



## NBHCA's Truancy Procedures

### Step One

Once a student is 30 consecutive days/one month of non payment and/or no work turned in, student is deemed truant. A truancy letter will be issued to the guardian. A late fee of \$15 will be assessed after the first 5 days of non payment.

### Step Two

14 Consecutive days after step one. A second letter will be issued to the student/guardian. This is NBHCA's final attempt to reach the student or guardian.

### Step Three

14 consecutive days after step two. A legal court petition will be issued by NBHCA and the Board of Education. At this time the student/guardian must appear in court. Once a petition is filed, the student/guardian can still pay the full balance owed and turn in assigned books. Legal Guardian of the student will still be required to appear in court but will be in "good standing" with NBHCA.

### Notice

We send truancy letters as a courtesy. We do NOT have to do so. It is the parent's/guardian's responsibility to keep up with the student's school work. The student's tuition is due monthly on the same date, each month. They are to turn in the set of books they picked up the previous month, pay and pick up their new set. Your due date does NOT change for any reason.

Signature\_\_\_\_\_ Date\_\_\_\_\_