

Roxbury High School

**ATTENDANCE POLICY
HIGHLIGHTS**

ATTENDANCE POLICY

Regular attendance is a vital and integral part of the learning process. A student must be in school 90 percent of the school year in order to successfully fulfill the requirements of their courses. Frequent absences from class disrupt the instructional process and limit the ability of the student to complete course requirements.

PARENT/GUARDIAN RESPONSIBILITY

Parent/guardian is asked to contact the Attendance Office at 973-927-4886 or 973-584-1200 ext. 1265 before 9 A.M. on any day their child is absent and to submit a written statement on the first day a student returns to school after an absence.

An appropriate absence note/document, as verified by the RHS Administration, must be brought to the Attendance Office by the student upon his/her return to school. Failure to bring in a note within five (5) school days will result in the absence being recorded as cumulative.

While a note or call from a parent explains the student's absence, it does not excuse it. (See section on excused absences below.)

WHAT IS A CUMULATIVE ABSENCE?

A **cumulative absence** is an **unexcused absence** that counts against class attendance. Examples of this are family vacations, job interviews, illness without a documented physician's note, cutting class, tardiness to class (2 lates to class equal 1 cumulative absence), non-school sponsored trips, students who are absent from class for twenty minutes or more will be recorded as absent, etc.

WHAT ABSENCES ARE CONSIDERED EXCUSED ABSENCES?

Non-cumulative absences or **excused** absences are absences that do not count against class attendance.

Examples:

1. **Death** in the immediate family. Immediate family - mother, father, brother, sister, or grandparents. Others will need approval by administration.
2. Observation of a State approved **Religious Holiday**.
3. **Suspension** from school.
4. **Court** ordered appearance – subpoena.
5. **Driver's road test** – dated license proof.
6. Illness substantiated by a **Physician's** note.
7. Medical appointments (doctor & dentist) accompanied by **Physician's** note.
8. **College visits** documented by note **on letterhead** from the college.
9. Other absences authorized by the administration, with prior approval.

Non-cumulative school activities:

1. Field trips.
2. State or school testing.
3. Student council or Peer Leadership meetings.

MAXIMUM AMOUNT OF CUMULATIVE ABSENCES ALLOWED BY POLICY

If a student accumulates more than,

- **12** unexcused absences in a **full year course**,
Or
- **9** unexcused absences in a **3 marking period course** (PE),
Or
- **6** unexcused absences in a **semester course**,
Or
- **3** unexcused absences in a **1 marking period course** (Health or Driver's Theory),

the student will **not receive credit** in the course because of excessive absenteeism.

PARENT/GUARDIAN NOTIFICATION

It is important that parents/guardians be notified periodically of their child's attendance so that appropriate measures may be taken. Notification will be as follows:

Full Year Course – meets four (4) marking periods

- Parent/guardian will be notified after the 6th and 10th unexcused absence to class.
- Additionally, after the 10th unexcused absence, the student's counselor and an administrator will meet with the student and contact the parent/guardian.
- Upon the 13th unexcused absence, parent/guardian will be notified of this loss of credit. The student will be advised of this loss of credit by an administrator.

Three Marking Period Course - Physical Education

- Parent/guardian will be notified after the 5th and 7th unexcused absence to class.
- Additionally, after the 7th absence, the student's counselor and an administrator will meet with the student and contact the parent/guardian.
- Upon the 10th unexcused absence, parent/guardian will be notified of loss of credit. The student will be advised of this loss of credit by an administrator.

Semester Course – meets two (2) marking periods

- Parent/guardian will be notified after the 3rd and 4th unexcused absence to class.
- Additionally, after the 4th unexcused absence, the student's counselor and an administrator will meet with the student and contact the parent/guardian.
- Upon the 7th unexcused absence, parent/guardian will be notified of loss of credit. The student will be advised of this loss of credit by an administrator.

One Marking Period Course – Health & Driver's Theory

- Parent/guardian will be notified after the 2nd unexcused absence to class and an administrator will meet with the student and contact the parent/guardian.
- Upon the 4th unexcused absence, parent/guardian will be notified of loss of credit. The student will be advised of this loss of credit by an administrator.

Transfer students will have their absences pro-rated for each class.

Students who lose credit in a class are still required to attend that class and receive a grade.

APPEAL PROCESS FOR LOSS OF CREDIT

Upon losing credit for excessive absences, the student may request an appeal of his/her loss of credit as follows:

1. Within five (5) school days of notification of loss of credit, the *student* may request an appeal.
2. The letter of appeal must be submitted to the Assistant Principal for Attendance. The letter must state why an appeal should be considered.
3. A hearing will be arranged with the Attendance Appeal Committee which consists of teachers, a school nurse, and an administrator. The student's guidance counselor and case worker are also included. The student's parent/guardian is also invited to attend.
4. All information will be reviewed and a decision will be made within five (5) school days after the date of the hearing as to whether or not credit will be reinstated. The student and parent/guardian will be notified in writing of the results.

EARLY DISMISSAL FROM SCHOOL

A student must submit a written parent/guardian note in order to be dismissed early from school. The note should be submitted to the Attendance Office **before homeroom**. *Telephone calls will not be accepted as a way to dismiss a student from school unless approved by an administrator.* The student would be issued a pass that allows him/her to leave class at the designated time.

Legitimate reasons for early dismissal:

1. Illness that occurs after the student reported to school; based on recommendation of school nurse
2. Verified appointment with medical doctor
3. Court issued order

Absences to class are unexcused unless the student returns documentation as described above or approved by an administrator. Parents/guardians are encouraged to try to schedule appointments after school hours.

In order for a student to participate in an athletic event, student activity, or social activity such as a prom, he/she must be in attendance a minimum of five periods on the day of that event.

TARDINESS POLICY

Homeroom is considered part of period 1. This allows for all tardies to all classes to be treated the same. Additionally, tardiness to period 1 is considered **tardy to school**, and the Attendance Policy will be administered accordingly. A student will be considered tardy to period 1 up until 7:50 A.M. For any student entering period 1 after 7:50 A.M., the tardy is considered as an unexcused cumulative absence. All tardiness to school will result in assignment of discipline in accordance with the school's Progressive Discipline Policy. In addition, *every 2 lates to class are equal to 1 cumulative absence*.

All students who arrive late to school must sign in at the main lobby during period 1. After that time they must report to the Attendance Office.

A student on a confirmed late school bus will not be considered late to school/class providing he/she signs-in in the approved manner.

STUDENT ATTENDANCE INFRACTIONS THAT RESULT IN DISCIPLINE

1. Excessive tardiness to school
2. Excessive tardiness to class
3. Cutting class
4. Unauthorized departure from school
5. Truancy

Refer to the Student Handbook for more information on the Discipline Policy.

**ABSENCES DURING
FINAL ASSESSMENTS**

In accordance with Board of Education Policy and Regulations (R2624), failure to take final assessments will result in an administrative failure and a grade of zero (0), which results in no credit being granted for the course. Students must repeat the course the following school year. Students may not attend summer school to make up the credit.

Students will be permitted to make up assessments on the designated make-up day or during the summer only under the following conditions and with administrative approval:

1. Personal illness or recovery from an accident, which is verified by a physician's note.
2. Death in the immediate family.
3. Suspension from school.
4. Subpoena - court ordered appearance.
5. Other absences authorized by the Principal.

IMPORTANT PHONE NUMBERS:

973-927-4886 – Attendance verification line

973-927-0747 – Attendance Office Fax

973-584-1200 ext. 1232 – Mr. Jeffrey Swanson
Principal

973-584-1200 ext. 1241 - Dr. Linda Bowles
Assistant Principal
Attendance

973-584-1200 ext. 1266 - Mrs. Nancy DeLong
Attendance Secretary

973-584-1200 ext. 1265 - Ms. Terry Casola
Attendance Secretary