

**Regulation**

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ATTENDANCE, ABSENCES AND EXCUSES

Late Arrival

A student who arrives late to school or class shall report to the main office. The student shall be signed in late with the date and time of arrival. Students shall not be admitted to class late without being signed in on our student management system. Students arriving to a class late at arrival or after lunch will be marked late by the classroom teacher.

Early Dismissal

- A. The parent/guardian shall communicate with the school via email, written correspondence or phone for the early dismissal of a student. The request shall include the reason for the early dismissal;
- B. The parent/guardian shall pick up the student in the main office and sign the student out with the day and time of the early dismissal.
- C. If the student is removed from school without following the protocol, the student may be recorded as absent. Only the reasons as detailed in the board policy (5113) shall be approved by the principal:
  - 1. After three absences a student returning to class must be accompanied by a doctor's note
  - 2. Requirements of a student's individual health care plan
  - 3. A death or critical illness in the student's immediate family, or of others with permission of principal
  - 4. Quarantine
  - 5. Observance of the student's religion on a day approved for that purpose by the State Board of Education
  - 6. The student's suspension from school
  - 7. Requirements of the student's individualized education program (IEP)
  - 8. Alternate short or long term accommodations for students with disabilities
  - 9. The student's required attendance in court
  - 10. Interviews with an admissions officer of an educational institution
  - 11. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
  - 12. Such good cause as may be acceptable to the principal
  - 13. Take your child to Work Day
- D. The main office shall alert the teacher of the early dismissal upon parent's arrival
- E. An unexcused absence is a student's absence from all or part of a school day for any reason other than listed as excused in section "C: above.

The following activities are examples of unexcused absences:

- 1. Family travel
- 2. Performance of household or babysitting duties;
- 3. Other daytime activities unrelated to the school program
- 4. Leaving school without permission when school is still in session:
- 5. Leaving class because of illness and not reporting to the school nurse or front office:
- 6. Being present in school but absent from class without approval

ATTENDANCE, ABSENCES AND EXCUSES (regulation continued)Notice to School of a Student's Absence

- A. The parent/guardian is requested to call the school office before 8:25 a.m. of the morning of the student's absence, or the student will be recorded as truant;
- B. The parent/guardian of a student who attended morning session but will not attend afternoon session must call the school office or send a note before 12:00 PM to give notice of the student's absence;
- C. The parent/guardian who anticipates a future absence or anticipates that an absence will be prolonged must notify the school secretary or principal who will assist. If appropriate, make-up work will be arranged.

Readmission to School after an Absence

- A. Parents must notify the school upon a student's return from any absence.
- B. A note explaining a student's absence for non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness;
- C. A student who has been absent by reason of having or being suspected of having a communicable disease must report to the school nurse and provide a written statement from a physician certifying that the student is free of communicable disease and well enough to return to school.

Instruction

- A. Teachers are expected to cooperate in the preparation of missed assignments for students who anticipate an absence of one (1) or more school days duration. The student, parent(s) or legal guardian(s) must request such appropriate home assignments;
- B. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with board policy 6173 Home Instruction. The parent/guardian shall provide a written statement from a physician certifying the need for home instruction;
- C. Students absent for any reason are expected to make up the work missed. In grade three (3) and above, the student shall be responsible for requesting missed assignments and any assistance required;
- D. In general, students will be able to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend time for students;
- E. A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test at another time.

Discipline

- A. Students may be denied participation in extracurricular activities due to absence. (see board policies 6145 Extracurricular Activities, and scholastic Competition);
- B. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to participate for any award because of the absence.

Recording Attendance and Procedures for Persistent Absences

- A. Teachers must accurately record the students present, tardy, and absent each day and in each session. Attendance records must also record students' attendance at out-of-school curricular events such as field trips;

ATTENDANCE, ABSENCES AND EXCUSES (regulation continued)

- B. Attendance forms will be delivered to the main office when a substitute teacher is taking attendance to verify absences;
- C. At the end or the beginning of the month, attendance and tardy letters are sent home to students who have been absent or tardy 10% or of the possible days in school to date.
- D. A continued pattern results in a meeting with nurse and principal to review records.
- E. If necessary an action plan is developed to improve attendance.
- F. In the River Edge School District, a student must be in attendance 162 or more school days to be considered for promotion for the next grade level;
- G. The report card will record the number of times the student was absent and tardy in each marking period;
- H. A student's observance of a religious holiday or other state excused absences will not be recorded as absent on any transcript or application.
- I. Special circumstances are taken into consideration.

Appeal

- A. A truant student may be suspended or expelled for truanancies;
- B. A student who has been retained at grade level for excessive absences may appeal that action according to board policy 6146.2 Promotion and Retention.

A student may appeal the decision of the board to the Commissioner of Education, (see board policy 5145.6 Student Grievance).

Average Daily Attendance

- A. Each school secretary will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of student days present for all students by the total possible number of student days present for all students and multiplying the result by one hundred (100);
- B. When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements of 90% or higher average daily attendance, district improvement activities to improve student attendance shall be developed.

Adopted: February 27, 2019