



## ATTENDANCE PROCEDURES

### Absences From School

*New Jersey Title 18A:38-25: Attendance required of children between six and sixteen; exception. Every parent, guardian or other person having custody and control of a child between the ages of six and sixteen 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 for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.*

Parents are asked to call the school attendance line whenever their child is absent from school or will be more than 15 minutes late. Calls may be made at any time during the day or night.

Follow-up calls will be made to parents who have not called the school about absent or tardy children. Parents are encouraged to keep the school informed about all of their child's absences by called the school whenever their child is unable to attend school for any reason, including family emergencies. These procedures will assist the school and parents in verifying that pupils have arrived safely at school each day. **Parents should continue to send a written excuse to their child's homeroom teacher whenever an absent child returns to school. If a child is out for a significant number of days, a doctor's note may be required.**

Since attendance at school is essential for student learning, the following guidelines have been established to assist parents and guardians to focus on this critical goal.

- If a student has accumulated a total of eight (8) absences during the school year, excluding documented medical illness, the school will notify the parents that improvement in attendance is necessary.
- If a student has accumulated a total of fifteen (15) absences during the school year, excluding documented medical illness, the parents will be required to attend a conference with the Principal to determine the effects of absences on academic progress.
- If a student has accumulated a total of twenty-five (25) absences during the school year, excluding documented medical illness, the parents will receive notification from the Superintendent to discuss the possibility of retention.

### Planned Absences

Parents are discouraged from removing children from school for vacation purposes.

- A planned absence of more than 3 days requires that the student pick up a "planned absence" form from the main office.
- This form must be initialed by the student's teachers, signed by the parent/guardian, and returned to the main office at least three days in advance of the planned absence.
- The student will be responsible for all material missed. Students will be expected to return work to their teacher upon their return back to school.

- The responsibility of the school shall be limited to giving assignments of work covered in absentia. Teachers shall not be asked to give additional time to explain work covered during time of absence.

### **Tardiness**

*New Jersey Title 18A:38-27: **Truancy and juvenile delinquency defined.** Any child between the ages of six and sixteen years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is in corrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.*

Children in grades 2-5 are considered tardy if they are not in their classroom and ready to begin at **9:00 a.m.** Students in grades 6-8 are considered tardy after the late bell rings at **8:20 a.m.** Unavoidable exceptions, however, caused by weather or transportation will be excused at the discretion of the school principal. When a student arrives tardy to school, he or she must visit the main office to obtain a late pass before going to his or her classroom. Parents must also accompany the student into the building and sign the student in.

Since being prompt to school is essential for developing critical life skills, similar guidelines from our attendance practices have been established to assist parents and guardians. The following procedures will be followed for students of Gillette and Millington Schools:

- If a student has accumulated a total of five (5) late arrivals during the school year, excluding documented medical illness, the school will notify the parents that improvement in attendance is necessary.
- If a student has accumulated a total of ten (10) late arrivals during the school year, excluding documented medical illness, the parents will be required to attend a conference with the Principal to design an improvement plan.
- If a student has accumulated a total of twenty (20) late arrivals during the school year, excluding documented medical illness, the parents will receive notification from the Superintendent.

At Central School, students receive an office detention for every three times they are tardy to school for unexcused reasons. When a student has accumulated six (6) office detentions, he or she is assigned to in school suspension for one school day.

### **Early Dismissal**

Parents are requested NOT to ask that children be excused early except when an emergency makes early dismissal unavoidable. Early dismissal should be arranged through the principal's office in writing. Students will be called to the office **after** the parent/guardian arrives and signs the child out of school.

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
GILLETTE AND MILLINGTON SCHOOLS  
PLANNED ABSENCE FORM**

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. A planned absence refers to a situation where the child has to travel when school is in session. This form is to be signed by the parent/guardian and returned to the main office as least three days in advance of the absence. This will allow enough time for the teacher(s) to assign work that the student will miss. *As stated in the Attendance Policy: Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Assignments attached:      \_\_\_\_\_ Yes      \_\_\_\_\_ No work to be completed

Language Arts Teacher (if different from Homeroom teacher): \_\_\_\_\_

Assignments attached:      \_\_\_\_\_ Yes      \_\_\_\_\_ No work to be completed

Math Teacher (if different from Homeroom teacher): \_\_\_\_\_

Assignments attached:      \_\_\_\_\_ Yes      \_\_\_\_\_ No work to be completed

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
CENTRAL MIDDLE SCHOOL  
PLANNED ABSENCE FORM**

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. A planned absence refers to a situation where the child has to travel when school is in session. This form is to be signed by the parent/guardian and returned to the main office as least three days in advance of the absence. This will allow enough time for the teacher(s) to assign work that the student will miss. *As stated in the Attendance Policy: Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Parent: Please complete the top portion of this form and have your child return it to the Main Office. The Office will make copies for each of the teachers.**

**TEACHERS: Please complete this form and return it directly to the student.**

<i>Teacher</i>	<i>Period</i>	<i>Teacher's Initial</i>		
_____	1	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	2	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	3	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	4	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	5	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	6	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	7	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	8	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work
_____	9	_____	<input type="checkbox"/> Assignment(s) attached	<input type="checkbox"/> No work

C: Health Office

*(Office Use Only: Date copied and sent to teachers: \_\_\_\_\_)*