

ATTENDANCE

Daily – Under New Jersey State Law, pupils must attend all sessions of school unless there are necessary causes for absence, such as personal illness, death in the family, religious observance, school sponsored activities or externally sponsored activities approved by the principal. The administration reserves the right to determine acceptable causes for absence.

Students who are absent from school with parental permission are considered excused. Excused means that the student is not truant.

When a student is absent from school, the absence may be considered “chargeable” or “non-chargeable.” A chargeable absence is applied to the attendance policy. Accumulation of 24 chargeable absences may result in a grade level retention. Non-chargeable absences do not apply to the attendance policy.

Non-chargeable absences are:

- Suspension from school.
- Religious Observance approved by the State Board of Education with a note from a parent.
- Participation in an approved school activity.

Students who are absent from school may not participate in any evening or after school activities on the day of their absence.

Students may not receive a passing grade in a course after his/her total chargeable and non-chargeable absences exceed the following limits:

Full Year Course – 24 absences	Cycle – 7 absences
Semester Course – 12 absences	P.E. Course – 18 absences

Parents will receive an attendance notification at regular intervals according to the following guidelines:

10 th absence (written notification)
15 th absence (written notification)
20 th absence (written notification and mandatory parent conference with principal or his designee)

WHEN RETURNING TO SCHOOL AFTER AN ABSENCE, STUDENTS MUST REPORT TO THE SCHOOL NURSE BEFORE HOMEROOM AND SUBMIT A NOTE FROM A PARENT OR LEGAL GUARDIAN OR A MEDICAL EXCUSE ACCOUNTING FOR THEIR ABSENCE. No student will be admitted to class after an absence without an admission slip from the Nurse’s Office.

PARENTS MUST CALL THE SCHOOL, (908) 204-2615 (NURSE), AS EARLY AS POSSIBLE ON THE DAY THEIR CHILD IS ABSENT TO NOTIFY THE SCHOOL THAT THE ABSENCE IS LEGAL.

TARDINESS TO SCHOOL – Students are expected to be seated in homeroom at 7:45 AM with their books and supplies, ready to start the day. All students who are late to school, for whatever reason, ***must report directly to the main office with a call or a note from a parent*** justifying the lateness. As excessive tardies are an interruption of the school day, warnings and subsequent detentions will be assigned beginning with the tenth late of the current semester. Tardies in excess of ten will be met with continued detentions or stronger disciplinary measures as circumstances dictate.

TRUANCY – Students identified as being truant from school will be met with severe disciplinary action, and will require a mandatory parent/administration meeting.

EARLY DISMISSAL – Unless an emergency occurs, if it is necessary to leave school early, ***students must submit a written excuse to the attendance secretary in the Main Office prior to homeroom.*** Before leaving school property, students must be signed out in the main office.

Please take special note that when an accommodation is needed, it is the responsibility of the student and parent to inform the school that they will be observing a religious holiday. A written note, signed by a parent or guardian, requesting an accommodation, must be provided to the school or teacher prior to the religious holiday in order for the school to make the requested accommodation. Under such circumstances, new test dates, dates of competitions and other deadlines will be set by the staff member having responsibility for the activity in question.