

REGULATION

**ABSENCES**

Absence is a major cause of student failure. Court decisions have determined that "**education entails more than just correctly answering questions based on an examination, and extends to the self-discipline of attending class and the interaction of class participation.**"

New Jersey high schools are required by law to have regulations, which limit absences from school to a number not to exceed a specific number of days per year.

The Holmdel Township Public Schools' BOARD OF EDUCATION has established that 15 absences, for the entire year, is the maximum for a full year course.

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<b>Course Length</b>	<b>Maximum # of Absences</b>
Full-year	<b>15</b> days
Half-year (semester)	<b>10</b> days

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When properly documented the following absences will not be counted toward the limits listed above:

**EXEMPT ABSENCES**

- Religious holidays
- School related trips
- Any administrative or staff created absences such as an office appointment, guidance appointment, suspension, band and/or choral performances and the like
- Court appearances
- Four college visits are permitted with administrative approval
- Hospitalization
- Absences ordered by a physician
- Commercial transportation delays
- Driver's test
- Administratively pre-approved reasons: including, but not limited to special competitions, activities, CST, SRC, Core Team recommendations
- Death in family
- Quarantine



## ABSENCES

File Code: 5131.3

Family (or other) vacations taken when school is in session are not exempt and are counted toward a student's cumulative absence total.

Information regarding a student's tardiness and days absent is sent to parents on a regular and on-going basis. Please be attentive and call the assistant principal's secretary if you have any questions. Also, always check the number of absences from each course listed on the report card each marking period.

Explanation notes for all absences should be presented on the day of return to school stating the dates and reasons for the absences. Proper written parental documentation is necessary for any absence to be considered legitimate. All notes explaining absences are kept in the individual student's Attendance/Conduct Report Folder located in the high school main office.

Parent notes are acceptable for short-term absences - less than five days. For absences of five days or more a doctor's note will be required indicating that you are medically cleared to return to school.

During mid-term and final exams, the only absences that will be accepted are doctor's notes and extreme circumstances approved by the administration. These acceptable absences will allow students to take make-up exams. Explanation notes for all absences must be presented on the day of return to school stating the dates and reasons for the absences and signed by the parent/guardian. The absences will be judged excused or unexcused at that time according to state laws governing school attendance. Notes are date stamped when received.

The term "excused" only means that work can be made up. Again, students are permitted a **total of 15 absences, excused or unexcused, for the entire year. Only "exempt absences" do not count toward this total.**

### EXCESSIVE ABSENCES AND CREDIT LOSS

When a student exceeds the established limits he/she will actually be in a "NO CREDIT" status and must remain in the course until its conclusion and continue to do the required work.

By staying in the course and continuing to do the required work, the student will be eligible to take the course in an approved summer school program in order to gain credit.

Parents/Guardians will be notified each time a student's total absences reach certain benchmarks before reaching the total of 15. Once this total has been exceeded and a student is in "loss of credit" status, an appeal can be made to the High School Attendance Committee, a group made up of teachers and building administrators, who will make the final decision.

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**CREDIT FOR FULL DAY ATTENDANCE**

**Students must be in school at least four hours in order to receive credit for the day. This minimum daily attendance time is also necessary to be eligible to participate in any school activities scheduled that day or evening, such as dances, proms, athletic events, plays and practices.**

**Source:** Regular Board Meeting

**Date:** December 14, 2005

**Cross References:** 5110 Attendance  
5113 Absences and Excuses