

Student Attendance

Absence from school jeopardizes the ability of a pupil to complete satisfactorily the prescribed course of study and violates the statutes requiring children to regularly attend school. (N.J.S.A. 18A:38-25-28) The administration accepts its responsibility of properly operating school within the context of prevailing laws and regulations. It can not succeed in its paramount task of providing an education through accepted curricula unless the pupils for whom it is intended are present for all regularly scheduled classroom activities. Consequently, there is an inherent responsibility upon the parents and pupils for the pupil to regularly attend school. The administration, therefore, can not condone nor permit absences from school and will not issue credit for courses unless the student maintains a regular attendance record.

Pupil Vacations During The School Year

***The practice of student absences from school for family vacations is strongly discouraged.** Since school time is vital to learning, it is detrimental for pupils to be absent from school for extended periods of time as it would severely affect student grades. Parents who choose to remove their children from school must assume the full responsibility for any effect this may have on their child's education, grades, and eligibility for course credit.

***ABSENCES OF THIS NATURE WILL NOT BE EXCUSED.**

Absence From School/Class

Unexcused absences in excess of eight (8) in one semester, will result in loss of credit for that course(s).

Unexcused absences in excess of sixteen (16) in a full year course(s) will result in loss of credit for that course(s).

Students absent from school or class are responsible for completing all missed work within a time frame equal to his/her absence.

Procedure:

Students returning to school from an extended illness will be required to submit a doctor's note to the Assistant Principal's office. Court appearances and college visits must be documented as well. Attendance will be adjusted accordingly.

CLASSROOM ABSENCE

A student will lose credit for any course during the semester/ year in which his/her **unexcused** absences are excessive. “**Excessive**” is defined as more than 8/16 days in any given semester/year.

The following absences will constitute accepted excused absence

- Death in immediate family
- School related activities (2 per semester)
- Court appearance with official documentation
- Religious holidays
- Drivers test with official documentation
- College visitation with official documentation
2 days per year unless further visits are **required by the college** with documentation supplied.
- Illness of 1 or more consecutive days with a doctor’s note.
- Suspensions from school
- If the nurse sends a student home from school, the remainder of the school day is excused.

Avenue Of Appeal

A student may seek review of a loss of credit due to absences by filing an appeal with The Attendance Review Committee. The hearing must be attended by the student and may be attended by the parent/guardian. If the appeal is sustained, and all work has been satisfactorily completed, and a passing grade is indicated by the teacher, credit may be granted. **Neither documentation of absences nor attendance appeals will be accepted for the previous school year after August 1.**

If an appeal is denied at the review hearing, the decision may be appealed to the Principal. The student may appeal a negative decision at the following levels of district authority: 1) Review Hearing, 2) Principal, 3) Superintendent of Schools, and 4) Board of Education.

Cutting/Truancy

Any student cutting a class one (1) time within a marking period will be assigned Saturday detention. An additional cut within the same marking period will mean an automatic grade of 69 for the marking period, a 2nd Saturday Detention, and a warning about open defiance. A 3rd cut within a marking period will result in suspension for open defiance/willful disobedience. Students who cut lunch or study may be suspended from school, and extra curricular activities pending a parent conference.

Unexcused Lateness To Class

Students more than ten (10) minutes late to class will be counted as absent and a discipline referral will be sent to the Assistant Principal's office.

A total of three (3) lates to class of less than ten (10) minutes will count as an unexcused absence.

Passes For Leaving School/Early Dismissals

Students are not permitted to leave the school grounds at any time during the school day without a pass from the office. If you must leave the building due to illness or any other emergency, **YOU MUST BE SIGNED OUT BY A PARENT OR LEGAL GUARDIAN.** Leaving school without permission is classified as cutting and will be subject to disciplinary action.

Students are encouraged to schedule necessary appointments before or after school hours. When appointments cannot be scheduled outside of school hours, acceptable reasons for early dismissal would be appointments with a doctor, dentist, driving test, required attendance in court, or extreme emergencies. **Students must bring a note to the Assistant Principals' Office prior to homeroom when requesting an early dismissal.**

TARDIES

Admittance

All students reporting to school after 7:34 a.m. are required to sign in at the Assistant Principal's Office. A late pass must be picked up in order to be admitted to class. Failure to sign in will result in a student's name appearing on the absentee list which will then be treated as an unexcused absence.

Excused Tardiness

Tardiness will be excused as per the reasons listed under the attendance policy.

Tardy Policy

Unexcused tardies to school (after two) the following consequences will accrue for repeated tardiness.

3 Tardies	Warning
6 Tardies	5 Demerits
9 Tardies	Office Detention & Demerits
12 Tardies	Saturday Detention
15 Tardies	Saturday Detention & Demerits
18 Tardies	In- School Suspension

Students arriving after 8:55 a.m. must provide a reason for the tardiness by having a parent call, write a note, or accompany the student to the attendance office when he/she is signing in to school.