

# POLICY

## RANDOLPH BOARD OF EDUCATION

Students  
5200.1/page 1 of 5  
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.

#### Cumulative Absences

A student will not be granted credit toward graduation in a scheduled course after the cumulative absences exceed seven (7) days per semester in a semester course and 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 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.
- 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

# POLICY

## RANDOLPH BOARD OF EDUCATION

Students  
5200.1/page 2 of 5  
Attendance - High School

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.
- H. A student's participation in school related activities, approved in advance. These shall include, but not 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.

### 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.

# POLICY

## RANDOLPH BOARD OF EDUCATION

Students  
5200.1/page 3 of 5  
Attendance - High School

### Loss of Credit Semester Course

After the sixth (6<sup>th</sup>) cumulative absence, notification/consultation shall be made by the Vice Principal. On the eighth (8<sup>th</sup>) cumulative absence, the parent shall be notified by the 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 quarterly basis with loss of credit occurring in the marking period in which the number of cumulative absences exceeds 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 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 of attendance to date.
- B. The academic performance demonstrated to date.
- C. The student's disciplinary record.

### 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:

# POLICY

## RANDOLPH BOARD OF EDUCATION

Students  
5200.1/page 4 of 5  
Attendance - High School

(class cuts are cumulative absences)

### Semester Courses (including homeroom)

- 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.
- 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) at the discretion of the administration.
- C. Third Class Cut - the 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 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 detention(s) at the discretion of the administration.

### 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.
- B. Second Class Cut - the 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.

### 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

# POLICY

## RANDOLPH BOARD OF EDUCATION

Students  
5200.1/page 5 of 5  
Attendance - High School

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. Absences from class periods as a result of unexcused tardiness will be treated as unexcused absences from class.

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

Formerly policy 540.2 - Attendance - High School which was:

Date Adopted: 11 June 1985

Date Revised: 18 November 2002, 17 November 2007

**RANDOLPH HIGH SCHOOL**  
Millbrook Avenue  
Randolph, New Jersey 07869

Student I.D.: #####

Mr./Mrs. XXX  
Street Address  
Randolph NJ 07869

**Potential  
Loss of Credit  
Notification**

Dear Mr./Mrs.XXX:

This letter is in reference to *student's* school attendance as of the above date. Written notification of a student's absences is sent home after the third (3<sup>rd</sup>), sixth (6<sup>th</sup>), and eighth (8<sup>th</sup>) absences. Since **loss of course credit** can result on the eighth (8<sup>th</sup>) cumulative absence for a semester course, accurate reporting of absences is essential.\* Physical education, health, and driver education are quarter courses; therefore, a **loss of credit** can result on the fourth (4<sup>th</sup>) absence.

All professional/parental notes must be submitted to the attendance office within 10 school days of the absence.\* Requests for excuses submitted after 10 school days **WILL NOT** be accepted and the absence will be considered cumulative (unexcused).

Please be aware that due to excess absences *student's* name **has lost credit** in courses listed below where he/she has exceeded the allotted number of absences.\* Our records show that *student* has been marked absent as follows:

<b>Course</b>	<b>Absences</b>
Homeroom	0
WorldHistory B	2
English I C	2
Earth Sci. A	2
Lunch	0
Span.for Native I	2
Algebra I A	2
Band	2
Phys.Ed.9	3
Intro.Mass Media	3

Appeals for loss of credit may be made to the Attendance Review Committee. The Attendance Review Committee is comprised of the principal/vice principal, counselor, and SAC/Nurse. To begin the process a letter from the parent/guardian requesting an appeal must be received by the student's vice principal within 30 calendar days of the absence causing loss of credit. After the 30 calendar days have passed, **loss of credit** will be assigned. Once **loss of credit** is assigned, the student will be placed in a restricted study where available. Until loss of credit is assigned, the student may remain in the scheduled class.

Thank you for your cooperation.

Sincerely,

Lee A. Hackney, Vice Principal Grades 11 & 12  
Michael P. LoRicco, Vice Principal Grades 9 & 10

\* As per Board of Education Policy 5200.1

**RANDOLPH HIGH SCHOOL**  
Millbrook Avenue  
Randolph, New Jersey 07869

Student I.D.: #####

Mr./Mrs. XXX  
Street Address  
Randolph NJ 07869

**Attendance Warning Letter**

Dear Mr./Mrs.XXX:

This letter is in reference to *student's* school attendance as of the above date. Written notification of a student's absences is sent home after the third (3<sup>rd</sup>), sixth (6<sup>th</sup>), and eighth (8<sup>th</sup>) absences. Since loss of course credit can result on the eighth (8<sup>th</sup>) cumulative absence for a semester course, accurate reporting of absences is essential.\* Physical education, health, and driver education are quarter courses; therefore, a loss of credit can result on the fourth (4<sup>th</sup>) absence.

All professional/parental notes must be submitted to the attendance office within 10 school days of the absence.\* Requests for excuses submitted after 10 school days **WILL NOT** be accepted and the absence will be considered cumulative (unexcused).

Our records show that *student* has been marked absent as follows:

<b>Course</b>	<b>Absences</b>
Homeroom	0
WorldHistory B	2
English I C	2
Earth Sci. A	2
Lunch	0
Span.for Native I	2
Algebra I A	2
Band	2
Phys.Ed.9	3
Intro.Mass Media	3

Thank you for your cooperation.

Sincerely,

Lee A. Hackney, Vice Principal Grades 11 & 12  
Michael P. LoRicco, Vice Principal Grades 9 & 10

\* As per Board of Education Policy 5200.1