R 5200 ATTENDANCE

The Board of Education, in the interest of the educational welfare of its students and the integrity of its program, will not grant credit for courses when a student has an excess of excused and unexcused absences as defined in this regulation. The Board expects students to attend school and classes. Students are encouraged to provide documentation during the school year for each absence from school.

A. Definitions

1. A "day in session" shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for such reasons as holidays, teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C.6A:32-13, shall not be considered a day in session.

2. A "day in session" shall consist of not less than four hours, exclusive of lunch periods. pursuant to N.J.A.C. 6A:32-8.3.

3. "A day of attendance" shall be one in which a student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

4. A shortened school day shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of lunch.

5. Total Days. The number of excused plus unexcused absences from school.

6. No Credit Status. Requires a student to attend the LRHSD Credit Completion program to be awarded high school credit for completed courses. Any student who exceeds 9 unexcused absences will be on No Credit for full year courses.

7. Credit Appeals. A Credit Appeal Committee at each high school will conduct a review of students on No Credit status at the end of the first semester and near year-end. Students who are not in attendance for the stipulated number of school days, after the appeal process, will be given a grade for their subjects but no credit will be awarded until a contract is signed with the Principal or designee and the

student successfully completes the Credit Completion Program. Once the Credit Completion Program is successfully completed, credit for courses passed will be restored. However, state unexcused absences will be recorded on the student's transcript. See subsection G for complete details on the Credit Appeal process and subsection I for complete details on the Credit Completion Program.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by the attendance clerk or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.

2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.

3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to state-approved religious holidays, pursuant to N.J.S.A. 18A:36-16, who shall be recorded as excused.

4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.

5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.

6. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

7. A student 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.

8. The presence of a student, for local (LRHSD) attendance rules and regulations, shall be at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. A student must be present at least one hour during any morning or afternoon session to be recorded as present for one-half day. During a single session day a student must be present at least one hour to be recorded as present for the full day. Half day credit cannot be awarded during a single session day.

9. Average Daily Attendance – N.J.A.C. 6A:32-8.5

    a. The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

10. Absentee and Chronic Absenteeism Rates – N.J.A.C. 6A:32-8.6

    a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
        i. State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
    b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
    c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and refuse the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.4. below shall be an unexcused absence counted toward truancy.

4. Excused Absence. The following reasons may be considered an Excused Absence upon verification of documentation (documentation should be submitted immediately following an absence – one note per occurrence):

   State Approved

   a. Religious Observances pursuant to N.J.S.A 18A:36-14 through 16 (state excused)

   b. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2.

   c. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33

   d. Take Child to Work Day (state excused)

   e. Post-secondary Education Visits (requires a note from the Post-secondary institution with date) 3 days maximum per year for 11th and 12th graders. (state excused)

   f. Closure of a bussing school district that prevents a student from having transportation to the receiving school

g. Participation in a civic event, up to one day per school year, pursuant to N.J.S.A. 18A:36-33.1 and 33.2

h. Approved Home Instruction (see LRHSD BOE Policy 2412) (state excused)

Other LRHSD Approved

.i. Illness (requires an original note from a physician with date, copies will not be accepted) or student is sent home by school nurse due to illness such as fever or vomiting.

j. Funeral/Death in family

k. IEP Exempt – Where appropriate, Individualized Education Programs pursuant to 20 U.S.C. § § 1400 et seq., the Individuals with Disabilities Education Improvement 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(b)2ix

l. Court

m. Out of School Suspension or any other form of short-term or long-term suspension, pursuant to N.J.A.C. 6A:16-7.2 and 7.3 (state excused with home instruction)

n. Driver's Test (this would excuse a partial day absence)

o. Written Parental Permission

i. Limited to three days per semester

ii. Parent-notes must be approved by the Principal or designee

p. Exclusion (The Superintendent of Schools or the Principal may exclude a



student due to change of placement or failure to comply with immunization or physician clearance requirements for attendance in a public school.) (state excused with home instruction)

5. Schools must report student attendance to the New Jersey Department of Education in accordance with state guidelines for excused absences. Therefore, a student with an "excused" absence per the LRHSD will still have an absence recorded on their transcript if the absence is not a state excused absence as delineated above. An absence will also be recorded on their transcript if the student is not present for at least half of the instructional minutes in the school day exclusive of lunch and passing time.

D. School staff responses for any absence from school:

1. The parent/guardian will have access to daily attendance via an online student information system.

2. The parent/guardian will receive a phone call the day of the student's absence from school unless that student is on an approved Home Instruction program.

a. The phone call shall state the date of the student's absence.

b. The phone call shall remind the parent/guardian to promptly supply the school with documentation in an attempt to determine the cause of the absence.

E. School staff responses for any Unexcused absence from school:

1. 4 cumulative unexcused absences:

a. The school will make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day via phone and email.

b. The school will make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent.

c. A written communication from the Attendance Appeals Committee will be sent to the parent/guardian warning that the student will be on No Credit status for any courses once the student reaches 10 cumulative unexcused absences.

d. The written communication will remind the parent/guardian to promptly supply the school with documentation in the event that any of the absences should be excused.

e. The school counselor in conjunction with the student's parent(s) will identify needed action designed to address patterns of unexcused absences, if any, and to have the student return to school and maintain regular attendance.

f. The school counselor shall investigate the absences by contacting the parent. If the investigation leads the District to have reasonable cause the student has been abused, neglected, or missing the counselor shall contact the Division of Child Protection and Permanency (DCP&P) and the Principal in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10.

g. The school will continue to consult with the parent and cooperate with law enforcement and other authorities and agencies, as appropriate.

2. 5 to 9 cumulative unexcused absences:

a. The school will make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day via phone and email.

b. The school will make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent.

c. A written communication from the Attendance Appeals Committee will be sent to the parent/guardian stating the student is approaching No Credit status.

d. The written communication will remind the parent/guardian to promptly supply the school with documentation in the event that any of the absences should be excused.

e. The counselor will evaluate the appropriateness of action taken to identify in consultation with the student's parent(s) needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.

f. The school counselor in conjunction with the student's parent(s) will develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

   i. Referral to the building's Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8,

   ii. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs,

   iii. Consider alternate educational placement,

   iv. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;

   v. Refer to a court or court program, pursuant to E3(a)iv below,

   vi. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10 if a potential missing or abused child situation is detected, and

   vii. Engage the student's family

g. The school will continue to consult with the parent and cooperate

with law enforcement and other authorities and agencies, as appropriate.

3. 10 or more cumulative unexcused absences:

a. A letter from the Attendance Appeals Committee will be sent via certified mail to students under 16 years of age and regular mail to all students stipulating:

i. The parents must make contact and consult with the principal or designee within 5 school days.

ii. Notification for a student who is 16 years of age or older (above the compulsory age) that failure to resume attendance within 10 days of this letter will result in a recommendation to the BOE that the student be dropped from the school register.

iii. The student is on No Credit status for any full year courses. Credit completion is mandatory for a minimum of 12 hours.

iv. There will be a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts for students under the compulsory school age (below 16 years of age) (N.J.S.A. 18A:38-25 through 31); and failure to comply with the provisions of the law may cause the parent to be deemed a disorderly person and the parent be subject to a fine (N.J.S.A. 18A:38-25 through 31).

(A) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court; or

v. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;

(A) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the juvenile-family crisis intervention unit.

b. The school will continue to consult with the parent and cooperate with law enforcement and other authorities and agencies, as appropriate to support the student's return to school and regular attendance.

c. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required.

4. 10 consecutive absences:

a. A letter from the Attendance Appeals Committee will be sent via certified mail to students under 16 years of age and regular mail to all students stipulating:

i. The parents must make contact & consult with the principal or designee within 5 school days.

ii. Notification for a student who is 16 years of age or older (above the compulsory age) that failure to resume attendance within 10 days of this letter will result in a recommendation to the BOE that the student be dropped from the school register.

iii. A mandatory referral to the building's Intervention and Referral Services team regardless of student's age.

iv. There will be a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts for students under the compulsory school age (below 16 years of age)

(N.J.S.A. 18A:38-25 through 31); and failure to comply with the provisions of the law may cause the parent to be deemed a disorderly person and the parent be subject to a fine (N.J.S.A. 18A:38-25 through 31).

b. The counselor will continue to consult with the parent and cooperate with law enforcement and other authorities and agencies, as appropriate.

c. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required .

F. School staff response for Excessive Absences:

1. Any student who reaches from 14 to 17 unexcused days absent will be sent a letter from the Attendance Appeals Committee (via certified mail to students under 16 years of age and regular mail to all students) stipulating:

a. Credit Completion is required for 16 hours.

b. Warning will be issued that if the student reaches 46 unexcused days absent then credit will not be issued for courses passed during the school year; the student will not be allowed to attend Credit Completion and will need to repeat the year.

2. Any student who reaches from 18 to 29 unexcused days absent will be sent a letter from the Attendance Appeals Committee (via certified mail to students under 16 years of age and regular mail to all students) stipulating:

a. Credit Completion is required for 24 hours.

b. Warning will be issued that if the student reaches 46 unexcused days absent then credit will not be issued for courses passed during

the school year; the student will not be allowed to attend Credit Completion and will need to repeat the year.

3. Any student who reaches from 30 to 45 unexcused days absent will be sent a letter from the Attendance Appeals Committee (via certified mail to students under 16 years of age and regular mail to all students) stipulating:

   a. Credit Completion is required for of 32 hours.

   b. Warning will be issued that if the student reaches 46 unexcused days absent then credit will not be issued for courses passed during the school year; the student will not be allowed to attend Credit Completion and will need to repeat the year.

4. Any student who reaches 46 unexcused days absent will be sent a letter from the Attendance Appeals Committee (via certified mail to students under 16 years of age and regular mail to all students) notifying the student that no credit will be issued for courses passed during the school year; the student will not be allowed to attend Credit Completion and will need to repeat the year.

G. Credit Appeals

1. Each high school will conduct a review of students on No Credit status at the end of the first semester and at year end.

2. The high school committee will conduct a paper review of all written documentation provided by the parent/ student.

3. The high school committee shall be comprised of:

   a. High School Principal

   b. Counseling Supervisor

   c. Assistant Principal – of student appealing

d. School Counselor – of student appealing

e. Case Manager- if applicable

4. Students who remain on No Credit status after the appeal process may appeal to the high school principal. All credit appeals conducted at the building level must be completed prior to the start of the Credit Completion Program.

5. A decision of the principal can be appealed to the superintendent of schools.

6. A decision of the superintendent can be appealed to the Board of Education.

7. The Board of Education may utilize its members in any way it wishes to conduct a personal hearing of the case.

8. A student may appeal the decision of the Board of Education to the Commissioner of Education.

9. The official transcript will reflect the number of excused and unexcused number of absences as well as the total number of absences.

H. For a student with a disability, the attendance plan and punitive and remedial procedures shall be applied, where applicable, in accordance with the students' individualized education programs, pursuant to 20 U.S.C. § § 1400 et seq., the Individuals with Disabilities Education Act, the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. § § 794 and 705(20), and individualized healthcare plan, and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)5xii

I. Credit Completion Program

1. Students who remain on No Credit status upon completion of the Credit Appeals process are required to attend the Credit Completion Program during the school year.

2. The Credit Completion Program will be administered by the high school principal/designee. Students are required to observe the school district code of conduct while in attendance.

3. The time of required attendance will be tabulated using the following chart or by subsection F of this regulation for excessive absences:

CREDIT COMPLETION TABULATION CHART

#DAYS UNEXCUSED	10-13	14-17	18-29	30-45
#OF HOURS TO BE SERVED	12	16	24	32

J. Seniors

A senior who is on No Credit status may not participate in their graduation ceremony unless they successfully complete Credit Completion. Seniors on No Credit status who successfully complete Credit Completion will be permitted to participate in graduation if they meet all other requirements.

K. Lates to School and Early Dismissals

1. The Board expects students to arrive to school and classes on time.

   Students who arrive late to school or leave school early for any reason(s) not listed in C.4. above shall be subject to disciplinary action in accordance with the district's Regulation 5600 Behavioral Guidelines. No student will be released for early dismissal to other than a parent(s) or legal guardian(s) without written permission from the student's parent(s) or legal guardian(s).

2. Students that have a study hall that occurs during first period may arrive to school at the conclusion of first period with parental permission. Students that have a study hall occurring during the last period may leave at the beginning of last period, with parent permission.

3. All early releases require parental consent.

4. May use a parent note to excuse late or early release that is not excused as per C. 4., however it will count as one of three parent notes for each semester.

L. Students Sent to a Receiving School

1. 4 cumulative unexcused absences:

a. The school will make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day.

b. The school will make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent.

c. The school counselor in conjunction with the student's parent(s) will identify needed action designed to address patterns of unexcused absences, if any, and to have the student return to school and maintain regular attendance.

d. The school counselor shall investigate the absences by contacting the parent. If the investigation leads the District to have reasonable cause the student has been abused, neglected, or missing the counselor shall contact the Division of Child Protection and Permanency (DCP&P) and the Principal in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

e. The school will continue to consult with the parent and cooperate with the law enforcement and other authorities and agencies, as appropriate.

2. 5 or more cumulative unexcused absences:

a. Each receiving school is required to report to the sending district each student with 5 or more cumulative unexcused absences.

b. For each student with 5 or more cumulative unexcused absences reported by the receiving school, it follows the policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6, E2 and 3 above as appropriate.

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