

**The following is taken from Somerset Hills Board of Education Policy/Regulation #5200.**

**A. Denial of Course Credit/Retention Due to Attendance**

1. High school pupils who exceed the stated limits in quarter, semester and full-year courses may lose credit for a course. Whenever the following absence limits are exceeded, including a combination of excused and unexcused, credit will not be granted.
2. These procedures are not intended to deny credit from those pupils who have a chronic and/or serious medical condition. Parents/Guardians of pupils in that circumstance should contact the school nurse and guidance counselor as soon as possible so that proper arrangements may be made to provide maximum assistance in the pupils' education.
3. Any time that a pupil is not in class, for any reason, the student will be considered absent. This includes, but is not limited to the following: illness, medical appointments, meetings with guidance, visits to the nurse, tardiness that results in missing at least ten minutes of a class, and personal/family/business trips.

The following reasons for absenteeism are considered excused and will not count toward loss of credits: school sponsored field/athletic trips, college visits (up to three days combined during the student's junior and senior years), excused religious observances, examination for driver's license, and court appearances.

Loss of Credits Length of Course/Credits	Number of Absences	Number of Cuts
Full year/7 Credits	22	2
Full year/6 Credits	19	2
Full year/5 Credits	16	2
Full year/4 Credits	13	2
Semester/2.5 Credits	8	1
Semester/2 Credits	6	1
Quarter/1.25 Credits	5	1
Quarter/1 Credit	5	1

For pupils who enroll in a course after the initial meeting, the number of absences will be pro-rated according to the date of entry.

4. Tardy to class is defined as entering a class after the indicated starting time, up to ten minutes late, (without or without a pass).
  - a. Each tardy of ten or more minutes with a pass will count as a full period absence.
  - b. Each tardy of ten or more minutes without a pass will count as a cut.
  - c. Pupils who are tardy to homeroom or study hall for the second time, and each subsequent time thereafter, will be referred to an Assistant Principal for disciplinary action.

- d. There will be no penalty for tardiness if caused by one of the following reasons: school sponsored field/athletic trips, college visits (up to three days combined during the student's junior and senior years), excused religious observances, examination for driver's license, and court appearances.
5. The Attendance Committee meets to review cases involving loss of credit due to excessive (excused and unexcused) absences or tardies to class.

After its review, pupils will be required to appear before the Attendance Committee to determine loss of course credit.

## B. Notice to Pupils and Parents

1. For full day cumulative unexcused absences, **the attendance office** will make a reasonable attempt to notify parents/guardians about excused and unexcused absences in individual classes according to the following guidelines:

### Potential Loss of Credit Letters

Length of Course/Credits	Number of Absences
Full year/7 Credits	11
Full year/6 Credits	9
Full year/5 Credits	8
Full year/4 Credits	6
Semester/2.5 Credits	4
Semester/2 Credits	3
Quarter/1.25 Credits	3

Teachers will also notify their pupils according to the same schedule.

2. Parents/Guardians may request a conference to determine if further assistance can be provided in an effort to improve attendance. Assistance may be sought from the school counselor, assistant Principal, child study team, or the pupil assistance committee.
3. The current total absences and cuts for each class will be available to parents/guardians via web-based student data information system.
4. When a pupil exceeds the permissible number of excused and unexcused absences and/or cuts, a loss of credit notice will be sent via mail to the parent/guardian.
5. The pupil may appeal the loss of credits to the Attendance Committee. (see C. / Appeal).
6. The pupil shall remain in the class even though credit will not be given in order to:
  - a. Review the course in summer school to obtain credit.
  - b. Continue on to a sequential course if credit is not required.

### C. Appeal

1. A pupil who has been suspended or expelled for truancies may appeal that action in accordance with Policy No. 5610 Suspension and Policy No. 5620 Expulsion.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410 Promotion and Retention.
3. When formal notification has been received that a pupil will be retained due to excessive absences, the parent/guardian may make a written appeal to the assistant Principal within five days of receiving written notification.
4. The assistant Principal will schedule an appeal hearing, at which time the parent/guardian will meet with the attendance committee, comprised of the school nurse, school counselor, classroom teacher, and the assistant Principal to review the pupil's attendance record and other pertinent information.
5. The attendance committee will make a determination within two school days whether or not the pupil is eligible for grade level advancement. The parent/guardian will be notified in writing within five days of this decision.
6. The decision of the attendance committee may be further appealed (each within five (5) days of notification) to the Principal and then to the Chief School Administrator.