

I. Statement of Policy

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. Class Cutting and Truancy

Students who are absent from class without authorization while being in attendance on the day of that class absence shall be referred to the attendance office for cutting class. A total of three (3) cuts in a course shall result in permanent removal from that course--with no credit earned for that subject. Students who are truant (absent from school without authorization) will receive cuts in each class missed that day.

IV. Class Make-up Assignments

Students are required to complete make-up assignments for all absences, whatever the cause.

V. Tardiness to Classes

1. Each excused tardy under fifteen (15) minutes will be considered as a one third ($1/3$) absence and will be counted toward the total of twenty (20) absences.

2. Each excused tardy over fifteen (15) minutes will be considered as a full absence and will be counted toward the total of twenty (20) absences.

3. Each unexcused tardy to class under fifteen (15) minutes will be counted as a one--third ($1/3$) cut and will be counted toward the total of three (3) cuts.

4. Each unexcused tardy over fifteen (15) minutes will count as a full cut and will be counted toward the total of three (3) cuts.

5. Tardiness to class as a result of administration action will not be counted against any of the above.

VI. Notice of Absence

A note stating the reason for a student's absence must be presented to the Attendance Office on the day of return. Failure to bring in a note will result in an unexcused absence.

VII. Excessive Absence Notice

Teachers will notify students and parents by letter when the student reaches any of the following:

- a. After four (4) absences
- b. After eight (8) absences
- c. After sixteen (16) absences

VIII. Appeals Hearing

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

June 22, 1981