

HUDSON SCHOOL DISTRICT

POLICY NUMBER: 4.2(k)

ADOPTED: 08.16.2010

Page #1 of 3 Pages (plus attachment)

First Reading: 08.02.10 Second Reading: 08.16.10

HUDSON SCHOOL DISTRICT ATTENDANCE, TARDINESS AND TRUANCY POLICY

Purpose and Intent

The purpose of this Policy is to ensure that students are in school and learning. School attendance is critical to successful school performance. Class discussions, student collaborative work, and teacher guidance and directives all offer learning opportunities that are hard to make up outside the classroom. Therefore, in order to be successful, students must attend school and be on time for classes and other scheduled activities. Tardiness is a disruption to the educational process. It sets a tone that de-values education, detracts from the lesson, is discourteous to the teacher and other students and results in a loss of instructional time.

Parent/Guardian, Student, and School Responsibilities

Parents/Guardians, students, school administrators, and teachers all have important roles in ensuring that students attend school and are on time.

Students have an obligation to attend school and to be on time for class and scheduled activities.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. Parents/Guardians should, therefore, plan activities and appointments for their children at times when school is not in session. Parents/Guardians must contact the school to inform the school of their child's absence.

School officials determine whether students' absences are excused or unexcused. The school must also maintain accurate attendance records for each student. Each teacher must accurately report daily attendance and punctuality. The building principal is designated as the person responsible for truancy issues. The building principal must submit attendance information to the Superintendent's office and must communicate with parents when a student's attendance becomes a concern and as required by this Policy. School officials and parents/guardians must then work together to come up with a plan to address the child's absences.

Policy Development

It is the intent of the Hudson School Board to involve parents/guardians in the development of its Attendance, Tardiness and Truancy Policy and any amendments to the Policy. The School Board will notify parents about the proposed Policy or amendments through appropriate communication channels. The School Board will also invite them to attend the School Board meeting at which the proposed Policy or amendments will be discussed.

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Excused and Unexcused Absences Defined

The School Board recognizes that absences from school may be necessary under certain circumstances. The School District recognizes two kinds of absences from school: excused and unexcused absences.

Excused absences are limited to the following situations:

1. School sponsored events such as field trips or athletic events.
2. Absences due to chronic health conditions or illness documented by a physician (includes dentists and orthodontists).
3. Death of an immediate family member.
4. Religious holidays or attendance at religious ceremonies.
5. Absences approved by the Superintendent under RSA 193:1, I(c).
6. Absences as a result of waivers from the Superintendent for alternative learning plans under RSA 193:1, I(h).
7. College visits.
8. Mandated court appearances.

Students will have five (5) school days from the date of absence to present documentation of absence. Unexcused absences are all other absences and include but are not limited to undocumented illness, family vacations, other vacations, absences for other personal reasons, tardiness, cutting classes, dismissals, truancy, absence from any study hall or activity for which the student is scheduled.

Limitations on Unexcused Absences

A half-day absence is defined as missing up to half of the total minutes in a school day. Missing more than half the total minutes in a school day is two half-day absences.

Unexcused absences from school are considered truancy. A student who skips class or scheduled activity, arrives late for class or a scheduled activity, or leaves a class or scheduled activity without permission of school personnel is considered truant and will be deemed to have missed the entire class or scheduled activity.

Under New Hampshire law, ten half days of unexcused absence during a school year shall constitute habitual truancy. Habitual truancy is a ground for filing a CHINS petition in the local district court. The Hudson School District realizes that there are extenuating circumstances where a student may miss five days of school and believes that filing a CHINS petition is premature at that point. The District has created a procedure and put in place a series of interventions to assist the student with reintegrating back into school prior to filing a chins petition. Interventions will occur at five (5) days, eight (8) days, twelve (12), and fifteen (15) days absent. A student with fifteen (15) days absent will be considered truant and a CHINS petition will be filed with the Nashua District Court by the State's Attorney. (Attendance Procedure Attached)

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Appeal

A parent/guardian or student seeking an exception for an absence that is not otherwise excused may file a request with the School Attendance Board. A parent/guardian or student may also appeal to the School Attendance Board the following:

1. A determination that a specific absence/tardy, etc. was unexcused;
2. A determination that an absence occurred at all; or
3. Whether exceptional circumstances exist which make strict application of this Policy inappropriate with respect to one or more absences.

The School Attendance Board shall consist of two teachers, a guidance counselor and principal or assistant principal. The School Attendance Board shall consider the following factors in reviewing a request or appeal:

1. The spirit and intent of the Policy.
2. Whether the absence was due to the action or inaction of the student or parents.
3. Whether exceptional circumstances exist that warrant an exception to the Policy.

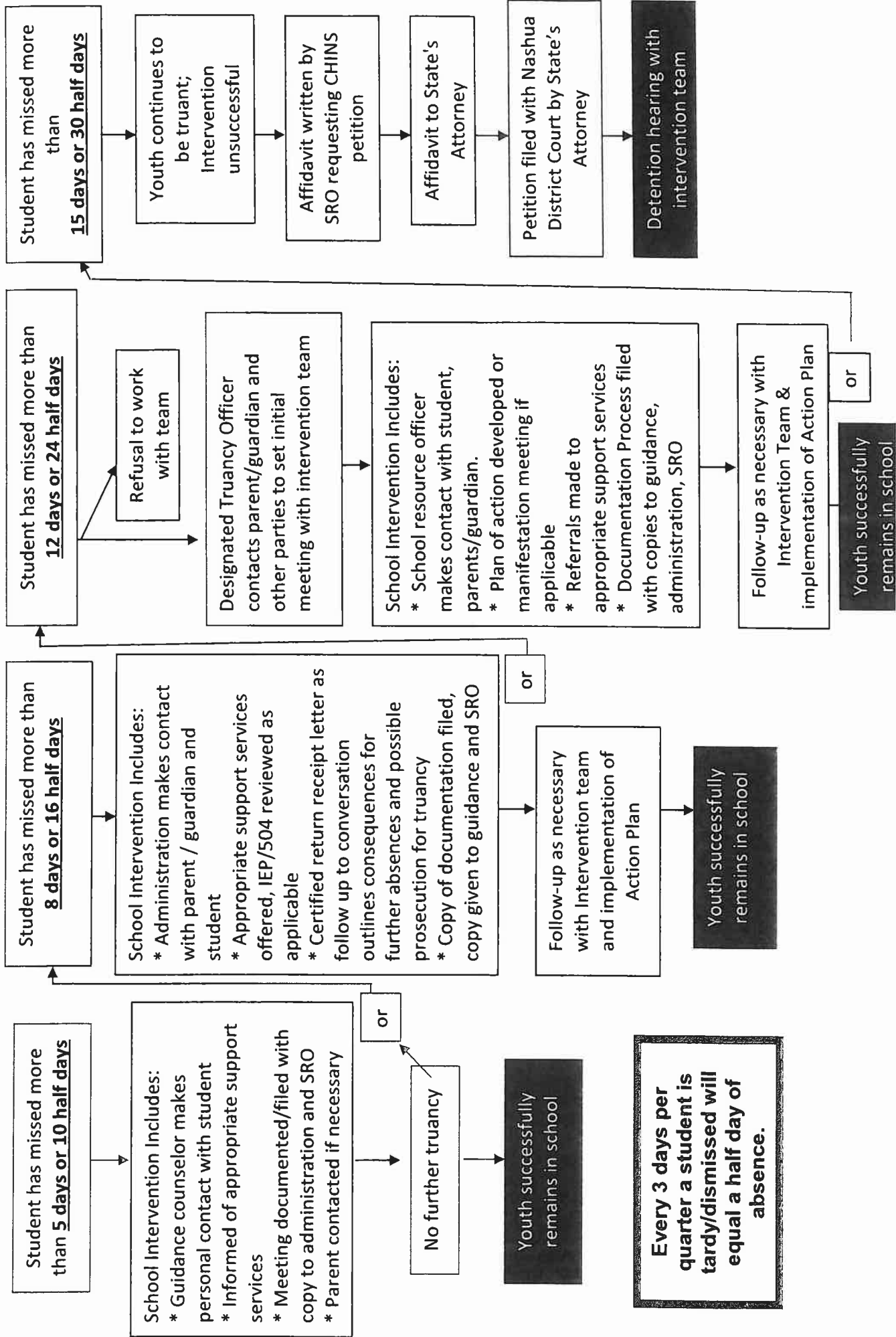
HUDSON SCHOOL DISTRICT ATTENDANCE PROCEDURE

POLICY: A student shall be declared truant if he/she has had any unexcused absence from school for more than 15 days. The Hudson School District provides transportation to and from school daily which allows for students to be on time and ready to learn.

PROTOCOL: Elementary School: At the 5th absence teacher notifies guidance. Parents are responsible for ensuring that their child gets to school on time daily.

Middle/High School: On each Ed line update week, teacher notes student attendance and notifies guidance. Students are responsible for getting to school on time daily.

An email or phone call to parent will be provided if a student is absent/tardy/dismisssed without notification.



Every 3 days per quarter a student is tardy/dismisssed will equal a half day of absence.