

Every Day Counts

Consistent daily attendance and on time arrival to school is critical to the learning process and academic success. In accordance with State law, students are required to attend school regularly to ensure continuity of instruction and classroom participation. Attendance shall be taken daily in every class and parents/guardians shall be notified regularly of their child's absence from school. Our goal is to work collaboratively with parents/guardians to ensure that their child is in attendance each day school is in session.

Please carefully read the Student-Family Handbook for additional information regarding attendance. The Student-Family Handbook can be found here: <http://frhsd.schoolwires.net/Page/389>

Absences from School

Notification: Parents are required to notify the attendance office of a student's absence. If your child will be absent, you must call the attendance office by 7:30 AM (early schools) or 8:25 AM (late schools) on the day of the absence. A student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day's attendance. All students must bring a written note to the attendance office within 48 hours of the return to school. However, this DOES NOT exclude the fact that a physician's note or other types of verification may be required by the high school administration. All notes will be dated and placed in the student's file in the attendance office. **If a note is not received within 48 hours by the attendance office, the absence will be considered unexcused and will result in disciplinary action for failure to follow proper procedure or the student may be considered truant from school.**

Missed school work: It is the student's responsibility to ensure that any missed work is completed in accordance with each of his/her teacher's requirements.

Extracurricular Activities/Athletics: Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional time requirement are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for that day without the prior approval of the building Principal. Extenuating circumstances may include family emergencies, funerals, religious obligations, etc.

Vacations During the School Year

Maintaining and preserving the continuity of instruction is a priority of school administration and is central to academic success. Therefore, it is imperative that scheduled family vacations do not interfere with classroom instructional time. Absence due to a vacation during the school year is an unexcused absence.

Attendance Records

Daily attendance is recorded at the start of the school day – a student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day's attendance. In addition to daily attendance, all classroom teachers register attendance in each class. Students must arrive to class on time and fulfill the attendance requirement for every course.



Each classroom teacher, in the normal course of maintaining attendance records on each student will notify verbally any pupil when he/she has reached one (1) absence in a quarter course, two (2) absences in a semester course, three (3) absences in a three-quarter course, and four (4) absences in a full year course. Notification of absences at specific intervals will also be provided through the Parent Portal. Letters will be posted and available for review by the parent/guardian.

In addition to official notification, teachers are encouraged to directly inform parents/guardians via conferences, interim reports, emails, and/or telephone calls when absences may affect a student's grades or credit withdrawal status.

Withdrawal of course credit

Course credit may be withdrawn if a student's total number of absences (excused and unexcused/unexplained) is excessive. *Excessive is defined as exceeding five (5) days for a quarter course, nine (9) days for a semester course, fourteen (14) days for a three-quarter course, and eighteen (18) days for a full-year course.*

Credit Appeal

Course credit will be withdrawn if a student's total number of absences (excused and unexcused/unexplained) is "excessive." Once credit has been withdrawn and the student has been notified, the student and/or the parent may appeal for credit reinstatement.

Attendance Review Committee

An attendance review committee will be established in each high school by the building principal. If the attendance review committee denies reinstatement of credit, the student and/or the parent may appeal to the building Principal.

Frequently asked questions

Q. If my child is absent from school, what do I need to do?

Please call the school attendance office to report your student absent from school. For early schools, please call prior to 7:30 AM on the date of the absence. For late schools, please call prior to 8:25 AM on the date of the absence. Your child should speak with his/her teachers regarding any missed assignments.

Q. How many absences are considered "excessive" and subject to loss of credit for a class?

Excessive is defined as exceeding:

- five (5) days for a quarter course
- nine (9) days for a semester course
- fourteen (14) days for a three-quarter course
- eighteen (18) days for a full-year course

Q. What does a loss of credit mean? Is there an appeals process?

Students will lose course credit when their number of excused and unexcused absences is considered *excessive* in a course. This means that the student will have to repeat the course or jeopardize graduation status. Upon being informed that a student has become ineligible for credit, the student may appeal the decision.



Q. How will I be informed if my child is approaching or is currently in violation of the attendance policy?

Information will be sent out in a variety of ways, including: email and phone messages via the ParentPortal system, notifications from the classroom teacher, interim reports and/or letters through the US mail and the ParentPortal.

Q. What is the process for make-up work when a student is absent?

The student is responsible for requesting make-up work from his/her teachers. Additional days for make-up work are at the discretion of each teacher. Previously announced projects and/or assessments must be turned in or taken on the day of the student's return to school. If extenuating circumstances exist, the teacher may grant additional make-up time.

Q. If my child needs to leave school during the school day does my child need to check out through the attendance office?

Yes. When students leave school early, they must be signed out through the Attendance Office. Students will only be permitted to leave with a parent/guardian or an individual noted on the student's Emergency Card.

Q. Can students leave school on their own and without permission during the school day?

No. During the school day, students are to remain in school unless a parent/guardian signs them out. The person signing the student out must be listed on the Emergency Card; please be sure to list everyone that might sign your child out of school.

Q. How many hours must my child be in school to be considered present for a full day?

Students must be present for four (4) INSTRUCTIONAL hours to be considered present for a full day.

Q. What can I do as a parent to ensure I am receiving all notifications regarding concerns with my child's attendance?

Be sure to notify the school Guidance Department in the event of any changes to your address, phone number(s), and/or email address(es). Please also check the ParentPortal regularly and sign up for automatic alerts to be notified when information is added to the Portal.

Q. When is a student considered tardy for class?

Students who arrive to class after the bell rings are considered tardy. There are consequences for being tardy to school and to class. Students missing more than half a class period will be considered "absent" from that class. Please encourage your son/daughter to be on time to class to maximize learning and decrease disruptions for all students.

Q. Do doctor's notes automatically excuse an absence?

No. However, all students must bring a written note to the Attendance Office within 48 hours of their return to school following an absence. All notes will be dated and placed in the student's file in the Attendance Office. If a note is not received within 48 hours by the Attendance Office, the absence will be considered unexcused and may result in disciplinary action or the student may be considered truant from school.

Q. If my child is suspended, does that count as an excused or unexcused class absence?

Student suspensions do not count towards withdrawal of course credit. Students are responsible for all missed assignments while suspended.

Q. What are the approved religious holidays?

A list of the State of New Jersey Approved Religious can be found at the NJ Department of Education website at <http://www.state.nj.us/education/genfo/holidays1617.pdf>.

