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ATTENDANCE INTERVENTION PROTOCOL

Each school within the Nashua School District shall follow the attendance intervention protocol. This common protocol will ensure that parents understand the obligation of RSA 193:1 to have their children attend school and the children themselves will be encouraged to attend each school day.

1. The Principal (or Principal's designee) in each school shall be designated as the attendance coordinator and shall be responsible for implementation of the student attendance protocol, coordination of attendance issues for the school, and shall serve as the liaison with the District's attendance officer.

2. Each Principal shall ensure that his/her school has an effective attendance team. Responsibilities of the attendance team may be added to an existing team—such as a Child Assistance Team (CHAT) team—or the Principal may appoint a new team. At a minimum each attendance team shall:

   a. set goals, timeframes, and positive strategies for improving attendance;

   b. evaluate attendance data and trends;

   c. make resulting recommendations to the Principal for improving upon the school's attendance protocol (to the extent it exceeds district protocol requirements);

   d. conduct case reviews for those students who are truant or are in danger of becoming truant. The case review shall include a review of any additional school or community services that may support the student in attending school, and a determination regarding the appropriateness of a referral for evaluation for Special Education services.

3. Parents and students (as appropriate by age) enrolling in a new school within the District may be asked to sign an attendance contract. The parent will be provided with a copy of the signed contract.

4. When a student's level of absences prompts a concern, a teacher, Principal or other school staff member shall make reasonable attempts to contact the parent to discuss the concern and shall notify the attendance coordinator for the school.

5. When a student is absent five (5) or more days prior to January 31, a "five-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.

6. Any time a student is absent ten (10) or more days during the school year, a "ten-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may also be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.

7. A student who has at least ten (10) unexcused half-days of absence is habitually truant and can be referred to the district attendance officer for further action. Prior to referring a student to the district attendance officer, the school shall make reasonable attempts to meet with the parent(s) to discuss their student's attendance and to develop a remediation plan which the parent(s) will be asked to sign.

8. At any time a student is absent fifteen (15) consecutive days unexcused, a "15-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may also be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.

9. If a remediation plan for a student cannot be developed—either because a parent is unwilling to meet or because an agreement cannot be reached—or if the remediation plan is not successful, a student will be referred to the district attendance officer for further action. A letter will be sent to the parent informing him or her of this action.

10. Within ten (10) days of the beginning of the school year, each school shall submit to the district attendance officer a list of students who are registered to attend but have not shown up to school after efforts have been made to contact the parent. This list shall include each student's name, address, date of birth, telephone number, and parents' names. The school will notify the attendance officer if any of these students begin attending school. The attendance officer will notify the school regarding the final disposition of his investigation into the status of each student on the list.

Board Approved: 03/14/2011
05/23/2022