

# **POMPTON LAKES HIGH SCHOOL**

## **Attendance and Conduct Quick Reference Guide**

Pompton Lakes High School is proud of the accomplishments that our present student body and graduates have made in the local community, post-secondary education, armed forces, and business world. Success after high school is dependent upon our graduates' using the skills they have learned at the high school level and developing them to their fullest potential, creating in all of us in Pompton Lakes a tremendous sense of pride, tradition, and work ethic.

The faculty, staff, and leadership in partnership with parents strive to encourage our young women and men to become the individuals that an employer, community member, military recruiter, or college admissions office would choose to be on its team. Attributes that help our students attain these positive perceptions are good attendance, conduct, and social responsibility both in and out of the classroom.

### **ABSENTEE TELEPHONE LINE**

**973-835-7100 x2501**



### **ATTENDANCE POLICY**

- For each day of a student's absence, a parent is required to call the absentee line prior to the start of the school day. Upon return to school, a student must present the attendance office with a medical or parent note to avoid disciplinary action.
- Absence from school prohibits the participation in any extracurricular or athletic activity.
- Excessive absences will result in denial of course credit. (Full-Year Course – 20 Days, Semester Course – 10 Days, and One Marking Period or Quarter Course – 5 Days)
- Tardiness to school, dismissal prior to the end of the school day, and vacation days are counted toward a student's total absence record. Attendance is taken and recorded on a class-by-class basis.
- Absence because of religious observance, school-sponsored activity, or suspension will not be counted toward the student's cumulative total absence record; all other absences will be counted toward the student's cumulative total absence record.
- Early dismissal requests will be assessed by the school leadership, only granted for valid reasons when requested from the parent or legal guardian, and counted toward the student's cumulative total absence record.
- Tardiness to school results in an issued detention that must be served on the day of lateness. Students who arrive after the conclusion of homeroom must report directly to the attendance office prior to attending class. Students arriving after 12:00 noon will be ineligible for all extracurricular activities. Habitual tardiness will result in further disciplinary action.

### **TRUANCY**

- Absence from school without a parent or guardian valid excuse is considered truancy. Truancy includes going home ill without seeing the nurse or school leader during lunch periods or any time during the school day.
- Truant students will receive a cut in classes missed and a grade of zero for all relative work, including tests and quizzes given for that school day.
- Truant students will serve an in-school suspension and receive a triple detention to be served after school. A parent meeting with the assistant principal will also be scheduled.
- A second offense to the truancy policy will result in all of the above plus multiple days of in-school suspension and the possibility of the student's receiving the grade WAT (Withdrawn for Violation of Attendance Policy) in all of his or her classes for the school year.

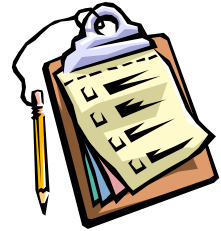
## **CLASS CUTS**

- Three (3) class cuts in any one course will result in denial of course credit.
- Two (2) class cuts in any quarter course (for example, Health and Driver's Education) will result in denial of course credit.
- Ten (10) cumulative cuts in all courses combined during the academic year will result in denial of course credit for any single class cut after reaching the ten-cut limit.
- A student denied course credit because of cuts or excessive absence will be assigned to Quiet Study and given the grade WAT (Withdrawn for Violation of Attendance Policy).
- Unexcused absence from any class by a student present for the school day shall be considered a cut for that particular class.
- Unexcused tardiness to class in excess of ten (10) minutes will be considered a class cut.
- Three (3) unexcused tardiness to class infractions shall be considered one (1) class cut.

## **DETENTION**

Central detention is served Monday through Friday at 2:55 p.m. Students will not be excused from detention for any reason. The time schedule for detention follows:

Single Detention: 2:55 – 3:15 p.m.      Triple Detention: 2:55 – 3:55 p.m.  
Double Detention: 2:55 – 3:35 p.m.



## **CELL PHONES, IPODS, AND SIMILAR ELECTRONIC DEVICES**

Use of cell phones and other devices without authorization is prohibited.

### **Important Notes**

1. Students may use phones in the hallways, cafeteria, talking study, and senior lounge to text message.
2. Students may use phones, iPods, or similar devices in the cafeteria, talking study, and senior lounge to listen to music.
3. Students shall not use phones in classes, assemblies, quiet study, stairwells, and homeroom during the flag ceremony/salute and announcements.
4. Students shall not use phones, iPods, or similar devices to listen to music in the hallways during school hours; earbuds and headphones shall not be visible.

In the event of a violation, the following consequences apply:

- 1st Offense: Phone/device will be confiscated for the school day; double detention will be issued.
- 2nd Offense: Phone/device will be confiscated for the school day; triple detention will be issued.
- 3rd Offense: Phone/device will be confiscated for the school day; triple detention will be issued. Phone/device will not be returned to the student until a parent meeting takes place with the assistant principal. The student will lose the privilege of having the phone/device in school for the rest of the school year.
- 4th Offense: Phone/device will be confiscated for the remainder of the school year. The student will be issued a two-hour detention and a parent meeting will be scheduled.

The leadership of Pompton Lakes High School is pleased to continue its partnership in the education of your children. This brief informational overview of policies regarding attendance and conduct allows parents and students to be informed in order to help students make positive choices. More details can be found in the [Student Planner & Handbook](#), which is issued to all students. Thank you for your cooperation and support. If you have any questions, please contact the school leadership at 973-835-7100.