

5200.1 ATTENDANCE TARDINESS HIGH SCHOOL

~~The laws of the state of New Jersey require regular attendance of all students enrolled in the public schools.~~ **In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.**

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy

To receive credit for a course, a student must attend class on a regular basis and complete all requirements of the scheduled course. A student will not be granted credit toward graduation in a scheduled course after the absences exceed eighteen (18) days per year in a full year course, nine (9) days per semester in a semester course, ~~and four (4) days per quarter in a quarter course.~~

Students exceeding the allotment of days will be considered excessively absent and may be subject to removal from the course with loss of credit and may be reassigned at the option of the administration. **ALL ABSENCES WILL BE COUNTED.** Absences accrued due to participation in school-sponsored activities that take place during the day are exempt from the attendance policy. Religious holidays recognized by the State of New Jersey will always be ~~excused~~ **exempt** as will all absences related to an Individualized Educational or Health Plan. **Absences documented by medical notes will be exempt from policy.**

Absences include full day absences and absences from individual class(es) that result in ten (10) minutes or more of the period being missed. All work missed must be made up at the initiative of the student, **including PE.** If a student is absent from school, parents are required to notify the attendance office. Written documentation regarding the absence should be brought to the attendance office on the morning that the student returns to school. All absence documentation will be kept in the student's folder to be used in the event of an appeal.

If a parent/guardian does not contact the attendance office, the office will make every effort to contact the parent guardian. If not contacted by the parent/guardian, the office will establish whether or not the student is ~~truant~~ **absent.**

A student may / **may not** remain in a scheduled class even after exceeding the limits noted above. The report card and permanent record card will indicate the grade earned in the course;



however, the report card and permanent record card will also indicate “NO CREDIT BECAUSE OF EXCESSIVE ABSENCES”.

~~Excused Absences~~

~~Students may miss school only with a valid excuse and in accordance with all New Jersey Statutes and Administrative Code. Once absences exceed the allotted number, the Attendance Review Committee (ARC) may give consideration to family illness or death, educational opportunities, and a reasonable number of parental notes. Religious holidays recognized by the State of New Jersey Department of Education will always be excused as will all absences related to an Individualized Educational or Health Plan.~~

Notification

Notification will occur **on or about**:

- Full Year Course: 4th absence, 9th absence, **13th absence**, 17th absence
- Semester Course: ~~4th absence~~, 7th absence, ~~9th absence~~
- Quarter Course: ~~3rd absence~~, 4th absence

~~Loss of Credit – Physical Education~~

~~A student may elect to participate in a Physical Education (P/E) make-up recoup days and participation.~~

Appeals for Loss of Credit

Appeals for exceptions to the loss of credit due to excessive absences may be made to the Attendance Review Committee. The Attendance Review Committee is comprised of the Principal/Vice Principal, Counselor, Student Assistance Counselor/Nurse and teachers. To initiate the appeals process, all appeals should be returned to the school within five (5) business days of the absence causing the loss of credit.

The Attendance Review Committee may meet with the student, his/her parents and counselor to consider the merit of an appeal. All supporting material will be considered in the appeal: attendance records, excuse notes, contracts, information from teachers, etc. Data will include documentation, if any, for all days absent, not merely for those in excess of the limit.



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:

- The student's record of attendance to date.
- The academic performance demonstrated to date.
- The student's disciplinary record.
- Verified driver's license test appointments
- Documented college visitations (five (5) days total)
- Court appearances with proper documentation
- Student illness with a doctor's note
- Death in the family
- Parent notes will be accepted not to exceed half of the total number of absences

The committee decision will be communicated to the student at the conclusion of the meeting. The decision may be one of the following:

- Appeal denied
- Appeal granted/credit restored
- Appeal decision deferred pending successful completion of conditions set forth by the committee

Class Cuts

Students who are absent from class without authorization while in attendance that day will be considered cutting their class(es) and will be dealt with in the following manner:

- A. First Class Cut – parents will be contacted by the classroom teacher – The student's counselor will be notified and the Vice Principal will discuss the cut with the student. Consequences will be per the Code of Conduct.



- B. Second Class Cut – parents will be contacted by the Vice Principal: The Vice Principal will inform both the student and the parents that one more cut will result in loss of credit. The student will be assigned consequences ~~at the discretion of the administration~~ **will be per the Code of Conduct**. Parents/guardians will be notified that the student is one cut away from revocation of course credit.
- C. Third Class Cut – the Vice Principal will notify the student’s parents. The student may lose course credit required for graduation and be subject to consequences as per the Code of Conduct.
- D. Additional class cuts will result in an administrative review and possible disciplinary consequences.

~~Quarter Courses~~

- ~~A. First Class Cut – parents will be notified / contacted by the teacher. The student’s counselor will be notified and the Vice Principal will discuss the cut with the student. Consequences as per the Code of Conduct.~~
- ~~B. Second Class Cut – the Vice Principal will notify the student’s parents. The student may lose course credit required for graduation. The student may be assigned to a restricted study for the remainder of the semester.~~

Tardiness to School / Class

- A. Students who are tardy to school must report to the attendance office to sign in and obtain a tardy pass to class. Students who are excessively tardy will be subject to disciplinary action by the administration as follows: Every three (3) tardies to class is counted as equivalent to a cut of that course. Consequences will be imposed as per the Code of Conduct. In the event that a student is tardy to homeroom, every three (3) tardies will be assigned consequences ~~at the discretion of the administration~~ **as per the Code of Conduct**.

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.68; **6A:32-8.3**

Adopted: 17 July 2012

Revised:

