

ATTENDANCE REGULATIONS New Jersey State Statute - "Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties shall be deemed to be a disorderly person, and shall be proceeded against." Attendance Required 18A:38-25

Student Attendance Requirements - Rutherford

1. Parents are to call the school secretary before 8:30 a.m. or email lincolnattendance@rutherfordschools.org, washingtonattendance@rutherfordschools.org, or [**kcenterattendance@rutherfordschools.org**](mailto:kcenterattendance@rutherfordschools.org) if their child is going to be absent. Please do not email the classroom teacher as he/she may be absent. Upon returning to school, the student must deliver a note written by the parent explaining each day of absence. Should the parent not telephone the school, the school will contact the parent at work or at home to verify the child's absence from school. We do need to inform the Rutherford Police Department if we do not hear from a parent verifying the absence. This is an essential safety measure. **Please help us by calling the school.**

2. Daily attendance is a requirement for every grade. Students who are absent more than 18 days may be retained. An appeals process is available to parents.

3. The office will mail letters of notification to parents or guardians alerting them of the danger of the student noncompliance with the attendance requirements. Letters will be mailed after the 10th absence and again after the 15th absence.

4. At times some illnesses are treated by a doctor and it may become necessary to substantiate these absences during an appeals hearing. Therefore, medical excuses must be submitted upon the child's return to school, where they will become part of the student's permanent attendance record. The school will not honor retroactive medical excuses from doctors.

5. Written excuses from parents are due as soon as students return to school.

6. All students who enroll in school after the opening of school shall have the number of absences prorated accordingly.

7. Absences incurred because of family vacations will not be excused.

8. State law requires a minimum of four instructional hours for a student to be recorded present.

9. A student who does not attend school is not permitted to participate in school-sponsored events such as athletics, performances, and social events.

10. Students that arrive late to school disrupt instruction. It is imperative that students arrive on time. The principal will monitor late arrivals. Students will receive a detention on the sixth tardy, and then after every third tardy. A parent conference will be held to address the tardiness

11. Excused absences are only granted for religious observance, college visits and Bring Your Child to Work Day.