

South Brunswick High School  
Monmouth Junction, NJ 08852

January, 22, 2024

Dear Parents/Guardians,

As was shared at our Back-to-School Night, regular school attendance is one of the key factors to experiencing success at SBHS. The State of New Jersey, along with the South Brunswick Board of Education, has regulations/policies that require regular daily student attendance so that they may earn high school credits and ultimately graduate.

Equally important to making up missed coursework when students are absent is the mandatory seat time required by the NJ Department of Education. Seat time is the amount of time a student is physically present in class. Both seat time and passing grades are required and important for a student to receive credit for a course.

To help support students, we have an Attendance Committee at SBHS that meets regularly. When a student's attendance is deemed potentially "problematic" for their education, letters/phone calls/conferences are sent or held. Additionally, students between the ages of 6 and 16 may be referred to Municipal Court for truancy.

Based on our regulations/policies, students may also lose course credit when they accrue ten (10) or more absences. When this occurs, the student will be provided options to make up for the missed **seat time** to earn credit for each course. Some options include remaining after school in the Homework Help and Credit Recovery Center, completing an online course (cost is a family responsibility), or attending a summer school program if offered.

**So, what are the consequences of losing credit in a course due to absences?**

1. If a student decides not to make up the missed seat time, regardless of their grade in the course, credits will not be earned.
2. Credit loss will be reflected on their report card/transcript.
3. The loss of credit will negatively impact the GPA, as a failing grade of 0 will be factored into the student's GPA for each course.

To share the impact it would have on one's GPA if a student loses credit in one course, it will drop their GPA by at least 12.5% (from a 4 to a 3.5, 3 to a 2.625, etc.). This may impact a student's ability to be eligible for courses and programs that have a minimum GPA requirement, such as eligibility for sports, NHS, AP/Honors courses, and leadership opportunities.

For example: "A student has a 95 average in English II but has accrued 15 absences. After assigning the student to a credit recovery program, they do not attend required sessions to make up for the missed seat time by the end of the year."

In this example, if a student has 8 courses and has all A's but has lost credit in one of the courses due to absences, the student's GPA would drop from a 4 to a 3.5 due to a 0 being factored into the GPA. Additionally, the course will be noted on the report card/transcript like this:

2023 - 2024 School Year

English II            A\*            **0 credits**

\*Credits not earned due to absences

There are circumstances when the Attendance Committee will determine that an absence is not problematic. Some examples include but are not limited to, required court/legal proceedings or attendance at school-sponsored events. We also know some students have extenuating circumstances, such as ongoing medical conditions. In those cases, the Attendance Committee will address individual families' needs. The goal is to provide students with every opportunity to make up for lost seat time, not to administer loss of credit. Loss of credit comes into play when a student "chooses" not to meet their responsibilities.

SBHS provides students with a high-quality education and a place where they belong. This can only happen when they attend school and classes regularly.

Please continue to notify us when your child will be out of school, along with the reason, as well as send in documentation whenever possible.

Do not hesitate to contact your child's assistant principal, dean, or guidance counselor/case manager with questions about school attendance or credit recovery.

We look forward to seeing your child in school every day!

Best,



Peter Varela  
Principal