

# POLICY

## RANDOLPH BOARD OF EDUCATION

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Attendance - Tardiness - High School (M)

### 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.

#### Cumulative Absences

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 cumulative 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 as will all absences related to an Individualized Educational or Health Plan.

~~Cumulative unexcused~~ Absences include full day absences and absences from individual class(es) that result in ~~twenty (20)~~ **ten (10)** minutes or more of the period being missed. All work missed must be made up at the initiative of the student. ~~If an absence is unavoidable a parent should call the school Attendance Office to explain the absence. If a parent does not call the school, the school attendance secretary will make every effort to contact the parent/guardian. 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.~~

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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.

A student may 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 — Non-Cumulative Absences

~~It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed below, it will be considered a non-cumulative absence. All work missed as a result of the absence must be made up through the initiative of the student.~~

- ~~A. Approved home or institutional instruction.~~
- ~~B. A doctor's, nurse practitioner's, or dentist's note. Also acceptable will be a parent/guardian phone call on the date of absence followed up by a written note indicating that the student was absent for illness. Such notes will be accepted in limited quantity and at the discretion of the administration. Written excuses must be presented within ten (10) school days after the student returns to school. If not received within ten (10) school days, the absences shall be considered cumulative absences.~~
- ~~C. The student sent home by the school nurse.~~
- ~~D. Death in the immediate family.~~
- ~~E. Quarantine.~~
- ~~F. Religious holidays prescribed by the State Department of Education~~
- ~~G. Required court appearance.~~

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~~H. A student's participation in school related activities, approved in advance. These shall include, but not be limited to, field trips, exchange assemblies, concerts, music classes, scheduled athletic events and school approved college visitations.~~

~~I. Special holidays as designated by the Board.~~

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

~~A. After three (3) cumulative absences per semester course parent notification.~~

~~B. After six (6) cumulative days per semester course parent notification/consultation.~~

~~Notification letters are automatically mailed home on the third (3<sup>rd</sup>), sixth (6<sup>th</sup>) and eighth (8<sup>th</sup>) cumulative absence.~~

~~When absences accumulate to three (3) or more consecutive days, the student should report to the school nurse upon return to school. A medical excuse will change an absence to non-cumulative status. Arrangement for make up work should be initiated by the student.~~

### Notification will occur:

- Full Year Course: 4<sup>th</sup> absence, 9<sup>th</sup> absence, 17<sup>th</sup> absence
- Semester Course: 4<sup>th</sup> absence, 7<sup>th</sup> absence, 9<sup>th</sup> absence
- Quarter Course: 3<sup>rd</sup> absence, 4<sup>th</sup> absence

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### Loss of Credit - Physical Education

~~Loss of credit toward graduation in physical education classes will be dealt with on a quarterly basis with loss of credit occurring in the marking period in which the number of cumulative absences exceeds four (4) days:~~

~~A student may elect to participate in a Physical Education (P/E) make-up which allows a student with unexcused absences and unprepared for class recoup days and participation. A student may make-up no more than three (3) classes per quarter. Students should see the P/E teacher for times and availability for a P/E make-up. The Attendance Review Committee ARC will request evidence from the P/E teacher for a student who has participated in a P/E make-up when total absences exceed three (3). Failure to be prepared for P/E and participation in P/E make-up is managed by the teacher.~~

Comment [a1]: Remove this section and add to a Regulation

### Appeals for Loss of Credit

~~Appeals for exceptions to the loss of credit due to excessive cumulative absences may be made to the Attendance Review Committee. The Attendance Review Committee is comprised of the Principal/Vice Principal, Counselor, and Student Assistance Counselor/Nurse and teachers. To begin the process a letter from the parent/guardian requesting an appeal must be received by the student's Vice Principal within thirty (30) calendar days of the absence causing loss of credit. 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~~

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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:

~~(class cuts are cumulative absences)~~

### Semester Courses

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- 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. ~~Detention will be assigned by the teacher.~~ **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 ~~detention(s)~~ **consequences** at the discretion of the administration. **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 ~~will~~ **may** lose course credit required for graduation, ~~and be subject to consequences as per the Code of Conduct.~~ ~~The student will be assigned to a restricted study (or when not available a regular study) for the remainder of the semester. In the event that homeroom is missed, the student will be assigned detention(s) at the discretion of the administration.~~
- 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. ~~Detention will be assigned by the Vice Principal.~~ **Consequences as per the Code of Conduct.**
- B. Second Class Cut - the Vice Principal will notify the student's parents. The student ~~will~~ **may** lose course credit required for graduation. The student may be assigned to a restricted study for the remainder of the semester.

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### Unexcused Tardiness to School

- 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 ~~cut policy above~~ **code of conduct**. ~~Absences from class periods as a result of unexcused tardiness will be treated as unexcused absences from class.~~ **In the event that a student is tardy to homeroom, every three (3) tardies will be assigned consequences at the discretion of the administration.**

Date Adopted: 20 February 2008

Date Revised: 14 April 2008;

Date Revised: 11 March 2009; Implementation of amendments made to this policy this date shall become effective 1 September 2009; 18 August 2009, 20 September 2011

Formerly policy 540.2 - Attendance - High School which was:

Date Adopted: 11 June 1985

Date Revised: 18 November 2002, 17 November 2007