

HSN Attendance FAQ

- **How do I notify the Attendance Office of an absence or tardy?** A parent must post on Genesis a student's absence/tardy prior to the start of the school day or call tel-safe 609-716-5100 x-5110. Please provide:

- Spell clearly student First and Last name
- Date of the absence/tardy
- Student's grade and reason for absence/tardy.

A student tardy to school must check in with attendance upon arrival to receive a pass to go to class.

- **What are the different types of absences?**

- *Student illness* - Absent verified with parent notification
 - A student illness becomes absent excused with medical documentation
- *Medical appointment* - Absent excused with medical documentation
- *Family illness or death in the family* - Absent excused with parent notification and documentation if applicable
- *Religious Holiday* - Absent excused recognized by the N.J.S.A. 18A:36-14 through 16
- *Court appearance* - Absent excused with documentation
- *Driver's Exam* - Absent excused with documentation
- *College Visits* - Absent excused up to (3) visits with documentation from the college
- *Interviews* - Absent excused with parent notification and documentation if applicable
- *School Related Activities* - Absent excused when notified by staff member
- *Take Your Child To Work* - Absent excused with documentation
- *Vacation* - Absent verified with parent notification and completed extended absence form
- *Outside non-WWP sport event* - Absent verified with documentation from coach
- *Educational non-WWP sponsored event* - Absent verified with notification from parent

- **What's the difference between Absent Verified and Absent Excused?** Absent Verified is when a parent lets the school know their student will be/is absent and the reason for the absence. An Absent Verified is unexcused and will count toward loss of credit. Absent Excused as listed above does not count toward loss of credit.

- **What should I do if my child needs to leave school early?** Students needing an early dismissal must deliver a parent/guardian note to the Attendance Office prior to the start of the first class on the day of the dismissal to receive a pass. Forms can be found on the district website. A parent/guardian may also notify attendance via the daily pick up release button in Genesis. Prior to exiting the building students **must sign out in the attendance office** and may meet the parent/guardian outside in the front of the school.

- **Can my student return to school after an early dismissal?** A student may return to school after an early dismissal. The student **MUST** check back in with the attendance office when they arrive. The student can submit documentation to attendance at that time.
- **What is an ABT?** An ABT absence is when a student is presumed present in school but marked absent by a teacher in one or more of their classes including study hall. If the student was present in class or can provide a valid reason for missing class, the student must rectify their ABT with the teacher who marked the student absent by emailing the teacher and copying Mrs. Kocher or by obtaining written confirmation from the teacher and submitting it to the attendance office. If the parent/guardian forgot to notify the attendance office of the student's absence they must call the attendance office to confirm their absence.
- **Why is my student receiving detention for an ABT?** Students are notified of any ABTs soon after it occurs. Typically, students will have received two emails from the Assistant Principals' email account notifying them of an ABT. It is the student's responsibility to sign in to any and all study halls (LDH and UDH). If an ABT was marked in error, the student must take the steps with the teacher to rectify the mistake. Any ABT not rectified will be considered as a class cut as the student was unaccounted for and as a result, will receive a Saturday detention.
- **What is a class cut?** A cut is defined as absenting oneself without permission from scheduled periods, including classes, lunch, or activities such as assemblies for 20 minutes or more. Students demonstrating a pattern of missing class time, including but not limited to, time during class or at the end of class, will receive a cut. Parents are advised that the school does not sanction unauthorized student absences for a "Cut Day" (Senior Cut Day, etc.)
- **What are the verified absence limits for courses?**
 - Full year course - 14 absences
 - PE - 10 absences
 - Semester course - 7 absences
 - Health course - 4 absences
- **What is the difference between daily attendance and class attendance?** The daily attendance recorded in Genesis is the attendance reported for the day as per confirmation from a parent/guardian. Class attendance is the attendance recorded for a student in each class. Loss of credit is calculated by class attendance.
- **What happens if my student exceeds the unexcused absence limit in a course?** Students who have a certain number of unexcused attendances will first receive a warning letter in the parent Genesis account under the letters tab. Once they exceed the

unexcused absence limit, a loss of credit letter and appeal form will be posted. Students should complete the Appeal Form and submit it to their assistant principal, who will meet with them. If the appeal is approved, students will have to undergo credit recovery, which is earned during seat time outside of their regular schedule. Typically, credit recovery is completed at Saturday Detention.

- ***Can my student participate in after school related activities if they are absent for part or all of the school day?*** Students must be in attendance in school for a minimum of four hours to participate in after school or evening activities (athletics, drama productions, dances, etc.) Participation in co-curricular activities is a privilege. A student must attend classes regularly in order to be eligible to participate in these activities (i.e. field trips, tours, Disney, Washington Seminar, etc.).
- ***What rights and responsibilities does my 18 year old have?*** The **Age of Majority Law** considers eighteen-year-old students adults in New Jersey. However, the law also gives the school the right to address the conduct of all students whether eighteen or younger. Eighteen-year-old students may sign their own dismissal notes. Notification to the parent will be made. Doctor visits will only be considered excused absences upon receipt of medical documentation. **Eighteen-year-old students who sign themselves out may not return to school without a written note from a parent submitted that morning.** Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities. Eighteen-year-old students are subject to all other regulations according to school policy