


**Paterson Public Schools
Paterson, New Jersey**

Standard Operating Procedure

Subject: Head Coaches' Assistants Coaches Responsibilities (Daily Attendance practices and games)	Effective Date: May 4, 2017	Page: 1 of 2
	Approved by: Dr. Donnie W. Evans	Signature: 

- I. Purpose:**
To establish District guidelines for implementation of continuing the attendance procedures from teaching to coaching during their season in accordance with the provisions of N.J.S.A. 18A:38-25, 6A:16-7.6(a) 4 and outlined in the District Student Attendance Policy and Regulation 5200.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

All Coaches' and Assistant Coaches

Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of instruction. Such unexcused absences from practice/game may result in consequences for the student that may include the denial of a student's participation in co-curricular activities and/or athletic competition.

1. Student attendance for practices and contests is required to be recorded electronically or in a record book which will be submitted at the end of each season to the Athletic Supervisor and kept secured.
2. Head coaches will be held accountable for their assistant coaches to take attendance at each practice session and game before, during and after an athletic competition.
3. **A student absent from school may not practice/compete on that day unless:**
 1. an acceptable doctor's excuse is submitted to the Athletic Supervisor and the Principal of Operations. (No more than 3 allowed in a season)
 2. permission is granted in collaboration with the Athletic Supervisor and the Principal of Operations after review of outstanding circumstances.

3. Coaches should distribute practice schedules (approved by the Athletic Supervisor) to all team members and their parents at the beginning of the sport season.
 - * A note to students and parents should be made that unforeseen circumstances may preempt a schedule.
4. Student athletes are expected to be at school all day. If a student needs to leave school for any reason they may not participate in practice unless the absence was excused.
 1. Students are required to be at school all day on the day of a contest/match/game. The only excused absences on a game day are: prearranged absences (i.e. for school activities and doctor/dentist appointments.)

A note from the doctor is required upon checking back into school to maintain athletic eligibility for that particular day.
 2. If a student misses school due to an illness they may not participate at practice or in a contest on that day. (If you are not well enough to be at school, you are not well enough to practice.)
5. **Practices:** Students may not miss practices without a legitimate reason and will make every effort to contact the program coach and athletic supervisor to let him/her know of the absence and reason prior to missing practice. The head coach will determine if the absence is excused or not. If a student is missing a practice for a doctor's appointment they must bring a note or appointment card from the doctor's office for the practice to be excused. Students or parents will contact the coach if a student stays home from school because they are sick and will miss practice.

IV. Reporting Procedures:

Any variations to the above procedures should be discussed and approved by the Athletic Supervisor and the Principal of Operations

V. Dissemination:

All Varsity, Assistant Varsity, Junior Varsity and Freshmen coaches, Principal of Operations and Athletic Supervisor, Athletes and Parents