



# Princeton High School

151 Moore Street, Princeton, New Jersey 08540 t 609.806.4280

Dear Parent/Guardian:

As we begin the academic year, it is important for you to familiarize yourself with the district’s attendance policy and actively monitor your child’s progress in abiding by this policy. Also, we would like to clarify our attendance procedures that are a result of the installation of our data management system “PowerSchool”.

The Princeton Public Schools Board of Education’s attendance policy states that any student who is absent (18) eighteen times or more in a full year course and/or (9) nine times or more in a semester course will lose credit in that course. Furthermore, every (3) three tardies to a class period is equal to (1) one absence.

	<u>Full Year Courses</u>	<u>Half Year Courses</u>
<b>Level I</b>	Notification at <b>27pts</b>	Notification at <b>15 pts</b>
<b>Level II</b>	Notification at <b>45pts</b>	Notification at <b>24pts</b>
<b>Level III</b>	Notification at <b>57pts</b> equals loss of credit	Notification at <b>30pts</b> equals loss of credit

**\*\*\*An absence to class equals three points; a tardy to class equals one point.**

In the attendance reporting system (listed above), the degree of your child’s absenteeism/tardiness is expressed in term of Levels I, II and III. At level I, the student and parents are notified of the patterns of absenteeism/tardiness. Level II notification requires the student and parents to meet with a guidance counselor and/or assistant principal to develop a corrective action contract in order to resolve the absenteeism/tardiness. Level III notification informs the student and parents that course credit will be denied. At each level, a student is assigned (3) three points for each day absent and (1) one point for each time tardy to class.

An example of the new attendance reporting system is listed below:

### ASSIGNED ATTENDANCE POINTS

Course Name	Expression	Term	Teacher	Absent	Tardy	Total Points
Africa	1 (A-G)	S1	Mr. Teacher	0	0	0
Pre-Calc	2 (A-G)	FY	Mrs. Teacher	0	0	0
French VI Advanced	3 (A-G)	FY	Mr. Teacher	0	0	0
Biology	4(A-G) 5(A)	FY	Mrs. Teacher	8	3	27
Health 11/12	5(B-D,F-G)	Q1	Mr. Teacher	0	0	0
PE 11/12 AE	5(B-D,F-G)	Q2	Mrs. Teacher	0	0	0
PE 11/12 AE	5(B-D,F-G)	Q3	Mr. Teacher	0	0	0
PE 11/12 AE	5(B-D,F-G)	Q4	Mrs. Teacher	0	0	0
AP English IV	6 (A-G)	FY	Mr. Teacher	0	0	0
Sociology	7 (A-G)	FY	Mrs. Teacher	0	0	0
Middle East	8 (A-G)	S2	Mr. Teacher	0	0	0
Homeroom - Grade 12	HR (A-G)	FY	Mrs. Teacher	0	0	0

Student A was absent 8 times and tardy 3 times in Biology class, a full year course.

Student A's accrued absences equal 24 pts.

8 x (3 points per absence)

Student A's accrued tardiness equals 3 pts.

3 x (1 point per tardy)

During the attendance reporting period, Student A will receive a Level I notification for accruing 27 points during his or her full year Biology course.

As you can see, this reporting system will allow you to determine the degree of your child's absenteeism/tardiness at a glance. Since the "Power School" data management system is web-based, you will have the ability view your child's attendance and grades via the web.

If your child has exceeded the allowable absences/tardies and you feel that there are extenuating circumstances which offer a legitimate explanation for the absences/tardies, please submit a letter of appeal to Assistant Principal Lori Rotz, advisor of students with last names beginning with the letters (A-G), Assistant Principal Jessica Baxter, advisor of students with last names beginning with the letters (H-O) or Assistant Jared Warren, advisor of students with last names beginning with the letters (P-Z). All letters of appeal will be forwarded to the Attendance Appeals Committee and this committee will render a decision to either approve or deny course credits based upon the school district's attendance guidelines.

As always, our teachers, guidance counselors and assistant principals will continue to assist your child's efforts to maintain good attendance. With your support and active participation in this process, we hope to reach the goal of maximizing your child's educational experience at Princeton High School.