

Hackensack High School
Attendance Regulations and Procedure

Consistent with the Hackensack Board of Education Policy 5200, the following procedures shall be implemented with respect to student absence.

1. Within the authority granted by N.J. 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 school days.)
 - b. Death in the family (maximum of five school days for immediate family defined to be parents, siblings, grandparents, or member of the immediate household).
 - c. Meetings during class with teacher's permission (i.e. Drop-in/Guidance/Band).
 - d. Court appearance (verification required).
 - e. Verified college testing
 - f. NJ Comm. Of Ed. Published List of Religious Holidays
 - g. Field trips
 - h. Extenuating circumstances at the discretion of the principal.
2. Letters requesting waiver will be accepted up to FIVE* days following a student's return to school.

*After the five day period, letters for waiver will be subject to review.
3. Students shall be required to make up all work missed as a result of absence within reasonable amount of time of their return to school.
4. If a student will be absent for more than five days due to medical conditions, home instruction shall, upon parental request to the principal, 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 and receives no credit
 - a. Full year course 16 days
 - b. One semester course 8 days
 - c. Physical Education 12 days
 - d. Health/Driver Education 4 days
6. If a student arrives to class late, he/she may be assigned detention with the class teacher. Should the student fail to make up the detention within a reasonable amount of time, he/she will be charged with an unwaived absence.
7. Every five lates will convert to one unwaived absence.

8. Students arriving twenty minutes or more late to a class will be charged with an unwaived absence.
9. Parents will be notified of an absence from school by an automated phone call.
10. Warning letters of excessive absence will be mailed home after 6, 9 and 14 days absent.
11. Letters concerning lateness to school will be mailed home after 20 days tardy.
12. Parents will also be notified of attendance on progress reports and report cards.
13. If a student exceeds the attendance policy, parents/guardians are notified of loss of credit and the appropriate appeal process.
14. A student/parent choosing to appeal the loss of credit must contact the Attendance Supervisor within five days
15. The Attendance Committee, consisting of faculty members, will conduct a hearing and make a decision regarding any appeal for loss of credit. A parent or guardian must be present at the hearing along with any advocate the student requests.
16. A student who is absent may not participate in any extracurricular activities on the day of absence without the approval of an administrator.