may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write note to the student's teacher at least two (2) weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

**Truancy**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten (10) half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two (2) hours of instructional time and less than three and one-half (3 ½) hours of instructional time.

Any absence of more than three and one-half (3 ½) hours of instructional time shall be considered a full-day absence.

Students identified as being truant will be contacted by either a school official (truant officer), juvenile officer, police officer, or police volunteer and may be brought to school by juvenile officer or police officer.

**Intervention Process to Address Truancy**

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal 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, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigation of the cause(s) of the student's truant behavior;
2. Consideration, when appropriate, of modification of the student's educational program to meet particular needs that may be causing truancy;
3. Involvement of the parents in the development of a plan designed to reduce the truancy;
4. Consideration of alternative of disciplinary measures, while preserving the right to impose discipline in accordance with District policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the student's attendance.

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**Parental Involvement in Truancy Intervention**

When a student has been truant for a total of seven (7) one-half days, the Principal or designee from the school where the student is enrolled will contact the parent(s) and a meeting will be held to discuss the truancy. The Principal or designee will work with the parent(s) to develop a plan to prevent and/or reduce future truancy. If the truancy persists and reaches a total of ten (10) one-half days, the Principal or designee will send the student's parent(s) a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parent(s) and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy; and
4. A copy of RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil.

The letter will be sent by certified mail, return receipt requested.

If necessary, a Child in Need of Services (CHINS) petition will be filed in conjunction with local law enforcement with the local district court.

**Legal References:**

*RSA 189:34, Appointment*

*RSA 189:35-a, Truancy Defined*

*RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*

*RSA 193:7, Penalty*

*RSA 193:8 Notice Requirements*

*RSA 193:16 Bylaws as to Nonattendance*

*RSA 169D Children in Need of Services*

*NH Code of Administrative Rules Sec. Ed. 306.04(a)(1) Attendance and Absenteeism*

*NH Code of Administrative Rules, Sec. Ed. 306.04(c), Policy Relative to Attendance and Absenteeism*

Proposed: 11/14/02

Adopted: 12/12/02

Proposed: 10/13/10

Adopted: 11/17/10

Proposed: 11/07/18

Adopted: 12/05/18

NHSBA Review: 01/23/14