

# Policies for Review - 2<sup>nd</sup> Reading

February 6, 2023

BBBF - Student Board Members

JH - Attendance, Absenteeism and Truancy

**STUDENT BOARD MEMBERS**

**BBBF**

**A. General Policy.**

The Board will have at least one school board member from Gilford High School.

Student School Board members (“Student-members”) will not have the right to vote and will be excluded from all non-public sessions the Board enters.

**B. Election and Term of Student School Board-Members.**

Student-members will serve one-year terms, beginning no later than the November Board meeting of each year.

Student-members will be chosen by a majority vote of the high school student body under procedures for nomination and election established by the student government of the high school.

**C. Responsibilities of Student Government.**

The student government of the high school shall establish procedures for:

1. The nomination and election of Student-member candidates;
2. Any public high school student in the school district to petition the Student-member to present proposals and opinions to the School Board;
3. Filling any vacancy that may occur in the Student-member position from that school.

**D. Student-Member Expectations.**

Under RSA 194:23-f, IV, Student-members are expected to:

1. Have at least one student board member attend all School Board meetings;
2. Represent all high school students within the District;
3. Introduce presenters or present to the School Board specific proposals and ideas from the high school student body;
4. Serve as a liaison between students, District staff, and the Board;
5. Keep the student body informed of Board business and actions; and
6. Comply with all Board policies relative to students and Board members, when applicable.
7. Student members may be excused if the meeting is exceeding 7:30 p.m. but are welcome to stay.

**E. Oversight.**

The Superintendent shall assure building principals coordinate with student council advisors to ensure the student council is aware of the requirements of Section D, above. above.

**Legal References:**

*RSA 189:1-c, School Board Student Member*

*RSA 194:23-f, High School Student as a Board Member*

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2-6-2023 School Board – second reading*

JH

## **ATTENDANCE, ABSENTEEISM AND TRUANCY**

### **Absences**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable 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.

Attendance shall be required of all students 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 Board considers the following 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, parents must ~~eat~~ notify the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these 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 nonattendance.

If parents wish for their child 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

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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 parents in writing. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider the initial determination.

However, at this juncture, the Principal's decision shall be final. On the occasion that school is canceled due to inclement weather or other emergency, families will be notified via the Emergency Notification System. This notification may include information about students receiving internet instruction or other extended learning time in lieu of attending school for the day. Failure to comply with these assignment expectations will result in the student being recorded as absent for that day. Students will have two days to meet expectations.

### **Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The school Principal or designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's principal at least two weeks before the trip. This advance planning will allow the teacher, parents and the student to collaborate on an appropriate plan of action regarding homework completion.

### **Reporting of Absences**

All absences are to be verified by communication from the parent to the school office. This communication should be documented for record-keeping purposes. If an absence is not verified by communication from the parent, the absence is considered unexcused. An absence may be excused if communication, supported with documentation, is provided by the parent to the school within five days following the absence and meets the guidelines outlined above.

The communication should contain the following information:

- Student's name
- Teacher's name
- Date of absence
- Reason for absence
- Supporting documentation
- Signature of parent

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If an absence is due to illness and exceeds three consecutive days or more, a note from a physician is required.

Notification of a student's absence will be recorded in the student information system as “parent verified” until official documentation is provided to the school. Parents will have 5 days upon their student’s return to school to provide the main office with official documentation excusing their student from school for one of the approved reasons outlined below. Once the documentation is received, the student’s absence will be altered from “parent verified” to an excused absence in Student Information System.

Absences will only be recorded as “parent verified” for the first 5 undocumented absences within a trimester. Future absences without documentation will automatically be recorded as unexcused and both the “parent verified” and unexcused absences will count towards the tardy policy at the end of the trimester.

### **Tuancy**

Tuancy 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 half-days of unexcused absence during a school year constitute 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 of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Assistant Principal is hereby designated as the District employee responsible for overseeing truancy issues.

### **Excusal During the School**

A student will only be excused from school for one of the reasons listed below with appropriate documentation. Documentation pertaining to the absence must be provided to the main office upon the student’s return to school otherwise it will be recorded as an unexcused absence. Students will not be allowed to participate in any extracurricular activities on the day of their absence without providing appropriate documentation supporting their absence.

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7. Such other good cause as may be acceptable to the Principal or permitted by law

### **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, an intervention will commence 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. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of the educational program to meet particular needs that may be causing the truancy;
3. School communicates with parents/guardians to reduce the truancy. If parent/guardian is unable to be reached, the school may proceed with a wellness check;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student Discipline.

### **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent 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 parents and the Principal to discuss the student's

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truancy and to develop a plan for reducing the student's truancy. If parent/guardian is unable to be reached, the school may proceed with a wellness check in collaboration with the police department.

### **Parental Notification of Truancy Policy**

The Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is available electronically.

#### *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*

*NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism*

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

**(Adopted: 2/7/2011)**

**(Reaffirmed: 6/2/2014, 12/5/2017)**