

# REGULATION

## WASHINGTON TOWNSHIP SCHOOL DISTRICT

### STUDENTS

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Attendance

**M**

### R 5200 ATTENDANCE

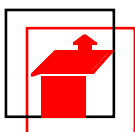
#### **GRADES 1-5**

##### **I. Attendance and Excuses**

1. A student must be present for at least four (4) hours to receive credit for a full day (excluding lunch).
2. When a student reaches thirty (30) absences, the student will be retained unless the building principal or designee determines extenuating circumstances. (See Washington Township Regulation #5410 – *Promotion and Retention*)
3. Absences for which the school has provided homebound instruction will not be included in this calculation.
4. Children who are eligible for a “Medically Fragile Child Plan” may not be included in this calculation.
5. A signed note from a parent/guardian must be given to the teacher after every absence. In addition, parents are required to call the school to report each absence.
6. A parent/guardian is required to present sufficient evidence to satisfy the principal and nurse concerning a child’s absence from and re-admittance to school. The principal or designee may require a doctor’s note when a child has been absent for three (3) or more consecutive days, or when circumstances warrant medical documentation.
7. A parent/student must present to school administrator and/or designee all required completed documents when involved in Theatrical Productions and/or related Employment of Child Actors when the student holds a Theatrical permit, up to age 16 years old, or an Employment Certificate, from age 16 to 18 years old as per New Jersey Child Labor Law, N.J.S.A. 34:2-21.57 through N.J.S.A 34:2-21.64: Proof of Age, Proof of Recent Physical, Under Age 8 – Visual Acuity Test, Social Security Card, Parent Permission Letter, Letter that must be signed by the Principal and/or designee stating that the parent and school have discussed the “equivalent education” for the time period that the minor is required to attend school, and the parent is aware of school work required to make-up the school lessons or that the school is requiring a tutor on the production site for the continued educational progress of the student. Note: If the school advises the parent that a tutor is necessary, then the production company must supply the tutor from the date required by the school principal and/or designee.

##### **II. Notification Procedures**

- A. General Guidelines: For purposes of the following notification procedures, “absences” shall include “Administratively Excused Absences” and “Unexcused Absences” as those terms are defined in Policy No. 5200 – *Attendance*.



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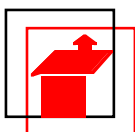
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1. Attendance office personnel will refer to the principal or designee the name of any student who has three (3) consecutive days of absence where the parent has not contacted the school. If the parent has not contacted the school after five (5) consecutive days, the Truant Officer will be sent to the home.
2. Attendance office personnel will refer to the principal or designee the name of any student who demonstrates a pattern of absenteeism. The parent/guardian of the student will be contacted in writing by the principal or designee.
3. Attendance personnel will contact the principal or designee when a student reaches five (5) absences in the first marking period or ten (10) absences during the school year. The parent /guardian will also be contacted by letter.  
(See notice #1)
4. The parent will be asked to meet with the principal or designee when absences reach fifteen (15) days. (See notice #2) This conference with the principal or designee may take place in person or by phone. A plan for improvement will be discussed, and implemented.
5. At twenty (20) days of absence, warning notices for retention will be sent in accordance with the retention policy procedures (See notice #3). The principal/designee will conduct a formal conference with the parent/guardian. During this conference a plan for improving the student's attendance and subsequent consequences will be developed in writing and placed in the student's permanent record file.
6. If after reminder letters, warning letters, and conferences, a student's attendance does not improve, the parents/guardian will be taken to court for violation of the New Jersey Compulsory Attendance Statute 18A:38-25 for being disorderly persons for failing to send a child to school. Attendance officers will serve warning notices and summons for court appearance.
7. At thirty (30) days of absence, the final retention notice will be sent. The principal will schedule a meeting with the guidance counselor, the classroom teacher, and student's parent/guardian to communicate the school's decision to retain the child or to determine if there were extenuating circumstances which resulted in excessive absenteeism.
8. The school district reserves the right to send a truant officer at any time during this process.
9. Tardiness will be treated with the same seriousness. Letters and conferences will be utilized after ten (10) and fifteen (15) late arrivals. Continued tardiness may result in detentions to make up time lost. A child is considered late if he/she is not present at the beginning of the instructional day.



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B. Unexcused Absences: For unexcused absences as defined in Policy No. 5200 – *Attendance*, the building principal or designee, in addition to the above notification procedures, shall implement the State-mandated protocols for responding to unexcused absences as set forth in Section D of Policy No. 5200 – *Attendance*. These protocols require specific administrative action at the following levels of unexcused absenteeism:

- Up to four (4) cumulative unexcused absences;
- Between five (5) and nine (9) unexcused absences; and
- Ten (10) or more cumulative unexcused absences.

### III. Appeal Process

The appeal process may be instituted for a review of the number of “administratively excused” or “unexcused” absences, as indicated in the attendance records.

#### A. Tier One

1. A parent or guardian may file a written appeal with the principal requesting a conference when a student’s absences have exceeded twenty (20) days.
2. This written appeal must be submitted to the principal or designee within five (5) days after receiving notification that a student has exceeded the maximum limit for absences.
3. The appeal request must state the reason(s) for appeal.
4. The student’s total attendance record will be considered on an appeal case.
5. The principal or designee will notify the parents or guardians of his/her decision in writing. The notification will be made within three (3) school days after the appeal hearing.

#### B. Tier Two

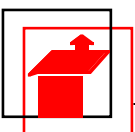
A written request to meet with the Superintendent, who represents the Board of Education, must be submitted within seven (7) days if the parent/guardian is not satisfied with the decision of the principal or designee.

#### C. Tier Three

A written request may be submitted to the State Commissioner of Education if not satisfied with the decision of the Superintendent.

### IV. Procedures for Completing Missed School Work Due to Absence

1. Requests for make-up work should be made twenty-four (24) hours in advance of the time the work will be needed. Requests for make-up work for extended periods of absence must be made three (3) days in advance. The student may also be required to make up work upon his/her return to school.
2. The student will be required to complete all work missed/due as a result of suspension.



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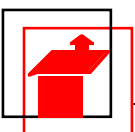
3. All other work missed as a result of an excused absence may be made up.

#### **V. Long Term Medical Absences**

Students who are placed on homebound instruction due to illness will not have this time counted as excessive absenteeism.

Procedures:

1. Parent/guardian should request homebound instruction of the principal or designee no later than five (5) days after the inception of the illness in accordance with the administrative procedure on homebound instruction. (See Regulation 2412 *Homebound Instruction*.)
2. A statement by a medical examiner must be produced giving the prognosis of length of time the student will be absent and the nature of the illness.
3. Only medical absences of ten (10) or more consecutive days will be considered for homebound instruction.



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**NOTICE #1: Ten (10) Days of Absence During the School Year  
OR  
Five (5) Days of Absence During the First Marking Period**

Date

To the Parents/Guardians of: \_\_\_\_\_

As prescribed by Washington Township Board of Education Policy #5200 *Attendance*, I am responsible for notifying you when your child has accumulated (CHOOSE ONE) <<Ten (10) days of absence during the school year>> ---OR---<<five (5) days of absence during the 1<sup>st</sup> marking period>>.

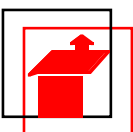
Good attendance contributes to academic achievement and future success. In following this policy, I must inform you that your child has been absent a total of \_\_\_\_\_ days out of a possible \_\_\_\_\_.

Please make every effort to have your child come to school every day. If there are complications or issues you want to discuss please contact me at \_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

Name  
Title



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## NOTICE #2 (15 Days)

Date

To the Parents/Guardians of: \_\_\_\_\_

I continue to be concerned about your child's attendance record. As prescribed by Washington Township Board of Education Policy #5200 *Attendance*, I am responsible for notifying you when your child accumulates fifteen (15) or more days of absences.

You have previously received a letter indicating that your child was absent from school ten (10) days or more. Your child now has been absent \_\_\_\_\_ out of a possible \_\_\_\_\_ days.

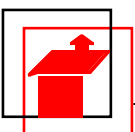
As required by Washington Township Board of Education policy, a parent conference must be held to discuss this issue. Please contact my office at \_\_\_\_\_ to arrange a conference or to discuss this issue. Please keep in mind that retention is likely if your child is absent from school for thirty (30) or more days.

Thank you for your continued cooperation.

Sincerely,

Name

Title



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## NOTICE #3 (20 Days)

Date \_\_\_\_\_

To the Parents/Guardians of: \_\_\_\_\_

In two prior letters, I notified you about my concern for your child's attendance. Despite these notifications, your child's attendance has not improved. As prescribed by Washington Township Board of Education Policy #5200 *Attendance*, I am responsible for informing you when your child accumulates twenty (20) or more days of absence.

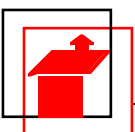
Your child has been absent \_\_\_\_\_ days out of a possible \_\_\_\_\_ days.

Due to excessive absenteeism, your child is in danger of being retained in grade \_\_\_\_\_ for the upcoming school year. Consequently, it is required that a parent conference be held to discuss this issue. I have arranged a conference for (day/date) at (time). If this time is inconvenient, please contact my office at (phone number) to arrange a more convenient time. Your child's regular attendance in school is essential for academic progress and success in the future.

Your cooperation is appreciated.

Sincerely,

Name \_\_\_\_\_  
Title \_\_\_\_\_



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## NOTICE #4 (30 Days)

Date

To the Parents/Guardians of: \_\_\_\_\_

As prescribed by Washington Township Board of Education Policy #5200 *Attendance*, I am responsible for notifying you that your child has accumulated thirty (30) or more days of absence.

I have written you on several occasions and have discussed this situation with you. Your child has been absent \_\_\_\_\_ days out of a possible \_\_\_\_\_. This excessive absenteeism is a serious concern, as your child's regular attendance is required.

According to Washington Township Board of Education Policy #5200, retention in your child's current grade level for the upcoming school year is deemed appropriate at this time. Unless there are extenuating circumstances, your child will be retained in his/her current grade.

If you would like to discuss this matter further, please contact my office to arrange an appointment.

Sincerely,

Name  
Title

