

# POLICY

## RANDOLPH BOARD OF EDUCATION

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Attendance - Tardiness - Grade K - 9

### 5200 ATTENDANCE - TARDINESS - GRADES K-8

The Randolph Township Board of Education recognizes and accepts its legal responsibility to provide a thorough and efficient education for every student within the district boundary. The Board cannot successfully fulfill its responsibility to the student unless the student is present for all regularly scheduled classroom activities. Therefore, it is essential that every parent/guardian and student accept responsibility for the student's attendance at classes as scheduled.

The laws of the State of New Jersey require regular attendance of all students enrolled in the public schools. Regular attendance is essential for success in the continuity of instruction, classroom participation, individual study, and learning experiences. Regular attendance is essential in order to reach the goal of maximum educational benefits for each individual student.

A student must complete four hours of school to be considered present and eligible for extracurricular activities on a given day. All work missed as a result of the absence must be made up through the initiative of the student.

#### Non-Cumulative Absences - Excused Absences

It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed below, it will be considered a non-cumulative absence.

1. Approved home or institutional instruction.
2. A doctor's **practitioner's** or dentist's note. **Also acceptable will be a parent/guardian phone call on the date of absence followed up by a written note indicating that the student was absent for illness. Such notes will be accepted in limited quantity and at the discretion of the administration.** Written excuses must be presented within five school days after the student returns to school. If not received within five school days, the absence(s) shall be considered cumulative absence(s).

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3. The student sent home by the school nurse.
4. Death in the immediate family.
5. Quarantine.
6. Religious holidays prescribed by the State Department of Education.
7. Required court appearance.
8. A student's participation in school related activities, approved in advance. These shall include, but not be limited to field trips, exchange assemblies, concerts and music classes.

### Cumulative Absences - Unexcused Absence

Any absence not defined as a non-cumulative absence is a cumulative absence. Vacations when school is in-session are cumulative absences.

### Parent/Guardian Notification

Parent/Guardian will be regularly notified of cumulative absences for each half year as follows:

1. After five days - parent/guardian notified by letter.
2. After ten days - parent/guardian notified by letter and a parent conference.
3. After fifteen days - parent/guardian notified by letter and a complaint filed with the municipal court after recommendation by the attendance review committee described below.
4. In suspension cases, only the first day's penalty shall be counted in the fifteen day application.

### Attendance Review Committee

After thirty days of unexcused absence per year the student may be retained. The student's attendance record will be reviewed by the Attendance Review Committee. The Attendance Review Committee is comprised of a minimum of three people including the Principal and two or more staff members such as the Vice-Principal or administrative assistant, teacher, school

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nurse, guidance counselor, substance awareness counselor, or member of the child study team.

Careful evaluation of extenuating or mitigating circumstances shall be made by the attendance review committee, adhering to the following criteria which shall include but not be limited to:

1. The student's record of attendance to date.
2. The academic performance demonstrated to date.

### Regular Release of Students Before the End of the Normal School Day

There are varying situations which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

### Late Arrival and Early Dismissal

The Board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Medical disability;
3. Family emergency;
4. Court appearance;
5. Such good cause as may be acceptable to the administration.

Punctuality to school is a fundamental requirement for school success. It promotes responsibility, self-confidence and

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develops a lifelong positive habit. Tardiness to school is a disruption to the educational process of a child and his/her classmates. Essential learning is missed and the progress of a student education experience is hampered. Academics, related services and additional services are negatively impacted when chronic tardiness occurs, affecting grades and lowering a student's self-esteem.

Parent/Guardian will be notified:

1. Every third time a student is unexcusedly tardy the Principal will send a letter notifying the parent/guardian;
2. Every sixth time a student is unexcusedly tardy the school will record an unexcused absence for that student.

Formerly Policy No. 510.2, Date Adopted: August 3, 1993

Adopted: 18 January 2006  
Revised: 14 April 2008;