



ATTENDANCE, ABSENTEEISM, TARDIES, AND TRUANCY

1.1 Attendance

Regular and punctual attendance is required of each student enrolled in Strong Foundations Charter School. The principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at school office.

1.2 Excused Absences

The following are considered to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and Dental Appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. 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, parent(s) and/or guardian(s) must call the school and inform the school of the student's illness and absence. For other absences, parents must provide a written notice or a written excuse that states reasons for non-attendance. The principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parent(s) and/or guardian(s) wish for their child to be absent for a reason not listed above, the following process shall be used:

- a. The parent(s) or guardian(s) must provide a written explanation ten days (10) prior to the absence, the reason for such absence, including why the student will be absent and for how long the student will be absent.
- b. The principal will make the determination as to whether the stated reason for the student's absence constitute good cause and will notify the parents in writing of his/her decision.
- c. If the principal determines that good cause does not exist, parents may request a

conference with the Principal for reconsideration.

RSA 189:34-36

d. If parent(s) and/or guardian(s) are not satisfied with the Principal's decision, parents may request a conference with the school board for reconsideration.

2.1 Truancy

An unauthorized absence from class or school is considered truancy. Any absence that has not been excused for any of the reasons listed above (in Excused Absences) will be considered an unexcused absence. Truant students shall be subject to school discipline.

Ten half-days of unexcused absence during a school year is defined as habitual truancy.

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

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

The principal is designated as the school employee responsible for overseeing truancy issues.

Absent students not having parent(s) and/or guardian(s) permission are considered as being truant. Students so identified will be contacted by either a school official or the principal and brought to school. The school administration will send a letter to parent(s) and/or guardian(s) of the truant student. If the truancy problem continues, the school administrator shall send, by registered mail, a letter to the parents of the truant student, indicating the nature and seriousness of the problem; a statement of the parent(s) and/or guardian(s) responsibility to ensure that the student attends school; a request for a meeting between the parent(s) and/or guardian(s) and the principal to discuss and develop a plan for reducing the student's truancy; as well as enclosures of SFNH Policy and RSA 193:1.

2.2 Intervention Process to Address Truancy

The principal shall ensure that administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant as defined in section 2.1 Truancy.

When the principal identifies a student as habitually truant or in danger of becoming habitually truant, the principal and/or designee shall develop an intervention with the student, the student's parent(s) and/or guardian(s), and other staff members as may be necessary. The intervention shall include processes including, but not limited to:

1. Investigation into the cause(s) of the student's truant behavior;
2. Modification, when and if appropriate, to the student's educational program to meet particular needs that may be causing the truancy;
3. Parent(s) and/or guardian(s) involvement in the development of the plan to reduce the truancy.

3.1 Unexcused Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
2. Tardiness to class without documentation shall be considered unexcused. Every sixth unexcused tardy shall constitute a one-half day unexcused absence.
3. The Principal and his/her designee shall have the discretion to excuse tardiness for extenuating circumstances.

4.1 Dismissals

Dismissal is defined as removal from school prior to the conclusion of the school day.

1. Excessive dismissal shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
2. Dismissal from class without documentation shall be considered unexcused. Every third unexcused dismissal from class shall constitute a one full-day unexcused absence from that class.
3. The Principals and his/her designee shall have the discretion to excuse dismissals for extenuating circumstances.

5.1 Make-Up Work

When students are absent, including absences for external suspension or expulsion, an opportunity to make-up work shall be provided. Students and parents are encouraged to obtain make-up work assignments before the student's return to school by contacting the classroom teacher to obtain information on work missed.

Policy proposed and approved September 21, 2011 by the Board of Trustees for Strong Foundations Charter School.