

Regulation

ATTENDANCE, ABSENCES AND EXCUSES

Notice to School of a Student's Absence

- A. The parent/guardian or adult student is required to call the high school or middle school office before 8:10 a.m. and the elementary school office prior to 9:00 a.m. of the morning of the student's absence;
- B. A parent/guardian or adult student who anticipates a future absence, because of illness, of four days or more must notify the principal, or designee, so that home instruction can be arranged through the director of special services. If the absence of the student, because of illness, is anticipated to be short-term, less than four days, the student's teacher(s) will provide home assignments. If the absence, because of illness, is anticipated to be a long-term absence, four days or more, home instruction can be arranged through the director of special services;
- C. The parent/guardian or adult student who anticipates a future absence or anticipates that an absence will be prolonged must notify the principal who will assist in the arrangement of make-up work.

Readmission to School after an Absence

- A. A student returning from an absence of any length must present to the principal or his/her designee, a written statement, dated and signed by the parent/guardian or adult student, of the reasons for the absence;
- B. A note explaining a student's absence for non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness;
- C. A student who has been absent by reason of having or being suspected of having a communicable disease must report to the school nurse and provide a written statement from a physician certifying that the student is free of communicable disease and well enough to return to school.

Instruction

- A. Teachers are expected to cooperate in the preparation of home assignments for students who anticipate an absence of three or more school days duration. The student, parent/guardian must request such home assignments;
- B. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with board policy 6173 Home Instruction. The parent/guardian or adult student shall provide a written statement from a physician certifying the need for home instruction;
- C. Students absent for any reason are expected to make up the work missed. In grade six (6) and above, the student shall be responsible for requesting missed assignments and any assistance required. In PK-5, the parent is responsible for making this request. Teachers will provide make-up assignments as necessary;
- D. In general, students will be allowed one (1) day to make up missed work for each one (1) day of absence. Teachers shall make reasonable accommodations to extend time for students;
- E. A student who missed a test because of an absence shall be offered an opportunity to take the test or an alternate test.

ATTENDANCE, ABSENCES AND EXCUSES (regulation continued)Denial of Course Credit

- A. 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 absences in determining a final grade. A student shall not lose credit for absences for the observance of a student's religious holiday, for a suspension from school, or a school sanctioned event. The teacher may record an incomplete grade, for a student who has not had full opportunity to make up missed work (see board policy 6154 Homework/Makeup Work);
- B. Student absences in high school are recorded on a course by course basis. A student may be denied course credit or be required to complete credit recovery when he/she has accrued more than eight "unexcused" and/or "excused" absences in any semester of a full or half year course. Exceptions to this rule may be made for students who have demonstrated through completion of assignments and assessments that they have mastered the proficiencies established for the course and have participated in a credit completion session to regain the denied credit. Course completion sessions may be provided if the student has not exceeded 15 unexcused absences.

Discipline

- A. Students may be denied participation in extracurricular activities and athletics (see board policies 6145 extracurricular Activities, 6145.1/6145.2 Intramural and Interscholastic Competition);
- B. 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.

Recording Attendance

- A. Teachers must accurately record the students present, tardy, and 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;
- B. The report card will record the number of times the student was absent and tardy in each marking period;
- C. A student's observance of a religious holiday will not be recorded as absent on any transcript or application or employment form.

Appeal

- A. A truant student may be suspended or expelled for trancies;
- B. A student who has been retained at grade level for excessive absences may appeal that action according to the appeal process detailed below;
- C. A student who has been denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - 1. The student shall file a written appeal to the principal or his/her designee within five (5) school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the student should continue to be enrolled in the course and/or receive course credit;
 - 2. The principal or his/her designee will respond in writing no later than seven (7) school days after receiving the student's appeal;

ATTENDANCE, ABSENCES AND EXCUSES (regulation continued)

3. If the student is not satisfied, he/she may submit a written request to the attendance review committee.
4. On the student's request, the principal shall convene an attendance review committee. The attendance review committee shall meet informally to hear the student's reasons for reenrollment and/or credit. The student's parent/guardian and teacher may attend the meeting;
5. The attendance review committee shall decide the appeal and inform the student in writing within seven (7) school days of the meeting. The decision of the attendance review committee shall be final;

Attendance Record

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.

The board shall approve activities that promote positive student development and the student's abilities to fulfill the attendance expectations established by the board. These activities include but are not limited to positive reinforcement for good attendance, supportive intervention and referral services and remediation of problem attendance that takes into account the student's developmental ages and the students' histories of problem attendance.

Late arrival

- A. The parent/guardian or adult student shall make a reasonable effort to notify the principal one day in advance when a student will arrive late to school. The notification shall include the reason for the student's late arrival and/or a statement of why it is necessary to delay the student's arrival at school;
- B. A student who arrives late at school shall report to the school office and pick up a late arrival pass slip, signed by the principal or his or her designee. The pass slip will include the date and the time of the student's arrival.
- C. The student will proceed to his or her assigned class and present the pass slip to the teaching staff member in charge, who will verify the date and time;
- D. Students shall be admitted to class for unexcused late arrivals. However, a late arrival that is not approved at least one day in advance, or otherwise approved and excused by the principal for a justified reason will be recorded as an instance of tardiness and the student may be subjected to disciplinary measures consistent with the code of student conduct.

Early Dismissal

- A. Early dismissal of a student shall be approved by the principal in advance. Except for emergencies an early dismissal that is not approved in advance will be considered to be an absence or cutting class;
- B. The parent/guardian or adult student shall notify the principal when a student needs to be picked up before the end of the school day. The notification shall include the reason for the student's early dismissal and/or a statement of why it is necessary to pick the student up before the end of the school day;
- C. The teacher shall be notified by the school office that the student shall be dismissed early. This notification may include issuing a pass directly to the student to present to the teacher or the office contacting the teacher directly that the student needs to be excused early. The date and time of the early dismissal shall be stated in this notification;
- D. The parent/guardian or adult student shall sign the student out in the main office before leaving.

ATTENDANCE, ABSENCES AND EXCUSES (regulation continued)Tardiness

- A. A student is tardy to school when the student reports to his or her assigned homeroom in the morning five or more minutes late or to their classroom during the school day after the late bell rings;
- B. A student who is late to school or class for an excused purpose shall not be recorded as tardy;
- C. A student who is tardy to school shall be required to present a written note that explains the reason for the tardiness to the main office. The student will receive a late pass for admission to class;
- D. No student who arrives at school after attendance has been taken will be admitted to class without a late pass;
- E. A student who is late to class will be disciplined by procedures established by the classroom teacher.
- F. Teachers shall notify the main office when a student has reported to the class after the bell rings;
- G. The parent/guardian shall be notified when the student has been tardy from school or class three times in any month or shows a pattern of tardiness. Students who are tardy to class may be subject to a loss of credit or other disciplinary measures consistent with the code of student conduct:
- H. Middle School Consequences:

Number of Tardy Incidents	Consequences
1-3 incidents	Warning (parent/guardian may be notified)
4-6 incidents	Administrative detention (1 hour) – the student shall be notified 24 hours in advance of the detention and the detentions shall be served after school for each incident of tardiness
7+ incidents	Administrative detention (2 hours) – for each incident of tardiness
10 incidents shall equal one unexcused absence	

- I. High School Consequences:

Number of Tardy Incidents	Consequences
1-2 incidents	No penalty
3 incidents	Central detention (1 hour)
4-5 incidents	No penalty
6+ incidents	Central detention (2 hours)
Students who are punctual for one-month period will have one tardy deleted from their tardy record	

- J. Students late to school are only excused under the following conditions and/or circumstances:
 - 1. Verified appointment with physician/dentist;
 - 2. Driver's test with verification of appointment from the Division of Motor Vehicles;
 - 3. Verified court appearance that is required;
 - 4. Religious holidays on the list approved by the New Jersey State Board of Education;
 - 5. Other reasons approved by building principal or his or her designee.

Adopted:

August 20, 1996

Revised:

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ATTENDANCE, ABSENCES AND EXCUSES (regulation continued)

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