

HADDON TOWNSHIP HIGH SCHOOL - ATTENDANCE POLICIES

School attendance is mandatory in the state of New Jersey. All students enrolled in public schools in New Jersey are required to attend school "all the days and hours that the public schools are in session in the school district except for absences which are excused (see below)."

The fact that a parent approves an absence and writes an excuse does not make the absence lawful or approved. STUDENTS ARE LIMITED TO A TOTAL OF 30 ABSENCES IN A SCHOOL YEAR (THIS LIMIT INCLUDES APPROVED, EXCUSED AND UNEXCUSED ABSENCES). STUDENTS WITH MORE THAN 30 ABSENCES WILL BE PLACED ON NO-CREDIT STATUS.

1. Approved absences - for which there are no penalties are limited to those authorized in writing by a physician, dentist, judge, college official, motor vehicle official, or school official. Parental notes are accepted for religious observance, family trips (approved two weeks in advance), and death in the immediate family. Such absences are approved. N.B. THERE WILL BE A LIMIT OF FIVE DAYS' ABSENCE APPROVED FOR FAMILY TRIPS DURING ONE SCHOOL YEAR. FAMILY TRIP NOTES WRITTEN BY 18 YEARS OLDS MUST BE VERIFIED BY PARENTS/GUARDIANS. MEDICAL NOTES OR OTHER OFFICIAL DOCUMENTATION WILL NOT BE ACCEPTED MORE THAN FIVE DAYS AFTER THE DATE OF THE ABSENCE. STUDENTS WITH MORE THAN EIGHT NON-CONSECUTIVE MEDICAL ABSENCES MAY BE REFERRED TO THE CHILD STUDY TEAM FOR AN EVALUATION TO DETERMINE IF A CLASSIFICATION OF CHRONICALLY ILL IS WARRANTED.

2. Excused absences - for which there is a limitation of twelve in full year courses including those which are authorized by parental/guardian notes. Illnesses authorized by notes from doctors are categorized as approved. Illnesses covered by parental/guardian notes only are categorized as excused. On the occasion of the thirteenth absence, the student will be dropped from that class and can audit or report to study hall.

3. Unexcused absences (cuts) - for which there is a limitation of two in full year courses are those occasions when the student is absent without the fore-knowledge of a parent/guardian or school official.

4. Absences are to be reported as early as possible in the morning (or the night before) by telephone to the Attendance Office. The number is 856-869-7750.

5. Students who are absent must bring in written verification (signed by their parents or guardians) to the Attendance Office prior to 7:40 A.M. upon the first day of return, explaining the absence.

6. Students who are absent from school for three consecutive days will be required to provide a doctor's note.

7. When students are absent, they may not participate in or attend any after school and/or evening activities without administrative approval.

8. A student absent two or more consecutive weeks may request bedside instruction. A note from the parent/guardian and doctor stating the reason and estimated time to be missed should be given to the guidance counselor. This request should be made as soon as the doctor determines that the illness will cause an extended absence.

9. Students are required to make up work missed according to the following schedule (excused or unexcused absences). If the work is not made up within the allotted time, the student receives a zero for that assignment. Please call the Guidance Office for arrangements.

<u>Days Missed</u>	<u>Make-Up Deadline</u>
1 day	2 days
2 days	4 days
3 days	5 days
4-7 days	10 school days
More than 7 days	By arrangement with the teacher

Work missed during unexcused absences will be lowered one grade. Truant students who choose to make up work missed for no credit should be permitted to do so.

10. In order to receive credit for a course, a student's absence, excused or unexcused, must be fewer than 13 periods for a full year course, 10 periods in a PE course, 7 periods for a semester course, and 4 periods for a quarter course. The students are responsible for retaining their excused absence notes in the event that they must go to the appeal board sometime in the future.

11. When the student has accumulated three absences, the teacher will report her/ his name to the Attendance Office in order for the Attendance Officer to contact the parents. The same procedure will be used for six, nine and twelve absences.

12. Students with 7 or more excused and/or unexcused absences will forfeit class trip privileges.

13. Any student who has accumulated 13 excused absences or 31 approved absences before May 1st will have his or her prom privileges revoked.

LOSS OF CREDIT

When a student has accumulated a total number of absences in excess of the number allowed by policy (listed below), the student will be dropped from the course and placed on NO-CREDIT status. The student may be assigned to a study hall for the remainder of the course. Summer school make-up is not permitted. However, the student may elect to audit the course for the balance of the school year, in which case summer school make-up is 9 permitted, provided the student's attendance record from the date of the violation contains no class cuts or unexcused absences for the balance of the school year.

NO-CREDIT STATUS will be assigned when student accumulates the listed number of periods absent:

	Unexcused (cuts)		Excused/Unexcused		Total Absences
Full Year Course	3	or	13	or	31
Physical Education	3	or	10	or	24
Semester Courses	2	or	7	or	16
Quarter Courses	2	or	4	or	8