

# POLICY

## RANDOLPH BOARD OF EDUCATION

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Attendance - High School

### 5200.1 ATTENDANCE - HIGH SCHOOL

The laws of the State of New Jersey require regular attendance of all students enrolled in the public schools. Regular attendance is essential for success in the continuity of instruction, classroom participation, individual study, and learning experiences. Regular attendance is essential in order to reach the goal of maximum educational benefits for each individual student.

#### Cumulative Absences

A student will not be granted credit toward graduation in a scheduled course after the cumulative absences exceed ~~nine (9)~~ **seven (7)** days per semester in a semester course and ~~five (5)~~ **three (3)** days per quarter in a quarter course.

Cumulative unexcused absences include full day absences and absences from individual class(es) that result in ~~half~~ **twenty (20) 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 at 973-361-2400 EXT. 235 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.

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.

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- 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 ~~30 (thirty)~~ **10 (ten)** school days after the student returns to school. If not received within ~~30 (thirty)~~ **10 (ten)** 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.
- 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.

~~In suspension cases, only the first day's penalty shall be counted in the nine (9) day application.~~

### Notification

- A. after ~~four (4)~~ **three (3) days cumulative absences per semester course** - parent notified notification
- B. after, ~~seven (7)~~ **six (6) days cumulative days per semester course** - parent conference notification/consultation.

~~Computer generated~~ **Notification** letters are automatically mailed home on the ~~fourth (4th), seventh (7th), and tenth (10th)~~ **third (3<sup>rd</sup>), sixth (6<sup>th</sup>) and eighth (8<sup>th</sup>)** cumulative absence.

~~Board policy states that w~~ 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

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change an absence to non-cumulative status. Arrangement for make-up work should be initiated by the student.

### Loss of Credit Semester Course

After the ~~seven (7)~~ **sixth (6)** days, **cumulative absence** a ~~notification~~ **notification/consultation** of need for a parental conference shall be made by telephone or letter by the assistant **Vice** Principal. On the ~~tenth (10th)~~ **eighth (8<sup>th</sup>)** **cumulative** day of absence, the parent shall be notified by the assistant **Vice** Principal that no credit toward the one hundred twenty (120) credits required for graduation will be given for the course(s) involved.

### Loss of Credit - Physical Education

Loss of credit toward graduation in physical education classes will be dealt with on a ~~semester~~ **quarterly** basis with loss of credit occurring in the marking period in which the number of cumulative absences exceeds ~~five (5)~~ **three (3)** days:

### 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 ~~principal, vice principal or assistant principal, department supervisor and counselor.~~ **the Principal/Vice Principal, Counselor, and Student Assistance Counselor/Nurse.** 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.

Careful evaluation of extenuating or mitigating circumstances shall be made by the attendance review committee, adhering to the following criteria which shall include but not be limited to:

- A. the student's record or attendance to date
- B. the academic performance demonstrated to date
- C. the student's disciplinary record

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### 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 (including homeroom)

- A. First Class Cut - parents will be contacted ~~by telephone~~ by the classroom teacher - The student's counselor will be notified and the ~~counselor~~ **Vice Principal** will discuss the cut with the student. Detention will be assigned by the teacher.
- B. Second Class Cut - parents will be contacted ~~by telephone~~ by the ~~assistant~~ **Vice Principal**: The ~~assistant~~ **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 ~~internal suspension~~ **Saturday weekend detention** for one (1) day.
- C. Third Class Cut - the ~~assistant~~ **Vice Principal** will notify the student's parents. The student will lose the course credit toward the one hundred twenty (120) credits required for graduation. The student ~~may~~ **will** be assigned to a **restricted** study (**or when not available a regular study**) for the remainder of the semester. **In the event that the course missed is homeroom the student will be assigned Saturday weekend detention for two (2) days for this occurrence and all future occurrences.**

### Quarter Courses

- A. First Class Cut - parents will be notified/contacted ~~by telephone~~ by the teacher. The student's counselor will be notified and the ~~counselor~~ **Vice Principal** will discuss the cut with the student. Detention will be assigned by the ~~assistant~~ **Vice Principal**.
- B. Second Class Cut - the ~~assistant~~ **Vice Principal** will notify the student's parents. The student will lose the course credit toward the one hundred twenty (120) credits 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

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.** (~~see consequences chart below~~). Absences from class periods as a result of ~~±~~ unexcused tardiness will be treated as unexcused absences from class. ~~Excessive tardiness (5-6) may result in suspension and loss of credit.~~

### ~~Unexcused Tardiness to Class (Consequences Chart~~

- ~~A. Teacher warning and teacher detention — 1st offense~~
- ~~B. Administrative detention — 2nd offense~~
- ~~C. Saturday detention — 3rd offense~~
- ~~D. Another Saturday detention plus a loss of senior driving privilege for one week — 4th offense~~
- ~~E. One day suspension — 5th offense~~
- ~~F. Loss of credit — 6th offense~~

Accommodations will be made for those students who cannot attend Saturday detention because of religious reasons.

LEGAL REFERENCE: [N.J.A.C. CHAPTER 38](#)

**Date Adopted:** 20 February 2008

**Date Revised:** 14 April 2008

**Date revised:** ; **Implementation of amendments made to this policy this date shall become effective 1 September 2009**

Formerly policy 540.2 - Attendance - High School which was

Date Adopted: June 11, 1985

Date Revised: November 18, 2002, November 17, 2004