

ATTENDANCE, ABSENCES, AND EXCUSES

The Mainland Regional High School District Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The District shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The Superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

The educational process requires regular, continuous uninterrupted attendance in school, which shall include classroom participation, instruction and study by all students, regular contact of students with one another and their participation in well-planned, instructional activities, under the tutelage of competent teachers. These are all vital to a thorough educational program. Consequently, there is a responsibility upon parents/guardians and students to attend school regularly because the Board of Education cannot condone unnecessary absences and reasons governing excused absences have been changed by law. Students who miss class excessively do not comply with the conditions prescribed for receiving course credit; therefore, the Mainland Regional High School Board of Education has determined that it will not issue credit for courses unless students meet the minimum student attendance requirements of the policy.

The student attendance policy is adopted pursuant to the authority and responsibility delegated to the Mainland Regional High School Board of Education by N.J.S.A. 18A:38-25 and 26 and N.J.A.C. 6A:32-8.3.

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

Attendance

A day in session for the purposes of attendance shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session. A school day shall consist of not less than four hours of actual instruction.

A day of attendance shall be one in which a student is present for the full day under the guidance and direction of a teacher while school is in session. Where there are two sessions in a day due to overcrowding, either session of four hours or more, exclusive of lunch or recess, shall be the equivalent of a full day's attendance.

A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session. A student shall be recorded as absent in the school register when not in attendance at a session of school regardless of the reason, except students excused due to religious observance/holiday who shall be recorded as excused. An absence for any reason other than due to religious observances/holidays shall not be counted as a day of attendance in the school register as ascribed by law.

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The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with law (N.J.A.C. 6A:32-8.3—School attendance). In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

Excused Absences, Verified-Unexcused Absences, and Unverified-Unexcused Absences

- A. An absence shall be considered an "Excused Absence" for the purposes of daily attendance, determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, for following reasons only:
- A. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
  - B. Bring Your Child To Work Day (if deemed excused by the NJDOE)

NOTE: All other absences, which are not Excused Absences according to the above, shall be considered "Unexcused Absences" regardless of the reason or documentation.

- B. An Unexcused Absence shall be considered a "Verified-Unexcused Absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance, for the following reasons:
- A. Provided proper supporting documentation or note has been submitted within ten (10) school days (see "Parental Reporting and Verification of Student Absences" below):
    - i. Student illness;
    - ii. A death or critical illness in the student's immediate family, or of others with permission of Principal;
    - iii. Quarantine;
    - iv. The student's required attendance in court;
    - v. Interviews with an admissions officer of an educational institution or college visits (on a limited basis);
    - vi. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  - B. Requirements of a student's individual health care plan;
  - C. The student's suspension from school;
    - i. NOTE: Any in-school suspension time shall be considered as days present
  - D. Requirements of the student's individualized education program (IEP);
  - E. Alternate short or long term accommodations for students with disabilities;
  - F. Such good cause as may be acceptable to Administration

NOTE: The District reserves the right, under certain circumstances, to consider an absence Unverified-Unexcused even though documentation has been provided with ten (10) school days.

- C. An "Unverified-Unexcused Absence" is a student's absence for all or part of a school day for any reason other than those listed as Excused Absences (see "A" above) and/or Verified-Unexcused Absences (see "B" above). An Unverified-Unexcused absence shall count toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance. An absence is expressly not excused or verified-unexcused for any of the following reasons but not limited to:

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1. Student illness- Parent/Guardian provided no documentation, note, etc., to the school or such documentation was not submitted within ten (10) school days;
2. Unknown student absence- Parent/Guardian provided no communication in any form to the school regarding the absence;
3. Family travel;
4. Performance of household or babysitting duties;
5. Other daytime activities unrelated to the school program;
6. Leaving school without permission when school is still in session;
7. Leaving class because of illness and not reporting to the school nurse as directed and/or not following appropriate late arrival/early dismissal procedures (see "Late Arrival and Early Dismissal" below);
8. Being present in school but absent from class without approval. Such absence from class is a "class cut";
9. Other absences deemed Unverified-Unexcused Absences by Administration

Parental Reporting and Verification of Student Absences

Parents/guardians are responsible for notifying the school **prior to 9 A.M.** when a child will be absent and for informing the school of the reason for the absence. Every absence (excused or unexcused) must be documented in the Attendance Office **no later than ten (10) school days** following the student's return to school. Any Excused Absence or Verified-Unexcused Absence that is not documented within the ten (10) school days will be considered an Unverified-Unexcused Absence.

Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian. The absence of any documented parent/guardian notes, doctor's notes, and other records that verify that an absence was Excused or Verified-Unexcused according to Board policy, shall be considered an Unverified-Unexcused Absence. Notes from parents/guardians shall be considered but the District may require additional documentation such as doctor's notes or other official records to verify the note.

Attendance and Instruction

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
- B. A student shall be considered absent from school and ineligible for participation in activities/sports/etc., if the student is present for less than 4 instructional hours during the school day.

A pupil must be in attendance for **162** or more school days in order to be considered to have successfully completed the instructional program requirements to which he/she is assigned. The state of New Jersey considers any student who is absent for 10% or more of the total number of school days for any reason, excluding absences excused due to religious observances/holidays, as being "Chronically Absent" (e.g. 18 absences over 180 school days equals Chronically Absent)

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board. The Board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned,

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reports daily or weekly, as prescribed, to such staff member to the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Procedures for Unexcused Absences

When a student fails to report to class or school accumulating **up to four (4) unexcused absences** (verified and/or unverified), the District shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
- B. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
- C. Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- D. Follow all procedures according to law and Board policy 5142 Safety 5141.4 Child Abuse and Neglect if a potential missing or abused child situation is detected;
- E. Cooperate with law enforcement and other authorities and agencies, as appropriate.

If contact through these means is unsuccessful the District may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the District shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

Procedures for Persistent Absences

If the pattern of unexcused absences continues and **five (5) to nine (9) unexcused absences** are accumulated (verified and/or unverified) the District shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
- B. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents to address patterns of unexcused absences previously;
- C. Evaluate the appropriateness of action taken as identified in consultation with the student's parents;
- D. Develop an **Action Plan** to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
  - 1. Refer or consult with the building's intervention and referral services (I&RS) team;
  - 2. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
  - 3. Consider an alternate educational placement;
  - 4. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
  - 5. Refer to the court or a court program as follows:
    - a. When the unexcused absences are determined to be violations of the compulsory education law and Board policy;

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- b. When there is evidence of a juvenile-family crisis the student may be referred to Superior Court, Chancery Division, Family Part. "Juvenile-family crisis" pursuant to N.J.S.A. 2A:4A-22(g) means behavior, conduct or a condition of a juvenile, parent or guardian or other family member which presents or results in a threat to wellbeing and safety of the juvenile, serious conflict regarding the juvenile's conduct, unauthorized absence from home, pattern of unauthorized absence from school, or human trafficking;
- 6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate;
- 7. Engage the student's family.

Discipline

All discipline regarding the attendance of students shall be consistent with the Board policy 5131 Conduct and Discipline and the Code of Student Conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities, including but not limited prom, graduation, senior privilege, etc., if their attendance fails to meet the standards set forth herein;
- B. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
- C. Loss of partial or total course credit;
- D. Detention or suspension

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in Board policy 5145.6 Student Grievance Procedure.

Truancy

For cumulative unexcused absences of **ten (10)** or more (verified and/or unverified), the student between the ages of six (6) and sixteen (16) is truant, pursuant to law. The District shall:

- A. Make a determination regarding the need for a court referral for the truancy;
- B. Make a reasonable attempt to notify the student's parents of the mandatory court referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes as follows:
  - 1. An attendance officer who finds a truant child, shall take the child and deliver him/her to the parent/guardian or other person having charge and control of the child, or to the Administrator of the school which such child is lawfully required to attend;
  - 2. The attendance officer shall examine into all violations and shall warn the child, the parent/guardian or other person having charge and control of the child of the consequences of the violation if persisted in;

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3. The attendance officer shall notify the parent/guardian or other person having charge and control of the child in writing, to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter;
4. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school;
5. The sheriff and his officers and all police officers and constables shall assist the attendance officer in the performance of their duties;
6. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$ 25.00 for a first offense and not more than \$ 100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

Daily Attendance

## A. Consecutive Absences (includes Verified-Unexcused and/or Unverified-Unexcused Absences)

Any pupil who misses **ten (10)** full school days consecutively and does not appear on homebound instruction, and/or is not medically verified incapacitated shall be considered truant and will be issued a written notification to report back to school **within five (5) school days**. Failure to do so will result in the following:

1. Parents/guardians of pupils under the compulsory school age (below 16 years of age) may be presented with a formal written notice to cause the child to attend school (N.J.S.A. 18A:38-29). Failure to comply with the provision of the law may cause the parent to be deemed a disorderly person and the parent be subject to a fine (N.J.S.A. 18A:38-29);
2. Pupils above the compulsory age who do not comply with the notice and who do not return to school after **five (5) days**, and who do not present a satisfactory explanation to the Principal within **five (5) days**, shall be dropped from the rolls of the school.

**Note:** Such students must then present a written petition to the high school Principal requesting that they be readmitted to school. Each case will be reviewed on the merits of their petition.

## B. Attendance Improvement Plan

1. The attendance officer shall make a reasonable attempt to contact the parent/guardian for each incident of an unexcused absence;
2. Pupils above the compulsory school age who miss **ten (10)** full days of school in any semester or **twenty (20)** full days in any year in non-consecutive fashion, will be notified in writing, as well as the parent/guardian, that a conference will be required with the High School Principal or his/her designee within **five (5) days** of notification to determine the reasons for the absences and develop an Attendance Improvement Plan;
3. Students who do not cooperate with the Attendance Improvement Plan, who do not attend the conference with their parent/guardian, or who attend but do not provide an adequate explanation for the student's absences may be denied privileges including but not limited to participation in activities/sports, senior privilege, prom, graduation ceremony, or any other school related function, activity, or school related privilege. or may be potentially dropped from the rolls of school;
4. Students and parents/guardians may request a hearing with the Superintendent of Schools, and through the Superintendent, a hearing before the Board of Education.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

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- A. Individualized education program (IEP);
- B. The Individuals with Disabilities Act (IDEA);
- C. Procedural protections set forth in N.J.A.C. 6A:14;
- D. Alternate short or long term accommodations for students with disabilities as required by law;
- E. Requirements of a student's individualized health care plan and individualized emergency healthcare plan.

Credit Loss Due To Period Absences

Course credit may be withheld if the student does not satisfy the attendance rules and regulations or fails to fulfill the specified course proficiencies. Students that are absent (unverified-unexcused) in excess of **fourteen (14)** class periods in an individual yearlong course or **seven (7)** class periods in an individual semester course shall not receive credit for completing the course. NOTE: For Period/Course attendance, three (3) unverified tardies is the equivalent of one (1) unverified absence. For example, a student with thirteen (13) unverified absences and six (6) unverified tardies in a particular yearlong course has accrued fifteen (15) combined absences and is, therefore, over the course absence limits. The credit for this course will be suspended and this student would need to enter the credit appeals process.

Parents/guardians and students may appeal the loss of credit according to Board procedures as detailed below. It shall be determined as a result of the appeal process if the student shall be allowed to complete the missed work (or complete a comparable assignment) and/or earn credit for the course.

Attendance Appeals

In keeping with the dictates of the procedural due process, a school committee will be established to hear appeals brought by petition of the parent/guardian of the affected student.

A written petition must be presented to the Principal by the parent/guardian **no later than ten (10) days** after receipt of notification of the student's loss of credit pursuant to this policy.

- A. Attendance appeals committee may consist of any two of the following:
  - 1. Principal or his /her designee.
  - 2. School Counselor.
  - 3. Classroom teacher or other staff member or specialist as deemed appropriate by the school Principal.
  - 4. School nurse.
- B. After appeals building level
  - 1. Within five (5) days after the Attendance Appeals Committee's decision is rendered, the second level of appeals' request shall be made.
  - 2. A second level of appeals shall be granted for anyone who makes that request. The Appeals Committee shall consist of the Superintendent of Schools, School Solicitor and a School Board member, selected on a rotating basis.
- C. Board of Education
  - 1. Appeals of building level decision related to unresolved issues may be made to the Board of Education
  - 2. Upon an appeal being filed to the Board, copies of all documents and information considered by the Attendance Appeals Committee shall be forwarded to the Board and to the student taking the appeal and his/her parent/guardian. A hearing on the appeal shall be scheduled by the Board at which time the Board will consider the documents and any information previously considered by the Attendance Appeals Committee and any additional information which the School Administration or the student

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and/or his/her parent/guardian wishes to be present.

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations, which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

Late Arrival and Early Dismissal

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an Unverified-Unexcused school day absence and/or period absence.

A student shall be considered absent from class for tardiness in excess of one half of the total class period. When the student returns, he/she shall sign in at the attendance office before going to class. Depending on the circumstances or documentation, this absence may be deemed either Verified-Unexcused or Unverified-Unexcused.

The Board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day. As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal.

Students who miss class because they are late getting to school or because they must leave before the school day ends may be considered Verified-Unexcused Absent under the following circumstances provided supporting documentation has been submitted to the school and all appropriate sign-in/sign-out procedures have been followed:

1. Doctor, dentist, or other medical appointments which cannot be scheduled outside of school hours, verified by a note from the doctor's office
2. Court appearance, verified by a note from the court.
3. Need to take a driver's test (to be verified)
4. Requirements of a student's individual health care plan;
5. Requirements of the student's Individualized Education Program (IEP);
6. Alternate short or long term accommodations for students with disabilities;
7. Medical disability;
8. Interview for college entrance or approved employment visit/college visit
9. Family or other emergency at the discretion of the building Principal;
10. With permission of the school nurse because, in his/her opinion, the student is ill;
11. Such good cause as may be acceptable to Administration

Requests for early release for students must be made in writing by the student's parent/guardian and submitted to the attendance office at that start of school. This note must indicate:

1. The date, time and reason for early dismissal;
2. A valid phone number where the parent/guardian may be reached;
  - a. The reason for the early dismissal will be verified by the attendance office before a student will be permitted to sign out
3. The means by which the student will be transported from school. Students shall sign out at the attendance office before leaving the building

Students who fail to provide verification of appointments shall be considered Unverified-Unexcused Absent and may be subject to disciplinary action according the Code of Student Conduct and/or loss of credit. In the event that the student fails to comply with these procedures, the student will be considered truant and any classes missed shall be considered Unverified-Unexcused and any classes missed as a result of late

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arrival/early dismissal shall be counted as a period absence. Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

Seniors in good academic and behavioral standing may be provided a senior privilege, which may enable them to leave the school building during Unit Lunch or their Senior Privilege period provided all appropriate conditions are met and procedures are followed. Excluding seniors with this privilege, no other student will be permitted to leave the school before the end of the school day without written consent from the student's parent/guardian or in the presence of an agent of the parent/guardian who has been given written authorization. In the case of an illness or other unforeseen medical situation that develops after the student arrives at school, for the safety and welfare of the student, the nurse may require that a parent/guardian (or someone designated by the parent/guardian) come to school to sign-out and transport the student.

Make-Up Work

A student has an opportunity to complete assignments missed because of an excused absence, a verified-unexcused absence and, in most circumstances, an unverified-unexcused absence. The time allowed to make-up work missed is equal to the amount of time absent. The responsibility for making up work rests with the student. **A student who cuts class(es) or is truant may not make-up the work missed as a result of these infractions.** Classroom teachers shall be responsible for assigning make-up work and monitoring the completion of the work as well as the assignment of credit directed toward the student's grade.

Legal Custody

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Board of any change in the student's custodian. The Principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

Transfer of Students

Any student who transfers into this school District during the school year who had been denied credit for courses taken at the student's prior school as a result of the violation of that schools' attendance policy, shall not be granted credit for those courses in this District.

Students who have transferred into this District during a semester shall be required to meet the attendance requirements of this policy, the number of days of that semester a student will attend school in this District.

District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending District responsible for the student. Following five or more cumulative unexcused absences school officials shall proceed in accordance with the sending District's Board attendance policy and procedure.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them;
- B. If no telephone contact can be made, the attendance officer shall investigate;
- C. If the attendance officer cannot locate the child, he/she shall inform the Principal, who shall inform the appropriate local authorities;
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Child's School Record

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Whenever the Superintendent receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, District personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the Superintendent shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing student records (see policy 5125 Pupil records). After the Superintendent has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Waivers from the Requirements of this Policy

A waiver from the requirements of set forth in this policy may be granted in part or in whole by the Attendance Appeals Committee when a student's absences were unavoidable, were the result of the student's participation in an educational or career oriented experience, the benefits from which equaled or exceeded the benefits to be obtained from his/her presence in class or as the result of other extreme and unusual circumstance. The Attendance Appeals Committee may grant waivers, provided that the Committee finds that the student's absences have not damaged that student's education and were the result of extreme and unusual circumstances beyond that student's control.

The student, and his/her parent/guardian, appearing before the Committee and the Board shall have the burden of establishing that he/she is entitled to a waiver from the provisions of this policy.

Regulations

The Superintendent shall develop procedures for the attendance of students with:

- A. The expectations and consequences regarding students' timely arrival of students to school and classes;
- B. The expectations and consequences regarding attendance at school and classes;
- C. A definition of unexcused absence that counts toward truancy that is consistent with the definition of a school day;
- D. School staff responses for unexcused absences for:
  1. Cumulative absences up to four;
  2. Cumulative absences of between five and nine;
  3. Cumulative unexcused absences of 10 or more; and
  4. Referral to court.

Dissemination and Implementation

The Superintendent shall take all necessary steps to publicize this policy and may include these rules in District handbooks and/or on the District website. Parents/Guardians and students shall be notified annually of the attendance policy.

The Superintendent shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review the attendance policy on a regular basis.

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ATTENDANCE, ABSENCES AND EXCUSES (continued)Key Words

Pupil Attendance, Attendance, Absences and Excuses, Student Attendance

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:35-4.9	Pupil promotion and remediation; policies and procedures
	<u>N.J.S.A.</u> 18A:36-14, -15, -16	Religious holidays; absence of pupils on; effect
	<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
	<u>N.J.S.A.</u> 18A:36-24	
	through -26	Missing children; legislative findings and declarations
	<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and 16; exceptions
	<u>N.J.S.A.</u> 18A:38-26	Days when attendance required; exceptions
	<u>N.J.S.A.</u> 18A:38-27	Truancy and juvenile delinquency defined
	<u>N.J.S.A.</u> 18A:38-31	Violations of article by parents or guardians; penalties
	<u>N.J.S.A.</u> 18A:38-32	District and county vocational school attendance officers
	<u>N.J.S.A.</u> 18A:40-7	Exclusion of pupils who are ill
	<u>N.J.S.A.</u> 18A:40-8	Exclusion of pupils whose presence is detrimental to health and cleanliness
	<u>N.J.S.A.</u> 18A:40-9	Failure of parent to remove cause for exclusion; penalty
	<u>N.J.S.A.</u> 18A:40-10	Exclusion of teachers and pupils exposed to disease
	<u>N.J.S.A.</u> 18A:40-11	Exclusion of pupils having communicable tuberculosis
	<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
	<u>N.J.S.A.</u> 18A:54-20	Powers of Board (county vocational schools)
	<u>N.J.S.A.</u> 52:17B-9.8a	
	through -9.8c	Marking of missing child's school record
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:16-1 <u>et seq.</u>	Programs to support student development
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:16-7.6	Attendance
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>	Student Attendance and Accounting
	<u>N.J.A.C.</u> 6A:32-8.3	Student attendance
	<u>N.J.A.C.</u> 8:61-2.1	Attendance at school by students or adults with HIV infection

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794 (Board may impose penalties for unjustifiable tardiness, improper absences from classes, truancy, and other unexcused absences)

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851 (Board may adopt policy to deny students course credit after a student was late or absent a specified number of times.)

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)(Board acted unreasonably in applying its attendance policy to student with excessive absences due to chronic medical illness)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey Department of Education  
[www.nj.gov/education/students/safety/behavior/attendance/checklist.pdf](http://www.nj.gov/education/students/safety/behavior/attendance/checklist.pdf)

2014-2015 List of Religious Holidays Permitting Pupil Absence From School  
<http://www.state.nj.us/education/genfo/holidays1415.htm>

ATTENDANCE, ABSENCES AND EXCUSES (continued)

Jerkins v. Anderson, 191, N.J. (2007)

**Possible**

<b><u>Cross References:</u></b>	*5020	Role of parents/guardians
	*5111	Admission
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5125	Pupil records
	*5141.2	Illness
	*5141.4	Child abuse and neglect
	*5142	Pupil safety
	*6146	Graduation requirements
	*6146.2	Promotion/retention
	*6147	Standards of proficiency
	*6147.1	Evaluation of individual student performance
	*6154	Homework/makeup work
	*6171.4	Special education
	*6173	Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.