

STUDENT ATTENDANCE GUIDELINES

Consistent with the Hackensack Board of Education Policy D2000, the following procedures shall be implemented with respect to student absence.

1. Within the authority granted by NJ Administrative Code, an administrative waiver is granted any student who is absent due to:
 - A) Extended illness verified in writing by a doctor. (Extended illness is defined as two or more consecutive days).
 - B) Death in the family. Maximum of five (5) school days for immediate family (defined as parent, sibling, grandparent or member of immediate household).
 - C) School-sponsored activities
 - D) Required verified Court appearance
 - E) Verified college testing
 - F) NJ Commissioner of Education published list of religious holidays
 - G) Field Trips
 - H) Extenuating circumstances at the discretion of the Principal.
2. Letters requesting waivers will be accepted up to two school days following a student's return to school, not thereafter. To obtain a waiver, all letters shall be presented before the school day in the attendance office (Room 226).
3. Students shall be required to make up all work missed as a result of absence within a reasonable time of their return to school.
4. If a student will be absent for more than two weeks, due to medical conditions, home instruction shall, upon request, be provided through the Office of the Director of Special Services.
5. The following represents the maximum number of unwaived absences before a student is removed from class(es) with a grade failure for the year.

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| A) Full Year Course | 16 days |
| B) One semester course | 8 days |
| C) Physical Education | 12 days |
| D) Health/Driver Education | 4 days |
6. Students who exceed the maximum of four unwaived absences per marking period will receive an incomplete grade. The final grade will not be released until the student makes up excess absences during the next marking period.
7. Students who do not contest absences or lose an appeal, have the option of attending Saturday School to make up any days absent over the limit. After the absences have been cut to the acceptable number, the student's grades are released and credit is awarded.

- Saturday School requests must be made in person at the Deans of Students' Office by the end of 10th period on Thursday.
8. Students who do not make up unwaived absences beyond the prescribed limit by the final day of class will be dropped from that class. No credit will be granted and a grade of "Z" (withdraw/failing) will be given.
 9. Attempts shall be made to notify the parents after each absence. After the 12th and 17th unwaived absence, a letter shall be sent to the parents apprising them of the situation. After the 12th absence, a conference with the parent(s) may be held by the Dean of Students. Similar notifications shall be given parents after the 5th and 9th days for a one semester course.
 10. Appeals. A student/parent may appeal this policy if he/she believes an unusual circumstance or event caused excessive absence.
 - A) A written or oral request for an attendance hearing must be made to the Chairperson of the Appeals Committee, (646-7979) within 2 weeks of the waiver denial or any time before. (Students will remain in class until hearing is completed.)
 - B) Redress from the decision of the Appeals Committee may be made by a parent to the Principal within three (3) school days of that decision.
 - C) Additional Appeals to the Superintendent/Board may be made. Instructions will be provided by the Principal.