

ATTENDANCE POLICY

I. STATEMENT OF POLICY

Table

In accordance with the New Jersey Administrative Code NJAC 6:8 - 4.2 (d) 2, the Nutley Board of Education has established the following attendance policy.

II. STUDENT ABSENCES

If a student exceeds ten (10) absences for one semester courses, twenty (20) absences for full year courses, and six (6) absences for those courses that meet fewer than five (5) days per week, he/she will be dropped from the course, receive no credit; and be assigned to a study hall for the remainder of the school year.

Students will be granted an excused absence by the Attendance Office for the following reasons:

- Physical or emotional illness
- Serious illness or death in the immediate family
- Remedial health treatment
- Required attendance at court
- Visitation to colleges for the purpose of exploring possibilities of admission
- Driving test
- School sponsored activities

It is important to note that though these absences are excused they still are applied toward the total number of allowable absences.

Field trips, suspensions, student assemblies, and all absences for religious holidays as approved by the Commissioner of Education are exempt from these provisions and will not be counted as absences for the purpose of this policy.

Special provisions may be made for certified hospital stays or other illnesses requiring long recuperative time periods. Homebound instruction will also be made available sooner and periods of time under homebound instruction are not considered absences for the purpose of this policy. The attendance office will act upon cases of extenuating circumstances and inform teachers of this situation.

III. NOTICE OF ABSENCE

A telephone call from a parent or guardian on the day of absence or telephone call or note up until 4:00 p.m. of the day of return is necessary. Failure to bring in a note or to make a telephone call will result in an unexcused absence.

IV. UNEXCUSED ABSENCES AND GRADING

Each unexcused absence will result in a grade point reduction of five (5) points from the student's marking period grade.

V. TARDINESS AND GRADING

Tardiness of less than fifteen (15) minutes of the class period will be considered one-third (1/3) absence; more than fifteen (15) minutes will be considered a full absence.

Each unexcused tardy to class under fifteen (15) minutes will be counted as a one-third (1/3) cut and result in a grade point reduction of two (2) points from the marking period grade. It will also count as a one-third (1/3) absence towards the total allowable absences.

Each unexcused tardy over fifteen (15) minutes will count as a full cut and result in a grade point reduction of five (5) points from the marking period grade. It will also count as a full absence toward the total allowable absences.

VI. EXCESSIVE ABSENCE NOTICE

The teachers will notify students and parents by letter when the student reaches any of the following: four (4) absences in a marking period and/or course that meets fewer than five (5) days per week, eight (8) absences in a semester course, and sixteen (16) absences in a full year course. This total includes partial absences due to tardiness.

VII. APPEALS HEARING

Upon receipt of notice of possible dropping of course, parents and/or students may appeal any extenuating circumstances and have the record reviewed.

Approved:
May 18, 1981