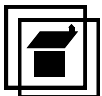


5200 ATTENDANCE (M)

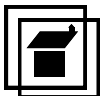
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A. Definitions

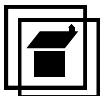
1. “Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
 - b. A Kindergarten pupil will be considered to have attended school if he/she has been present at least two hours during the Kindergarten session to which the pupil is assigned.
 - c. A pupil not present in school because of his/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.
2. “Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following documented reasons:
 - a. The pupil's illness – excused by the nurse,
 - b. Family illness or death,
 - c. Educational opportunities,
 - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
 - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
 - f. The pupil's suspension from school,



- g. The pupil's required attendance in court,
 - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education,
 - i. Examination for a driver's license,
 - j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
 - k. An absence for a reason not listed above, but deemed excused by the Building Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
- a. Leaves school at lunch time without a pass,
 - b. Leaves school without permission when school is still in session,
 - c. Leaves class because of illness and does not report to the school nurse as directed, or
 - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.
- B. Notice to School of a Pupil's Absence
- 1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office the morning of the pupil's absence.



2. The parent(s) or legal guardian(s) or adult pupil who anticipates a future excused absence or anticipates that an absence will be prolonged should notify the main office, which will assist in the arrangement of make-up work.
- C. Readmission to School After an Absence
1. A pupil returning from an absence of any length may be required to present to the school office a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
 2. A note explaining a pupil's absence for non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the pupil's illness.
 3. A pupil who has been absent by reason of having or being suspected (by the nurse) of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Regulation No. 8451.
- D. Instruction
1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of five school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
 2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
 3. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.



4. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
 5. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.
 6. Teachers will not provide work assignments in advance of family vacations because vacations taken during school hours are not excused.
- E. Denial of Course Credit
1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
 2. A secondary pupil will be dropped from the course and denied course credit when he/she has been absent twelve or more of the class sessions, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.
 - a. A secondary pupil who has been dropped from a course of study will be assigned to an alternate program.
 3. An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent twelve or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through



completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

F. Notice and Warning

The Building Principal shall be responsible to provide written notice to the parent(s) or legal guardian(s) of a minor pupil, and a warning to any pupil, whose non-attendance has reached a level that reflects a disregard of the legal attendance requirements or otherwise jeopardizes the pupil's academic standing. Such notice and warning shall be mandatory for any pupil accumulating nine or more days of such absences and shall include a copy

of this policy and shall provide an opportunity for an in-school conference to review the pupil's status. Any pupil accumulating ten or more days of such absences shall be subject to the institution of court proceedings for truancy, and written notices to that effect shall be issued forthwith. Any pupil accumulating ten or more such absences shall be subject to mandatory review by an attendance review committee as set forth in this policy.

The Building Principal shall be responsible to provide an "end of credit" written notice to the parent(s) or legal guardian(s) of a minor pupil, and a warning to any pupil, whose non-attendance at any time has reached a level requiring consideration of the denial of course credit, promotional advancement or graduation. Such notice and warning shall include a copy of this policy, shall identify opportunities for make-up, if any, and shall provide an opportunity for an in-school conference to review the pupil's status.

G. Discipline

1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.
2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.



4. In addition to the requirements as outlined above, a pupil deemed truant shall be subject to appropriate pupil discipline.
5. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464.

H. Cutting Class

Willfully cutting a class will be viewed as a dereliction of the pupil's duty of attendance and insubordinate of the classroom teacher's direction that the class meet for academic purposes. Sanctions will be uniformly imposed at the secondary level as follows:

1. For the first cut in a class, one extended weekday detention;
2. For the second cut in a class, one extended Saturday detention;
3. For the third cut of a class, the Building Principal shall determine whether the pupil's conduct is so willfully disobedient and insubordinate as to compel a loss of credit and placement in study hall, or alternatively, whether other interventions are called for.

Willfully cutting class on days when tests or quizzes are scheduled or assignments are due will be viewed as particularly disruptive of the educational environment, since the remediation and make-up examinations otherwise contemplated by the district's attendance policies are impossible to administer without disrupting the progress of other, fully compliant pupils or diverting resources from them. It shall therefore be the uniformly imposed sanction at the secondary level that tests, quizzes and assignments missed as a result of the cut will receive "zero" or no credit. In circumstances where the Building Principal determines that a missed examination may unfairly result in a gross misrepresentation of the pupil's academic achievement, the Principal may arrange for a make-up examination to be administered or for an alternative demonstration of academic skill. A make-up fee in the approximate amount of the expense of developing a new examination may be assessed and, if assessed, must be paid prior to the administration of the make-up examination.

I. Appeal



REGULATION

HOPEWELL VALLEY REGIONAL BOARD OF EDUCATION

Pupils
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ATTENDANCE (M)

Pupils who have been suspended, expelled, or retained at grade level for unexcused absences have the right to appeal in accordance with Policy and Regulation Nos. 5610.

Issued: 27 April 2009

Revision: Reviewed by Personnel Committee: 9/23/10, First Reading: 10/18/10, Second Reading and Final Adoption: 11/15/10

