

REGULATION

R5200 ATTENDANCE

A. Definitions

1. "Attendance" is a pupil's presence in school and in the classroom to which he or 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 or she has been present at least four hours during the school day.
 - b. A pupil 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.
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 reasons:
 - a. The pupil's illness,
 - b. The pupil has uncoverable and/or uncovered weeping skin lesion(s), whether or not the pupil has been screened for HIV. No pupil may attend or visit school if he or she has an uncoverable and/or uncovered weeping skin lesion,
 - c. A death or critical illness in the pupil's immediate family,
 - d. Quarantine,
 - e. Observance of the pupil's religion on a day approved for that purpose by the State Board of Education,
 - 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, and



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- j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent or legal guardian. A pupil will also be considered truant if he or 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.
 - a. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):
 - (1) Employment other than school-approved work assignments,
 - (2) Family travel,
 - (3) Performance of household or baby-sitting duties, and
 - (4) Hunting.
 - b. Instances of tardiness in the number established by Policy No. 5200 will constitute a single unexcused absence.
- B. Notice to School of a Pupil's Absence
1. A parent or legal guardian or adult pupil is requested to call the school office before by the start of the school day of the pupil's absence.



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2. The parent or legal guardian of a pupil who attended morning session but will not attend afternoon session should call the school office. the start of the afternoon session to give notice of the pupil's absence.
3. A parent or legal guardian or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the, principal or designee who 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 must present to the principal or designee a written statement, dated and signed by the parent or legal guardian or adult pupil, of the reasons for the absence.
2. A doctor's note may be requested for a pupil who is absent from school for five consecutive days or longer.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the principal or designee written evidence of being free of communicable disease, in accordance with Policy No. 8451.

D. Instruction

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of three (3) days duration. The parent or legal guardian or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence of ten consecutive days or more duration may be eligible for home instruction in accordance with Policy No. 2412. The parent or legal guardian or adult pupil must request home instruction.
3. Pupils absent for any reason are expected to make up the work missed. In grade 6 and above, 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 (1) day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils as needed.
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; in no case will a pupil who



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missed a test because of his or her observance of a religious holiday be denied an opportunity to make up the test.

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 or she has been absent twenty days 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.
 - b. A secondary pupil denied course credit may attend a credit completion session to regain the denied credit, provided the pupil has not been absent from the class more than twenty (20) times.
3. An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he or she has been absent for twenty (20) 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 to Pupils and Parents or Legal Guardians



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1. When a pupil has been absent ten (10) days, consecutively or cumulatively, in any one school year, the principal or designee will notify the pupil's parent or legal guardian or the adult pupil in writing of the number and dates of the absences. A copy of the notice will be given to the residency officer for follow-up.
2. When a pupil has been absent fifteen (15) days, consecutively or cumulatively, in any one school year, the principal or designee will send a second written notice to the pupil's parent or legal guardian or the adult pupil. The notice will warn of possible adverse academic consequences of the absences and will request a conference.
3. Teachers will notify secondary students and parents by letter when the student reaches each of the following:
 - a. Full year courses
 - (1) 8 absences,
 - (2) 14 absences,
 - (3) 18 absences,
 - (4) 20 absences.
4. When an elementary pupil has been absent twenty (20) days, the principal or designee will notify the pupil's parent or legal guardian in writing that the pupil may be retained at his or her elementary grade level.

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. Truancies will be handled as follows:

A cut is defined as absenting oneself without permission from scheduled periods, including classes, lunch or activities such as assemblies. Administrative action as it



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relates to a cut from an assigned instructional or non-instructional period will be addressed as outlined

a. For students in grades 9-12, consequences for cuts will be handled as outlined:

Full Year Course

Offense

Program

1st occurrence

Written parental notification

All work missed will result in 0 grade for that day

Guidance notification

Three-day central detention

2nd occurrence

Parental phone conference required

All work missed will result in a 0 grade for that day

Guidance intervention

One day In-School-Suspension

Loss of extra-curricular activities for two weeks (including but not limited to athletic activities, dances, prom, clubs, etc.)

3rd occurrence

Mandatory parent conference

All work missed will result in a 0 grade for that day

Two days In-School-Suspension

Guidance intervention

Loss of extra-curricular activities for four weeks (including but not limited to athletic activities, dances, prom, clubs, etc.)

4th occurrence

Mandatory student/parent/administrator conference

Three Days In-School-Suspension

Loss of extra-curricular activities for remainder of the year (including but not limited to athletic activities, dances, prom, clubs, etc.)

The student will be denied credit for the course

Notification will be sent by certified mail to the parent/guardian informing them of the student's loss of credit

Student will receive a grade of WF for the course

Half Year Course



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Offense

Program

1st occurrence

Written parental notification

All work missed will result in 0 grade for that day

Guidance notification

Three-day central detention

2nd occurrence

Mandatory parent conference

All work missed will result in a 0 grade for that day

Guidance intervention

One day In-School-Suspension

Loss of extra-curricular activities for two weeks (including, but not limited to, athletic activities, dances, prom, clubs, etc.)

3rd occurrence

Mandatory student/parent/administrator conference

Two days In-School-Suspension

Loss of extra-curricular activities for remainder of the year (including, but not limited to athletic activities, dances, prom, clubs, etc.)

The student will be denied credit for the course

Notification will be sent by certified mail to the parent/guardian informing them of the student's loss of credit

Student will receive a grade of WF for the course

Semester Course

Offense Program

1st occurrence

Written parental notification

Mandatory parent conference

All work missed will result in 0 grade for that day

Guidance intervention

One day In-School-Suspension

2nd occurrence

Mandatory student/parent/administrator conference

Two days In-School-Suspension



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Loss of extra-curricular activities for remainder of the year (including, but not limited to athletic activities, dances, prom, clubs, etc.)

The student will be denied credit for the course

Notification will be sent by certified mail to the parent/guardian informing them of the student's loss of credit

Student will receive a grade of WF for the course

5. When a pupil under the age of sixteen is absent without excuse more than twenty (20) days in any one school year the principal or designee shall inform the Superintendent for possible prosecution in municipal court pursuant to N.J.S.A. 18A:38-27 et seq.
6. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464.

H. Recording Attendance

1. Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out-of-school curricular events such as field trips.
2. Teachers must classify and record each absence as excused, unexcused, or truancy.
3. . All teachers will complete on line attendance no later than the first five minutes of the homeroom or class period. All substitute teachers will complete attendance on paper no later than the first five minutes of the homeroom or class period and send it to the principal or designee by the end of homeroom or the class period.
- 4.
5. A report card will record the number of times the pupil was absent and tardy in each marking period.
6. A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript, application, or employment form.

I. Attendance Appeal Process



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When a student reaches ten (10) absences for a half year course or twenty (20) absences for a full year, and wishes to appeal, corroborating information must be presented to the Attendance Review Board. The appeal committee will be comprised of an Assistant Principal, two teachers, school nurse, guidance counselor of the appealing student and Child Study Team case worker, if appropriate.

- 1.
2. A pupil who has been suspended for truancies may appeal that action in accordance with Policy Nos. 5610 and 5620.
3. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
4. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The parent or guardian of the pupil shall file a written appeal to the principal or designee within three days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
 - b. The Attendance Review Committee will review cases brought forth by a parent or guardian and respond in writing no later than fifteen (15) schooldays after receiving the pupil's appeal.
 - c. Parents or guardians may be present and must submit all supportive data (court reports, medical records, etc.) to the Appeals Committee at the hearing.
 - d. The Attendance Review Committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.
 - e. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.



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J. Attendance Improvement Plan

1. The Superintendent or designee 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 pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.
2. When the average daily attendance rate is below 90% for the district or below 85% in any one school, the following attendance improvement plan shall be implemented, district-wide or in the affected school, as appropriate.
 - a. The Superintendent or designee is responsible for implementing the attendance improvement plan district-wide. The principal or designee is responsible for implementing the attendance improvement plan in any school.
 - b. The procedures for notifying parents or legal guardians and disciplining pupils, set forth in F and G, shall be strictly followed.
 - c. Classroom teachers will identify and report to the principal or designee the pupils for whom prompt attendance is a problem. The principal or designee will confer with the parent or legal guardian of each identified pupil by telephone or in person to determine the cause of the pupil's poor attendance and to impress upon the parent or legal guardian the district's attendance expectations. Every reasonable effort shall be made to determine whether the pupil's absenteeism is caused by an inappropriate educational program; if necessary, the pupil's instructional program will be modified.
 - d. At the end of the school year, the principal or designee will compile a list of pupils at risk for attendance problems at each grade level. The names, along with a record of each pupil's attendance and reasons for absences, will be forwarded to appropriate teachers at the next grade level or to the principal of the school to which pupils will transfer, as appropriate.

The attendance of the identified pupils will be closely monitored.

- e. The Residency Officer shall conduct a visit to the parent or legal guardian if the pupil's attendance fails to improve.
- f. The Superintendent or designee will analyze attendance data to determine any patterns of absence that may occur district-wide, in individual schools, and in



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pupil population groups. The results of the analysis will be reported to the Superintendent.

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Adopted:

