



Roger León
Superintendent

West Side High School

Akbar Cook, Principal



School Year 2020-2021

TO: All Families

FROM: Principal Cook

RE: Student Attendance Procedures during Virtual Learning

Welcome to the 2020-2021 school year! This year, we are fortunate to have two attendance counselors at West Side High School: Ms. Ayesha Cross who will service the 9th and 12th grade students and Mr. Hassan Arbubakrr who will work with 10th and 11th grade students.

As you may know, attendance is an essential component to a student's academic success. All research shows that student attendance impacts a child's academic performance.

Often, the number of days that students are absent accumulates without parents realizing how many days have been missed, especially in this new virtual learning environment. To that end, please see below for important information.

VIRTUAL SCHOOL ATTENDANCE EXPECTATIONS:

Students are expected to:

1. Log into all virtual classes. Students must attend class daily, turn on their cameras and be prepared to learn.
2. Wear appropriate attire: please refrain from wearing pajamas, see-through clothing, undergarments or clothing that may be offensive to others.
3. ARRIVE TO Classes On-Time: School starts at 8:40am (Homeroom).
4. PROVIDE APPROPRIATE DOCUMENTATION FOR ABSENCES/Call attendance counselor if student is going to be absent.
5. Report all problems with connectivity immediately to the attendance counselor.

West Side Attendance Protocol

Attendance in an online class at West Side High School is taken by the students' presence in the classroom and/or their participation. For a student to be marked as present (in attendance), this means that the student is present in the virtual class (Synchronous Learning) or has submitted an assignment, by the due date (Asynchronous Learning).

Students must log into their homerooms between 8:40 and 9:10 am, every day school is in session. Any scholar who does not log into homeroom will be marked absent for the day.

Please find below the steps that will be taken if your scholar misses days of school:



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1. Scholars absent for three days without a valid excuse (Doctor's Note) will receive a telephone call and/or e-mail. If the attendance counselor cannot make contact with the parent, a home visit will be scheduled.
2. Scholars absent for five days without a valid excuse (Doctor's Note) will receive both a telephone call and e-mail. A parent conference will be scheduled. If the parent fails to attend the conference, a pre-judicial hearing will be scheduled.
3. Scholars missing five or more days without a valid excuse (Doctor's Note) and for whom the Attendance Counselor has had little-to-no success in reaching, a parent/guardian will be referred to DCP&P as well as the State of NJ Courts for attendance.

Our goal at West Side High School is to prepare students to become productive global citizens. Attending school regularly is an important step in that process.

If your child will be absent, it is important the absence is reported via email or phone.

9th and 12th graders – Please call 973-733-6977 or email: ACross@NPS.K12.NJ.US.

10th and 11th graders – Please call 973-733-6977 or email: HArbubakrr@NPS.K12.NJ.US.

Please do not hesitate to reach out to me with any questions or concerns. I look forward to working with you this school year.

Educationally

Akbar Cook

Principal Cook

West Side High school

AHCook@Nps.K12.NJ.US