

## **ADMINISTRATIVE REGULATION JH-R**

### **STUDENTS- STUDENT ABSENCES AND EXCUSES**

Excused absences - Official documentation (A-DU)

Unexcused absences - Notification from a parent/guardian, but does not include official documentation. (A-PC)

### **ELEMENTARY SCHOOL**

#### **1:0 PROCEDURE**

1:1 The building principal or his/her designee shall review all student daily attendance reports. These reports shall be verified using the X2 student data system on a monthly basis.

1:2 The building principal or his/her designee will contact a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within three (3) days of the absence.

1:3 The building principal or his/her designee shall assess each student's situation after five (5) consecutive or accumulated unexcused absences.

1:4 The building principal or his/her designee shall make a reasonable attempt to meet with the parent or guardian to develop action steps for student attendance.

1:5 The building principal or his/her designee will monitor and assess further absences, if a student reaches ten (10) unexcused absences, a letter will be sent to parents/guardians detailing the attendance concerns, outlining possible courses of action, and a scheduled meeting date.

1:6 The building principal or his/her designee shall meet with the parents/guardians regarding possible courses of action. After this meeting, the building principal or his/her designee shall decide on the following possible courses of action:

1:6.1-Department of Children and Families (DCF)

1:6.2-New Bedford Youth Court

1:6.3-Child Requiring Assistance (CRA)

1:6.4-Retention

### **MIDDLE SCHOOL**

#### **2:0 PROCEDURE**

2:1 The building principal or his/her designee shall review all student daily attendance reports. These reports shall be verified using the X2 student data system.

2:2 The building principal or his/her designee shall assess each student's situation after

three (3) consecutive or accumulated unexcused absences and send a letter of concern to the parent(s)/guardian(s) detailing the attendance concerns.

2:3 The building principal or his/her designee shall assess each student's situation after five (5) consecutive or accumulated unexcused absences.

A letter will be sent to the parent(s)/guardian(s) of the student requesting a meeting to discuss the absences and a course of action to change behavior.

2:4 The building principal or his/her designee shall assess each student's situation after ten (10) consecutive or accumulated unexcused absences. Another letter will be sent detailing concerns and previous meetings.

The building principal or his/her designee shall meet with the parent(s)/guardian(s) regarding possible disciplinary/corrective action. After this meeting, the building principal or his/her designee shall decide on the following possible courses of action:

2:4.1- Department of Children and Families

2:4.2- New Bedford Youth Court

2:4.3- Child Requiring Assistance (CRA)

## HIGH SCHOOL

### 3:0 PROCEDURE

3:1 The building principal or his/her designee shall review all student daily attendance reports. These reports shall be verified using the X2 student data system.

3:2 The building principal or his/her designee shall assess each student's situation after three (3) consecutive or accumulated unexcused absences and schedule a meeting with a member of the attendance committee.

3:3 The building principal or his/her designee shall assess each student's situation after five (5) consecutive or accumulated unexcused absences.

The student will receive a letter one explaining the attendance policy and its provisions notifying the parent(s)/guardian(s) of the impending loss of credit and to review possible remedies to improve the student's attendance.

3:4 The building principal or his/her designee shall assess each student's situation after seven (7) consecutive or accumulated unexcused absences and schedule a CAP meeting (*Change Attendance Performance*) with the student and a member of the attendance committee.

3:5 The building principal or his/her designee shall assess each student's situation after nine (9) consecutive or accumulated unexcused absences. The student will receive a letter two explaining that due to excessive absences, (*accruing nine absences*), credit loss has occurred. A student can apply for an appeal and possible credit restoration.

3:6 The building principal or his/her designee shall meet with the parent(s)/guardian(s) regarding possible disciplinary/corrective action. After this meeting, the building principal or his/her designee shall decide on the following possible courses of action:

3:6.1- Department of Children and Families

3:6.2- New Bedford Youth Court

3:6.3- Child Requiring Assistance (CRA)

3:6.4- Appeals Process (FHS only)

3:6.6- Loss of credit (FHS only)

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