



Gloucester County Public Schools 2017-2018 Attendance Policy

What students and families need to know

Grades K-5

The 2017-2018 school calendar has 176 days of instruction. Therefore, it is imperative for students to attend school daily. The following attendance requirements apply in order for students to earn passing course credit or grade-level advancement:

Number of Allowable Absences:

Grades K-5: In order to remain eligible for course credit, students are limited to twenty (20) total absences per class. Students exceeding twenty (20) absences per class may forfeit credit for the course regardless of their course grade, but may earn credit through one of the following recovery options:

- a) Repeat the course successfully in summer school, or
- b) Repeat the course successfully in a subsequent school term.

Absence Verification:

The parent is required to verify any absence within three (3) school days upon the student's return to school.

- A student's absence is considered **verified/excused** when:
 - The school receives written acknowledgement from the parent/guardian and/or other authorized documentation from the attending physician, facility, agency (i.e. Court Services), or other approved or acceptable source within three (3) days of a student's return to school; and,
 - The absence falls within the list of acceptable extenuating circumstances as outlined in the Gloucester County Public Schools *Student Code of Conduct Manual* (File JFC-R).
- A student's absence is considered **unverified/unexcused** when:
 - The school has no documentation of the student's absence from the parent/guardian or any other authorized source received within three (3) days of the student's return to school.
 - The absence does not fall within the list of acceptable extenuating circumstances.
- **IMPORTANT: Absence verification by parental notes will be limited to eight (8) absences per course for elementary schools.** For example, even one parental note written for four days of absence will count as four absences.
- If documentation of an absence is not received within the 3-day timeframe, the absence will be considered unverified/unexcused.
- **Unverified/unexcused absences will not be considered for an attendance waiver at the end of the semester or school year.**

K-12 Attendance Waiver

Students who accrue more than twenty (20) absences may be eligible to apply for a waiver from the requirements of this attendance policy, provided that excessive absences beyond twenty are properly verified in accordance with this regulation. Students who do not apply for a waiver will be awarded a cumulative course grade not higher than 59 percent.

- Only verified/excused absences will be considered for an attendance waiver.
- Consideration will not be given to any class that a student has academically failed.
- When an attendance waiver has been denied, a cumulative grade not higher than a 59 percent will be awarded.
- Absences due to family vacation will be recorded as unexcused and therefore not eligible for waiver consideration.
- Refer to the *Student Code of Conduct* for the full attendance policy.