

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 when the bell sounds.

Early Arrival to School: Students who arrive early each morning are to report directly to their designated area. No one should arrive prior to 7:55 since there is no supervision until that time.

Tardy Policy: If a student arrives to school after 8:15 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 notification is required. Please send an email using LVnotes@denville.org.

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 (973-983-6540 ext. 4404) 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.