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3 ABSENTEEISM, ATTENDANCE, TRUANCY
45 I. Statement of Purpose and Intent
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7 The Hopkinton School District requires that school-aged children enrolled in the District attend
8 school in accordance with applicable state laws and Board policies.
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10 II. Definitions
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12 There are three categories of absences from school in the Hopkinton School District:
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14 *Excused absence:*

- 15 1. Officially documented medical appointments or illness (family notification of flu like
16 symptoms)
- 17 2. Legal obligations
- 18 3. Related to family member's military active duty deployment
- 19 4. Family loss
- 20 5. School related absences
- 21 6. Pre-approved college visits
- 22 7. Observation or celebration of a bona fide religious holiday
- 23 8. Pre-arranged absences for extended leave or vacation
- 24 9. Participation in the Supervised Out of School Suspension Program
- 25 10. Such other good cause as may be acceptable to the Principal or permitted by law
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27 *The Hopkinton School District understands the importance of family and enriching travel*
28 *experiences. The District also appreciates the value of attendance and class time. Though the*
29 *missing class time cannot be replicated, with parent/guardian and teacher support in planning,*
30 *lessons can be adapted to utilize unique travel related experiences for the benefit of all. Families*
31 *and staff are encouraged to collaborate to minimize any learning gap created by an extended*
32 *absence.*
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34 *Family approved (not truant)*

- 35 1. Illness
- 36 2. Significant family related event
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1 *Truant*

2 Truancy is any unexcused, unapproved absence from class or school.

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4 Ten half days of unexcused/unapproved absence during a school year shall constitute habitual
5 truancy. A half day absence is defined as a student missing more than two (2) hours and less than
6 3.5 hours of instructional time.

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8 III. Intervention

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10 The principal or his/her designee, upon being notified of a student's truancy, shall develop a
11 Truancy Intervention Plan (TIP). The TIP may include but not be limited to the following action
12 steps:

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- 14 • An investigation of the cause of the truancy
- 15 • Communication with the parent/guardian (letters ... meetings)
- 16 • Assigning a staff mentor to support the student
- 17 • Introducing/assigning a student to an extra curricular program
- 18 • Developing an attendance contract with short and long term goals
- 19 • Connecting the student to support services (school district, community and/or state)

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21 The TIP must contain a process to evaluate its effectiveness.

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