

## R-5200 ATTENDANCE

### A. ~~Definitions~~

1. ~~“Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.~~
  - a. ~~A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.~~
  - b. ~~A Kindergarten pupil will be considered to have attended school if he/she has been present at least half the scheduled hours during the Kindergarten session to which the pupil is assigned.~~
  - c. ~~A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~
2. ~~“Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:~~
  - a. ~~The pupil's illness,~~
  - b. ~~Family illness or death,~~
  - c. ~~Educational opportunities,~~
  - d. ~~Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,~~
  - e. ~~Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,~~
  - f. ~~The pupil's suspension from school,~~
  - g. ~~The pupil's required attendance in court,~~



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- ~~h. — Interviews with a prospective employer or with an admissions officer of an institution of higher education;~~
- ~~i. — Examination for a driver's license;~~
- ~~j. — Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;~~
- ~~k. — An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.~~

~~3. — "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:~~

- ~~a. — Leaves school at lunch time without a pass;~~
- ~~b. — Leaves school without permission when school is still in session;~~
- ~~c. — Leaves class because of illness and does not report to the school nurse as directed, or~~
- ~~d. — Is present in school but is absent from class without approval. Such truancy from class is a "class cut."~~

~~4. — "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.~~

- ~~a. — Instances of tardiness in the number established by Policy No. 5240 will constitute a single unexcused absence.~~

#### ~~B. — Notice to School of a Pupil's Absence~~

~~1. — The parent(s) or legal guardian(s) or adult pupil is requested to call the school office the morning of the pupil's absence.~~



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2. ~~The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office to give notice of the pupil's absence.~~
  3. ~~The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Building Principal, who will assist in the arrangement of make up work.~~
- C. ~~Readmission to School After an Absence~~
1. ~~A pupil returning from an absence of any length must present to the school nurse a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.~~
  2. ~~A note explaining a pupil's absence for noncommunicable illness for a period of more than three school days must be accompanied by a physician's statement of the pupil's illness.~~
  3. ~~A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.~~
- D. ~~Instruction~~
1. ~~Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of ten school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.~~
  2. ~~A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.~~
  3. ~~Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make up assignments as necessary.~~
  4. ~~In general, pupils will be allowed an equal number of day(s) to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend time for pupils.~~



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5. ~~A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.~~
- E. ~~Denial of Course Credit~~
1. ~~The teacher will determine the credit to be awarded a pupil for make up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.~~
  2. ~~A secondary pupil will be dropped from the course and denied course credit when he/she has been absent from ten percent or more of the class sessions, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.~~
    - a. ~~A secondary pupil who has been dropped from a course of study will be assigned to an alternate program.~~
    - b. ~~A secondary pupil denied course credit may attend a credit completion session to regain the denied credit, provided the pupil has not been absent from the class more than eighteen times.~~
  3. ~~An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent thirty or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.~~
- F. ~~School District Response to Unexcused Absences during the School Year~~
1. ~~For up to four cumulative unexcused absences, the Building Principal or designee shall:~~



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- a. ~~Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;~~
  - b. ~~Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;~~
  - c. ~~Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;~~
  - d. ~~Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and~~
  - e. ~~Cooperate with law enforcement and other authorities and agencies, as appropriate.~~
2. ~~For between five and nine cumulative unexcused absences, the Building Principal or designee shall:~~
- a. ~~Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;~~
  - b. ~~Conduct a follow up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;~~
  - c. ~~Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;~~
  - d. ~~Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:~~
    - (1) ~~Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
    - (2) ~~Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;~~



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- ~~(3) — Consider an alternate educational placement;~~
  - ~~(4) — Make a referral to a community-based social and health provider agency or other community resource;~~
  - ~~(5) — Refer to the court program designated by the New Jersey Administrative Office of the Courts; and~~
  - ~~(6) — Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.~~
- ~~e. — Cooperate with law enforcement and other authorities and agencies, as appropriate.~~
- ~~3. — For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:~~
- ~~a. — Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;~~
  - ~~b. — Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;~~
  - ~~c. — Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;~~
  - ~~d. — Cooperate with law enforcement and other authorities and agencies, as appropriate; and~~
  - ~~e. — Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.~~
- ~~4. — For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in~~



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~~N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.~~

~~5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a) shall act in accordance with F.1. above for each pupil with up to four cumulative unexcused absences.~~

~~a. For each pupil attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.~~

~~(1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to F. above and the provisions of F.2. through F.4. above, as appropriate.~~

### ~~G. School District Response to Excused Absences During the School Year~~

~~1. For up to ten cumulative excused absences, the Building Principal or designee shall:~~

~~a. Meet with the parent / guardian to dissuade them from removing his or her child from school for an extended period of time.~~

~~b. Inform the parent / guardian if a student fails to satisfy the district attendance requirements, resulting in the failure to achieve all course requirements and objectives, it is within the district's discretion to deny credit or promotion to the student. The final decision shall be the Principal's, subject to appeal to the Superintendent and ultimately the Board of Education. It is also within the district's right to file truancy charges against a student's parent / guardian when the student fails to regularly attend school.~~

### ~~H. Discipline~~

~~1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.~~

~~2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.~~



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3. ~~No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.~~
  4. ~~In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.~~
  5. ~~The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8462.~~
- I. ~~Recording Attendance~~
1. ~~Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out of school curricular events such as field trips.~~
  2. ~~Teachers must classify and record each absence as excused, unexcused, or truancy.~~
  3. ~~A report card will record the number of times the pupil was absent and tardy in each marking period.~~
  4. ~~A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.~~
- J. ~~Appeal~~
1. ~~A truant pupil may be suspended or expelled for trancies in accordance with Policy Nos. 5610 and 5620.~~
  2. ~~A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.~~
  3. ~~A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:~~
    - a. ~~The pupil shall file a written appeal to the Building Principal within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the~~





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~~number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.~~

- ~~b. The Building Principal will respond in writing no later than seven working days after receiving the pupil's appeal.~~
- ~~c. If the pupil is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.~~
- ~~d. On the pupil's request, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the pupil's reasons for reenrollment and/or credit. The pupil's parent(s) or legal guardian(s) and teacher may attend the meeting.~~
- ~~e. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.~~
- ~~f. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.~~

### ~~K. Attendance Improvement Plan~~

- ~~1. The Superintendent or designee will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.~~
- ~~2. When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.~~

Adopted: 15 January 2013



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### A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
  - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

### B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.



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4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
  5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
  6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
  7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- C. **Unexcused Absences That Count Toward Truancy/Excused Absences** ~~Unexcused Absences~~
1. **“An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.**
  12. **“An eExcused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take Your Child to Work Day, or any other absence determined to be excused by the New Jersey Department of Education or any absence for the reasons listed below:-**
    1. ~~“Unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not excused as defined above or for any unexcused absence that does not count toward truancy listed below.~~
    2. ~~“Unexcused absence that does not count toward truancy” is a student’s absence from school for a full day or a portion of a day for the reasons listed below:-~~



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- a. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- b. The student's suspension from school;
- c. Family illness or death, **supported by notification to the school by the student's parent;**
- d. **Take Our Children to Work Day;**
- e. **An absence considered excused by a New Jersey Department of Education rule;**

43. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any ~~unexcused~~ absence not listed in C.23. above shall be an **unexcused** absence counted toward truancy.

## D. Notice to School of a Student's Absence

1. The parent or adult student is requested to call the school office before the start of the student's school day.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

## E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than **two (2)** school days must be accompanied by a



physician's statement of the student's illness with medical clearance to return to school.

3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

## F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of **ten (10)** school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

## G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except ~~excused absences for the observance of a religious holiday or absence for a student's suspension from school~~ **which are excused absences as described in Section C.** will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

## H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



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unexcused absence prior to the start of the following school day;

- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
  - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
  - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
  - (3) Consider an alternate educational placement;
  - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;



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- (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
        - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
        - (7) Engage the student's family.
      - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
  - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.



- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
  5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
  6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
    - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
      - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.
- I. Discipline
1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
  2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
  3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- J. Recording Attendance





1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
  2. A record shall be maintained of each excused absence, **and each** unexcused absence that counts toward truancy **as defined in Policy and Regulation 5200** ; ~~and unexcused absence that does not count toward truancy for each student.~~
  3. A report card will record the number of times the student was absent and tardy in each marking period.
  4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.
- K. Appeal
1. Students may be subject to appropriate discipline for their school attendance record.
  2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
  3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
    - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
    - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
    - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.



# REGULATION

## RANDOLPH BOARD OF EDUCATION

- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the

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student's appeal. The student's parent and teacher(s) may attend the meeting.

- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

### L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 15 January 2013

**Revised:**

