

# REGULATION

# EDISON BOARD OF EDUCATION

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ATTENDANCE (M)

## R 5200 ATTENDANCE (M)

### M

#### A. High School, Middle School and Elementary School Attendance

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
  - b. A Kindergarten pupil will be considered to have attended school if he/she has been present at least two and one-half hours during the Kindergarten session to which the pupil is assigned.
  - c. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
2. ~~\*~~ "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The pupil's illness (doctor's note or verified by school nurse),
  - b. Family illness or death (with evidence submitted),
  - c. Educational opportunities,
  - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
  - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
  - f. The pupil's suspension from school,



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- g. The pupil's required attendance in court (with evidence submitted),
- h. Examination for a driver's license,
- i. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
- j. An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence,

3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- a. Leaves school at lunch time without a pass,
- b. Leaves school without permission when school is still in session,
- c. Leaves class because of illness and does not report to the school nurse as directed, or
- d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.

## B. Notice to School of a Pupil's Absence

- 1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 9:00 a.m. of the morning of the pupil's absence.
- 2. The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office before 11:00 a.m. to give notice of the pupil's absence.

