

## **STUDENT ATTENDANCE GUIDELINES**

Consistent with the Hackensack Board of Education Policy D2000, the following procedures shall be implemented with respect to student absence.

1. Within the authority granted by NJ Administrative Code, an administrative waiver is granted any student who is absent due to:
  - A) Extended illness verified in writing by a doctor. (Extended illness is defined as two or more consecutive days).
  - B) Death in the family. Maximum of five (5) school days for immediate family (defined as parent, sibling, grandparent or member of immediate household).
  - C) School-sponsored activities
  - D) Required verified Court appearance
  - E) Verified college testing
  - F) Verified college visits-Maximum 3 days or with approval from administrator
  - G) NJ Commissioner of Education published list of religious holidays
  - H) Field Trips
  - I) Extenuating circumstances at the discretion of the Principal.
2. Letters requesting waivers will be accepted up to two school days following a student's return to school, not thereafter. To obtain a waiver, all letters shall be presented before the school day at the Single Point of Entry.
3. Students shall be required to make up all work missed as a result of absence within a reasonable time of their return to school.
4. If a student will be absent for more than two weeks, due to medical conditions, home instruction shall, upon request, be provided through the Office of the Director of Special Services.
5. The following represents the maximum number of unwaived absences before a student loses credit for a course.

A) Full Year Course	16 days
B) One semester course	8 days
C) Physical Education	12 days
D) Health/Driver Education	4 days
6. If a student arrives to class late, he/she may be assigned detention with the class teacher. Should the student fail to make up the detention within a reasonable amount of time, he/she will be charged with an unwaived absence.
7. Every five lates will convert to one unwaived absence.
8. Students arriving twenty minutes or more late to a class will be charged with an unwaived absence.
9. Parents will be notified of an absence from school by an automated phone call.
10. Warning letters of excessive absence will be mailed home after 6, 9 and 14 days absent.
11. Letters concerning lateness to school will be mailed home after 20 days tardy.
12. Parents will also be notified of attendance on progress reports and report cards.
13. If a student exceeds the attendance policy, parents/guardians are notified of loss of credit and the appropriate appeal process.
14. A student/parent choosing to appeal the loss of credit must contact the Attendance Supervisor within five days
15. The Attendance Committee, consisting of faculty members, will conduct a hearing and make a decision regarding any appeal for loss of credit. A parent or guardian must be present at the hearing along with any advocate the student requests.
16. A student who is absent may not participate in any extracurricular activities on the day of absence without the approval of an administrator.

### **UNAUTHORIZED VACATIONS**

The administration believes that students accompanying parents on trips and vacations while school is in session miss vital classroom instruction. This type of absence becomes the sole responsibility of the parents and students. Any parent/guardian wishing to remove a child from school for three or more days must inform the Assistant-Principal (HS/MS) or Principal (Elementary) in writing. Assignments will be given, however, and tests will be corrected at the teacher's convenience. Absences due to vacations are unexcused as per school attendance policy.

**GREAT ATTENDANCE =GREAT SCHOOLS=GREAT COMMUNITIES**