

ATTENDANCE/TARDINESS GUIDELINES

Promptness to school and to each class is not only a school expectation, but a life skill. In order to optimize the educational process, it is essential that students are in their classes and prepared to work at the start of the school day.

Early Arrival to School: Students who arrive early each morning are to report directly to their designated area. No one should arrive prior to 8:30 since there is no supervision until that time.

Tardy Policy: If a student arrives at school after 8:45 am, he/she is to report to the main office for a late pass. If a student accumulates three (3) unexcused tardies per marking period, a letter of notification may be sent home. Subsequent tardies will result in consequences deemed appropriate by the administration.

Early Dismissal Policy: When a student needs to be excused early for an appointment, a note is required. The student is to present the note to their homeroom teacher upon arrival to the classroom.

Absence Policy: The Denville Township Board of Education excuses absences from school for the following reasons:

- Personal illness – with an accompanying doctor's note
- Death in the family
- Religious holidays
- Court appearances
- Administratively-approved absences

Administratively approved absences include school sanctioned activities such as field trips, interscholastic competition, performances, and family or personal crisis/emergency situations. Absence from school for reasons other than those stated above are considered unexcused.

The school shall provide make-up work and/or exams only for cases of excused absences. If a student is out for more than three (3) consecutive days, a parent/guardian should call the office and arrange to pick up work. Students whose absence is unexcused, e.g., an absence caused by a vacation taken when school is in session, are responsible for getting the missed assignments from a teacher.

Steps to follow when absent: 1. A parent or guardian must phone the school nurse (973-983-6545 ext. 7404) to inform her of the absence before 8:00 A.M. of the day of the

absence. An answering machine is available 24 hours for your convenience. 2. A parent or guardian will write an excuse giving the reason for the absence accompanied by his/her signature. Students who are chronically absent will be requested to bring in a physician's note to have the absence(s) excused. 3. The student will present the excuse to the nurse when he/she returns to school.

After 5 unexcused absences, a letter will be sent home advising of excessive absenteeism. A meeting will be arranged with the parents/guardians of the student and the Intervention and Referral Services committee (I&RS) to develop strategies for improving attendance. Students who accumulate an excessive number of unexcused absences will have their name forwarded to the Board Office for possible legal action.