

# REGULATION

**NORTHVALE  
BOARD OF EDUCATION  
STUDENTS**

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## **R 5200 – ATTENDANCE**

### A. Definitions

1. “Attendance” is a student'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 student will be considered to have attended school if he/she has been present at least four hours during the school day.
  - b. 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.
2. “Excused absence” is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. Death in the family,
  - b. Educational opportunities,
  - c. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
  - d. 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,
  - e. The student's suspension from school,
  - f. The student's required attendance in court,
  - g. An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the student's parent or legal guardian to the Principal stating the reason for the absence



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and requesting permission for the absence to be an excused absence,

3. "Truancy" is a student's absence from all or a part of the school day without the knowledge of the student's parent(s) or legal guardian(s). A student will also be considered truant if he/she:
    - a. Leaves school without permission when school is still in session,
    - b. Leaves class because of illness and does not report to the school nurse as directed, or
    - c. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
  4. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed in A2 above.
  5. Any student who is absent for ten (10) or more consecutive days will be disenrolled from the District and required to be re-enrolled upon his/her return.
- B. Notice to School of a Pupil's Absence
1. The parent(s) or legal guardian(s) is requested to call the office before 8:30 a.m. of the morning of the student's absence.
  2. The parent(s) or legal guardian(s) of a student who attended morning session but will not attend afternoon session should inform the school to give notice of the student's absence.
  3. The parent(s) or legal guardian(s) who anticipates a future absence or anticipates that an absence will be prolonged should notify the school.
- C. Instruction
1. Teachers are expected to cooperate in the preparation of home assignments for students who anticipate an excused absence of two or more school days duration. The parent(s) or legal guardian(s) or adult student must request such home assignments.



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2. A student who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult student must request home instruction.
  3. Students absent for any reason are expected to make up the work missed.
  4. In general, students will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for students.
  5. A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.
- D. Denial of Course Credit
1. The teacher will determine the credit to be awarded a student for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a student's absences in determining a final grade, except that absences for the observance of a student's religious holiday or for a suspension from school cannot adversely affect the student's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a student who has not had full opportunity to make up missed work.
  2. A student may be retained at grade level, in accordance with Policy No. 5410, when he or she has not been present for at least 162 days. Exceptions to this rule may be made for students whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.
- E. School District Response To Unexcused Absences During the School Year
1. For up to four cumulative unexcused absences, the Principal shall:
    - a. Notify the student's parent or legal guardian of the unexcused absences;



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2. For between five and nine cumulative unexcused absences, the Principal shall:
  - a. Notify the student's parent or legal guardian of the unexcused absences;
  - b. Develop an action plan in consultation with the student's parent or legal guardian designed to address patterns of unexcused absences and to have the child return to school and maintain regular attendance;
  - c. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
3. For cumulative unexcused absences of ten or more, the student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Principal shall:
  - a. Continue to consult with the parent or legal guardian to support the student's return to school and regular attendance;
  - b. 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.



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4. For students with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the student's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; 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. Discipline
1. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.
  2. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
  3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
  4. A student deemed truant shall be subject to appropriate student discipline.
  5. The absence of a student missing from school for unexplained reasons will be handled in accordance with Regulation No. 8462.
- G. Recording Attendance
1. Teachers must accurately record the students present, tardy, and absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
  2. Teachers must classify and record each absence as excused, unexcused, or truancy.
  3. A report card will record the number of times the student was absent and tardy in each trimester.



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4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.
- H. Appeal
1. A truant student may be suspended for trancies in accordance with Policy Nos. 5610 and 5620.
  2. A student who has been retained at grade level for excessive absences may have parent/legal guardian appeal that action in accordance with Policy No. 5410.
  3. A student who has been dropped from a course and/or denied course credit for excessive absences may have parent/legal guardian appeal that action in accordance with the following procedures:
    - a. The parent/legal guardian shall file a written appeal to the Principal within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the student should continue to be enrolled in the course and/or receive course credit.
    - b. The Principal will respond in writing no later than seven working days after receiving the parent/legal guardian's appeal.
    - c. If the parent/legal guardian is not satisfied, he/she may submit a written request to the Principal for consideration by the Superintendent.
    - d. The Superintendent shall meet with parent/legal guardian to hear reason for reenrollment or restoring of credit.
    - e. The Superintendent shall decide the appeal and inform the parent/legal guardian in writing within seven working days of the meeting. The Superintendent may impose conditions on any reenrollment and may require the student to agree to those conditions.



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- f. The parent/legal guardian may appeal an adverse decision of the Superintendent to the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

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