

# Long Branch High School Attendance Plan

## ATTENDANCE/TARDY POLICY

Regular attendance is expected and is a very important factor in a student's success at school.

"Chronic Absenteeism" is defined in New Jersey's ESSA State Plan as the percentage of a school's students who are not present for 10 percent or more of the days that they were enrolled in the school during the school year.

## Absences

Absences from school shall be defined as non-attendance in regular classes and/or assigned location for the school day. Absence from school shall be either excused or unexcused.

**Five allowable reasons for an excused absence as per the NJDOE:** A school may have a day in session that would not be counted as a day in membership for a particular student for the following reasons (New Jersey School Register, Ch.3):

- o Religious observance (N.J.A.C. 6A:32-8.3(h));
- o A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- o "Take Our Children to Work Day" (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- o Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- o The closure of a busing district that prevents a student from having transportation to the receiving school.

**\*A doctor's note does not constitute an excused absence.**

**An unexcused absence** shall be defined as an absence not recognized as an allowable absence as mandated by the NJDOE (see above). Examples include, but are not limited to activities such as shopping, working, faulty private transportation, hairdresser appointments, personal prom preparations, and vacations. **If a student leaves school without permission from the nurse or the Academy Administrator they will receive a consequence for cutting and will not count as an excused absence. Additionally, absences due to being sent home for dress code violations will be considered as an unexcused absence.**

As per NJ State mandate a student with 10 (ten) consecutive unexcused absences will be removed from the rolls after a designated investigation period.

**\*A doctor's note does not constitute an excused absence.**

## Attendance Policy:

If a student accumulates 5 unexcused **daily** absences in one marking period the student will be placed into no credit status for **all classes in his or her schedule:**

- The parents of any student who is absent for the day will be contacted via our automated phone system. It is essential that the school has all updated contact information so that contact can be made.

The following procedures will take place once a student reaches 3 unexcused absences:

- At 3 unexcused daily absences a letter will be mailed home indicating their attendance record. Parental contact will be made by the school's attendance officer or designee.
- At 5 unexcused daily absences students will be assigned Saturday Credit Recovery from 8:00 a.m. - 12:00 p.m. (Student **must** attend credit recovery to receive grades earned)
- If a student exceeds 5 unexcused daily absences, he/she must attend a Saturday Credit Recovery day for **each absence (not to exceed 6 unexcused daily absences in a marking period)** in order to obtain the grades earned. If the student does not make up the credit recovery time, he/she will automatically fail for the marking period with the grade of a 60 in all classes in his or her schedule. Please see the chart below:

Absences	Action
3 Unexcused Daily Absences	- Phone Call Home from Attendance Officer or designee - Letter Home from Attendance Officer or designee
5 Unexcused Daily Absences	- Must Attend Saturday Credit Recovery - Meet with Attendance Officer
6 Unexcused Daily Absences	- Must attend a Saturday Credit Recovery for the additional absence after 5 (not to exceed 2 Credit Recovery in a marking period)
7 Unexcused Daily Absences	-Court Complaint Signed by Attendance Officer

### Tardy Policy:

#### Tardiness

Tardiness shall be defined as not being in an assigned seat or at an assigned station by the time the bell or signal ceases. Lateness due to personal transportation and oversleeping are not considered excused tardiness.

Excused tardiness shall be defined as a tardy occurring with the approval of an Academy Administrator. Examples include, but are not limited to activities such as death in the family, school sponsored educational activity, and external activity sanctioned or approved by the Academy Administrator such as medical appointments, or court appearances.

- School begins at 7:30 a.m. The initial bell will ring at 7:20 to alert students that they may go to their locker. All students must be seated in their period A class by 7:30 a.m.
- Regular attendance is vital to your success in high school. Every effort must be made to arrive on time for school. Continued tardiness will require a conference with the Guidance Counselor and/or Attendance Officer. Further disciplinary action will be taken if the tardiness continues after the conference. The action may include but is not limited to suspension from all extra-curricular activities.
- Students entering after 7:30 must sign in at the post in the designated area. Failure to sign in will result in an unexcused absence from the class.
- Students arriving later than 8:00 a.m. must enter through the main office and sign in at the front desk.

#### Consequences

##### Period A Tardy Policy:

- Any student who accumulates **16 or more unexcused tardies** in a marking period for a period A class **will receive an automatic grade of "60" in both period A classes.**
- The number of student tardies accumulated which result in a violation of the Period A Tardy policy will be enforced separately from the current student absence policy.

##### Tardy to Class Periods B through E:

- Tardy to class (less than 44 minutes to an 88 minute class; 22 minutes to a 44 minute class):
- First and second tardies will result in a **teacher detention** to be served within 24 hours.
- Three or more tardies will result in an **extended detention** to be served each time thereafter within 24 hours (Teacher will write a discipline referral).
- Students who are tardy to class must serve the detention prior to participating in any extra-curricular or athletic activity.
- Failure to comply will result in suspension from all extra-curricular activities and loss of senior privileges as determined by Academy Administrator.

##### Tardy to Class (more than 44 minutes; 22 minutes):

- Each time a student is tardy greater than 47 minutes to a block class that student will receive a half absence.
- Each time a student is tardy greater than 23 minutes to a skinny class that student will receive a half absence.
- Two half absences as explained above for any class will be considered one (1) class absence for attendance purposes.