

- **Student Attendance Information**

Parents are required to report absences and tardiness of students as they occur. The attendance office voice mail is available 24 hours a day. Each day, by 8:45 a.m., all current messages are retrieved and recorded in the daily log book. The student name, reason for absence, and return phone number is recorded. All absences and tardies that are not reported by parents/guardians are considered unverified and unexcused.

Attendance Office 24 hour Voice Mail (908)-464-8731

District and State of New Jersey Attendance Policy

Regular attendance is essential to the successful completion of the course of study. Students are expected to be present on every day that school is in session, except as their attendance may be excused in accordance with Board of Education policy.

In accordance with this policy, a student absent from a class more than 10 percent of the days in which the class meets shall not receive credit for that course. In other words, a student absent from a class in excess of nine (9) days in a semester course, or in excess of eighteen (18) days in a full year course will receive no credit for the course. Students in courses other than those assigned 2.5 or 5 credits will be advised by the subject area teacher of the number of absences which will result in the loss of credit. In all instances of absence from class, the student is responsible for making up the missed work.

Non-Cumulative Absences

Absences for school approved activities such as field trips, athletics, Student Council meetings, instrumental music class and scheduled counseling appointments shall not be counted toward the loss of course credit. Special consideration will be given to absences resulting from long term (5 or more consecutive days) or chronic illness for which a doctor's note is presented. Also death in the immediate family and religious holidays as prescribed by the State Department of Education will not count toward cumulative absences.

Cumulative Absences

All other classroom absences, except those as described above, are considered cumulative and count toward the denial of course credit.

Warning Notices

Parents and students will be notified of cumulative absences as follows:

Full year course:

After 9 absences, 1st warning, if accumulated in the first semester.

After 12 absences, 2nd warning.

After 15 absences, 3rd warning.

After 18 absences, Loss of Credit.

Semester Course:

After 6 absences, 1st warning.

After 9 absences, Loss of Credit.

Warning and Loss of Credit forms for other courses with lengths different from the above are based on the allowable ten percent absence rate as prescribed by the State of New Jersey Department of Education (i.e. Physical Education, Health Education, Honors Science).

Last Modified about 2 hours ago