

## Attendance Guidelines

Adopted by the Guttenberg Board of Education on June 30, 1995 a new and revised Anna L. Klein Attendance Policy was constituted in accordance with NJSA 18:38-21 (New Jersey Compulsory Attendance Law). A Summary of the attendance policy is listed below:

- A. **All students will be limited to a total of 10 unexcused absences per year.**
- B. **If a student accumulates more** than the number stated in A, the court process will be initiated.
- C. **Parents will be notified** by phone or letter when a student accumulates 5 unexcused absences in a full year course.
- D. **Excused and Unexcused Absences:** *Unexcused Absences:* Illness without doctor's note, truancy, family vacation, personal reasons, leaving school ill without nurse's permission, and arriving late to school without an excuse. *Excused Absences:* (absences not counted in the excused total) are defined as: Illness with doctor's note, dental emergency, religious holidays (on state list), death of immediate family member (1 to 5 days), court order appearance, and administrative approval, sent home ill by the nurse.
- E. **Notes for an excused absence must be submitted** to the nurse upon returning to the school or prior to the excused absence within 48 hours of return.
- F. **Any student absent three (3) days in succession** must present a physician's note with medical clearance upon re-admittance.
- G. **Students who are to be excused early from school** must report to the nurse's office between (8:30 and 10:00am) for a pass which will indicate that a parental phone call has been recorded.
- H. **Lateness:** Students late to school after 8:25am must obtain a late pass from the Main Office. All students are required to report to school no later than 8:25am for Period 1. Every third tardy will initiate a parental contact. On the fifth (5th) a mandatory parental conference will be required the following day for the student to be reinstated in school and an administrative detention will be given. A letter carried by the student and/or attempted phone call will serve as parental notification of this conference.
- I. **Attendance Procedure:** All students' absences must be reported to our school nurse by 10:00am at 861-3100 ext. 16 on the day of the absence.
- J. **Truancy** is absence from school without parental knowledge. Consequence will be forthcoming. *New Jersey State Law defines Truancy as ten (10) or more unexcused absences. School Districts are required to notify the court once a student is truant.*