

II. STUDENT ATTENDANCE

Per Dist. Reg. 5200 (Attendance), Students are required to be in attendance as specified in the annual Board of Education approved calendar. "Excused Absence" is a student's absence from school for a full day or a portion of a day for one of the following reasons:

- a. The student's illness/absences with a doctor's note (indicating the student **was seen by a doctor** or a hospitalization) within ten school days of the absence. If there is contagion, a doctor's note is required for re-entry.
- b. Family illness or death in the immediate family (length of time to be determined in each individual case by the principal or his/her designee with a parent/guardian note & proof (obituary/mass card/death certificate/etc.).
- c. Educational opportunities - activities or situations which are school related and have prior sanction by the administration (field trips, exchange programs, school explorations, college visits) with a maximum of two days per semester.
- d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16 with a parent/guardian note.
- e. 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 student's suspension from school.
- g. The student's required attendance at a court appearance; a note from the probation officer or court is required upon return to school.
- h. Interviews (maximum of two per semester) with a prospective employer or with an admissions officer of an institution of higher education (prior administrative approval required – Jrs. & Srs. only).
- i. Examination for a driver's license (must provide driver's license issued on the date of excused absence), maximum of two times.
- j. Take your Child to Work Day
- k. Other reasons deemed acceptable by the school administration.

*** ALL ABSENCE NOTES/DOCUMENTATION MUST BE RECEIVED WITHIN 10 SCHOOL DAYS OF THE ABSENCE.**

If a student has a chronic illness that may cause chronic absenteeism and/or lateness to school, it is mandatory to obtain a doctor's note annually stating what

the chronic illness is and that chronic absenteeism or tardiness may occur this year due to the described chronic illness. If the student is then absent for this reason, a parental note or phone call is required on each occasion. This will be recorded in the student's tardy or absence information.

- Each student will be permitted a total of 8 unexcused absences per course per semester without penalty.
- Students with no notes are unexcused absences.
- Family vacations/trips **are not** excused.
- There is an appeal process for unusual circumstances only.

DAILY ATTENDANCE

Attendance is taken during every block and students are expected to be in class and seated at the bell. Students arriving after the 7:45 am bell and before 8:00 am will go directly to class and be marked tardy by their Block I teacher. Students who arrive at 8:01 am are to report directly to Attendance where they will be recorded as late and are then to go directly to class. Parents may monitor their child's attendance via Genesis (under the class attendance tab) at any time.

TARDY/LATE TO CLASS

Parents and students should monitor Genesis regularly for student attendance. The teacher will record attendance as follows:

Late: Any student over 15 minutes late to class will be recorded as late. This late shall be counted as an unexcused absence towards the 8 allowed in a class. Therefore, it may affect graduation credit by having the student receive a No Credit Attendance (NCA) for a grade.

Tardy: Each time a student arrives to class 15 minutes or less he/she shall be recorded as tardy (i.e. after 7:45:00 am, etc.).

One tardy=0.3 absence
One late=one full absence

On the 3rd tardy (to each individual class) **and every third tardy thereafter**, the student will:

- **Receive one day unexcused absence (will count towards the 8 unexcused absences allowed)**
- **Be cited as a 2nd Level infraction per the Conduct & Discipline policy and referred to their Dean**

EARLY DISMISSAL

Leaving class more than 15 minutes prior to dismissal of the block will be recorded as an Unexcused Early Dismissal and will count as an unexcused absence towards the maximum 8 allowed in a class. Therefore, it may affect graduation credit by having the student receive a No Credit – Attendance (NCA) for a grade.

ATTENDANCE GENERAL INSTRUCTIONS

Students are not to arrive on school property before 7:15 am and are not to leave before 2:30pm without administrative permission. When students are given permission to leave, they must sign OUT and back IN through the Attendance Office if returning that day. Leaving school without getting administrative approval will result in disciplinary action.

- i. Any person seeking to sign a student out of school early must be listed in this student's Genesis account as an authorized person.
- ii. All individuals seeking to sign a student out of school must present a valid Photo I.D. when doing so.
- iii. Students on home instruction/Out-of-School Suspension (OSS) for discipline reasons are not permitted on school property.

ATTENDANCE MONITORING

It is the responsibility of parents and students to be aware of the student's attendance record during the school year, in each of his or her classes. To assist with this, all parents have access to Genesis services that will allow a parent to monitor their child's grades, attendance and discipline via the internet anytime of the day.

ATTENDANCE APPEALS (Dist. Reg. 5200)

Any pupil who is absent eight days per class for a semester course or sixteen days for a full- year course will be subject to an administrative review and may lose credit. An appeal with the rationale and documentation for the absences may be required for the review.

If a student fails any number of courses due to lack of academic performance and/or absences, he/she will not receive credit for the course. If a subject is failed and available during the summer, successful passing of that subject in a summer

school is the only method available to gain credit for any subject failed for academic deficiencies, outside of repeating the course.

Seniors may attend a summer school or Virtual School and if, at the end of the course(s), they meet all graduating requirements they will be granted their diplomas at that time. Prior approval by the Director of Guidance and Counseling Services is required for summer school attendance or Virtual School.

STUDENT ABSENCES & MAKE UP WORK (Dist. Reg. 5200)

A student returning from an absence cannot be kept at a disadvantage because of having missed new and important material. A student is entitled to assistance when rejoining his/her class. However, it is the student's responsibility upon his/her return to check with his/her teacher to acquire the work.

The teacher and student should set a definite date when this is to be accomplished. To allow some flexibility, the time should be judged as reasonable for this purpose. Considerations for determining a reasonable time are:

- The length of the absence
- The difficulty of the subjects in the total schedule.

Students who fail to take advantage of the opportunity or neglect the time limit set may then be failed for that work.

Time to make-up work is in direct proportion to the amount of class time missed.

LONG TERM ASSIGNMENTS

Research or term papers assigned prior to suspension or absence and due during the absence will be accepted by the teacher on the day the student returns. Preferably, students should be notified to have these papers turned in on the date specified even though they are on suspension or absent.

For long-term assignments made during the suspension or absence, an extended time will be given to allow equal preparation period to that of other students.

TESTS & QUIZZES

When a test is missed due to an absence which would result in course failure, the student is entitled to a make-up test. Make-up tests may be a different equivalent version in order to prevent students from using the added time of an absence or suspension to advantage.

RELIGIOUS HOLIDAYS

Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence. Students who miss a test or examination because of absence on a religious holiday will be given the opportunity to take an alternate test or examination.

To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or guardian and it will be recorded as an excused absence. Such absence will NOT be recorded on any transcript or application employment form or on any similar form.

The Board of Education has the right to add any bona-fide religious holiday to the State-approved list for its own schools.

Approved religious holidays can be found at:

<http://www.nj.gov/education/holidays.shtml>

STUDENT REQUEST FOR EARLY DISMISSAL

Once students arrive at school, they are not to leave the school property without the permission of an administrator. To obtain an early dismissal, a student must present a note from a parent or guardian the morning of the desired dismissal. The note must include the date the note is written, the reason for the request for early dismissal, the date and time of requested dismissal and return, parent/guardian signature, and a phone number where the parent/guardian can be contacted for confirmation before your student leaves. A parent/guardian is able to call from a Genesis verified phone number to authorize the student to sign out. Any person granted this dismissal must sign OUT and back IN on the Turnstile monitor in the Main Office. Students should exit by the main entrance (Door #1) and should be picked up in front of the school. Students dismissed early are to leave the school grounds promptly.