

ATTENDANCE POLICY R5200

Each pupil is required to attend school regularly, and in each case of absence shall present to the appropriate school personnel on his/her return a written excuse.

The Attendance Policy can be found in its entirety on our website.

ADMINISTRATIVELY EXCUSED ABSENCES - KINDERGARTEN - GRADE EIGHT

Pupils are required to be in attendance a set number of days specified in a school calendar that is approved annually by the Board of Education.

Pupils are excused from attendance for:

"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** (absences with a valid doctor's note or a hospitalization **within 10 school days of the absence**); if there is contagion, a doctor's note is required for reentry),
- B. **Family illness or death** (length of time to be determined in each individual case by the Principal or designee with a parent/guardian note within 10 school days of the absence),
- C. **Educational opportunities** such as activities or situations which are school related and are sanctioned by the administration such as field trips, exchange programs, or school explorations (maximum of 2 per school year),
- D. **Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16** with a parent/guardian note within 10 school days of the absence,
- 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**,
- 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),
- I. Examination for a driver's license (must provide driver's license 'issued on' date of excused absence),
- J. Necessary and **unavoidable medical or dental appointments** that cannot be scheduled at a time other than the school day (valid doctor's note required),
- K. An absence for a reason not listed above, but deemed excused by the Principal or designee 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.

TRUANCY

Truancy is defined as any absence which a parent/guardian and school administration is not aware of and given approval and for which they have not provided an appropriate note within ten school days of the absence.

NOTES FOR ABSENCES

The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before the official start of school on the morning of the pupil's absence.

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 before the official start of school on the morning of the absence to give notice of the pupil's absence.

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 guidance Counselor who will assist in the arrangement of make-up work.

If a pupil has a chronic illness that may result in chronic absence from or tardiness to school one doctors note each year to this effect, followed by a parent/guardian note for each such absence within ten school days of each chronic absence will cause these absences to be administratively approved.

MAXIMUM DAYS OF UNEXCUSED ABSENCES PERMITTED (GRADES 6 - 8)

Unexcused absences shall not exceed:

- A. Sixteen days per class for any full year course.
- B. Eight days per class for any half-year course.

Pupils entering school after the first day will have their absence allowance prorated. He/she will be allowed four absences per quarter enrolled as his/her total allowable absence.

Any pupil who is absent sixteen day per class for a full year course, or eight days for a half-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.

MAKE-UP WORK PRIVILEGES FOR ALL ABSENCES (GRADES 6 - 12)

- A. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of 4 or more school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
- B. 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.
- C. Pupils absent for any reason are expected to make up the work missed. In grades 6-12 and above, the pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
- D. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
- E. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

TARDINESS

Excess tardiness will result in school discipline as defined by the Behavior Guide.

TARDINESS TO SCHOOL PROCEDURES (GRADES 6 - 12)

A pupil who is tardy to school will be subject to the following procedures:

- A. An effort will be made by the attendance office personnel to contact parents/guardians as often as possible.
- B. On or about the fifteenth tardy, the attendance office will notify the district attendance officer so that he/she may review the case and consider legal action.

TARDINESS TO CLASS THAT AFFECTS THE "DAYS ABSENT FROM A CLASS" AND SUBJECT CREDIT

The teacher will attempt to contact a parent/guardian of a pupil arriving late to his/her class without a valid written pass for the first three tardies. After the third tardy to a class, the pupil shall be referred to the office for possible disciplinary actions. Also:

- A. Any pupil over fifteen minutes late to a class or assigned area without a pass will be recorded as absent for the entire class. These kinds of absences shall be counted toward the maximum unexcused absences allowed in the class and can therefore affect graduation credits.
- B. For every time a pupil is tardy to class fifteen minutes or less without a valid written pass, he/she shall have one-

third of an absence recorded towards the maximum unexcused absences allowed for that class.

If a pupil is late for class and the reason is not acceptable to the teacher in charge, the pupil may be assigned detention by that teacher.

- A. All pupils who arrive late to school must report to the office.
- B. The pupil's name and the reason for being late is needed in the office.
- C. Parents/guardians of a tardy pupil may be notified by phone.
- D. Credit for the school day will not be given if the pupil arrives so that four hours of instruction cannot be attained. Tardy pupils who will not be present for at least four hours of instruction will not receive credit for a full day.
- E. Bus pupils are considered excused in the event of a bus delay. Pupils must stop by the office before going to their classroom if they are late.

REPORTING OF ABSENCES

In the event that a child will be absent on a particular day, the parent/guardian must call the Attendance Office (609-538-9800 ext. 3106) no later than 8:30 a.m. In the event that we are not notified of an absence, the parent/guardian will receive an instant alert (see above) to ascertain the whereabouts of the child.

Revised 18 September 2023