

DISTRICT ATTENDANCE PROCEDURE

TOTAL ABSENCES

1. When a pupil has been absent ten days in any one school year, the principal/assistant principal will notify the pupil's parent in writing of the number of dates of the absences and possible adverse academic consequences. A copy of the notice will be sent to the District attendance officer.
2. When a pupil has been absent 20 days in any one school year, the principal/assistant principal will send written notice to the pupil's parent warning of possible adverse academic consequences and requiring a parent conference which the parent(s), student, principal, and guidance counselor. A copy of the notice will be sent to the District attendance officer.
3. When a pupil has been absent 30 or more school days in any one school year, the principal will notify the pupil's parent in writing that the pupil may be retained at his/her grade level.

UNEXCUSED ABSENCES

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
 - c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
 - c. Evaluate the appropriateness of the action plan developed pursuant to the I&RS Committee;
 - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

- 1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - 2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
 - 3) Consider an alternate educational placement;
 - 4) Make a referral to a community-based social and health provider agency or other community resource;
 - 5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - 6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially mission or child abuse situation is detected.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:
- a) Make a mandatory referral to the voluntary court program required by the New Jersey Administrative Office of the Courts (Family Crisis Intervention Unit);
 - b) Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
 - c) Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
 - d) Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e) Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required, including the reporting of the absence to the Municipal Court as a disorderly person's offense.

Reference:

www.bernardsboe.com/BernardsBOE/CMFiles/Docs/PoliciesProceduresFiles/pdfpro/5200M-Academic_Attendance-Award_of_Credit.pdf