

MILLVILLE SENIOR HIGH SCHOOL
Attendance Procedure Highlights
2015-016

Parents/guardians are required to report all student absences by leaving a message at 856-293-2271.

Absences

- 1) **5 unexcused absences per semester.** The absence will not be excused until appropriate written documentation is provided by a licensed physician or legal agency **within 5 school days** after returning to school.
- 2) Religious holidays are excused absences if a note is provided prior to the holiday and it is under the State of NJ recognized holidays.
- 3) Students who exceed the limit of **5 unexcused absences per semester** will be placed on a “non-credit” status and restricted from all Co-Curricular Activities
- 4) Students must attend Credit Completion make-up sessions for each unexcused day which exceeds the limit of **5 unexcused absences for the semester** to be removed from the Restricted List.
- 5) Students who fail to attend the make-up sessions will remain on “non-credit” status and will receive no credit for the semester, regardless of the grades earned. This could effect graduation and sports eligibility and students may also be referred to Municipal Court or dropped from roll.
- 6) SENIORS PLACED ON “NON-CREDIT” STATUS WILL **NOT** BE PERMITTED TO PARTICIPATE IN PROM OR GRADUATION CEREMONIES UNTIL HE/SHE FULFILLS THE CREDIT COMPLETION OBLIGATION.
- 7) Students will only receive perfect attendance if they are not tardy, absent, or have any early dismissals, both excused and unexcused.
- 8) Seniors with Early Release that reach 8 unexcused absences will lose their Early Release status for the remainder of the semester.

Early Dismissals

- 1) Early dismissal requests should be made in writing at the start of the day or any days prior to the release and can only be made by a Parent or Guardian. **Emergency contacts are not authorized to request an early dismissal.**
- 2) A student will only be permitted 5 unexcused early dismissals in a semester. Any early dismissal requests after 5 will result in credit completion hours.

Tardy to School

- 1) Pupils who arrive after 9:09 AM or leave before 12:47 PM (even if dismissed from the nurse’s office) will be counted as absent for the day, in compliance with the 4 hour instructional day requirement. **This time only applies for students who have not missed any other instructional time due to lateness or cutting class.**
- 2) If a student arrives **tardy during a ½ day schedule**, it will be considered an absence in accordance with the 4 hour instructional day requirement.
- 3) Early Release students are expected to be on time. If a student with early release arrives to school after homeroom, it will be counted as an absence because they did not meet the 4 hour requirement of instruction.
- 4) Students who acquire 25 or more tardy incidents within a school year will be placed on Restriction for the entire year preventing them from participating in any Co-Curricular Activities including but not limited Senior Trip and Prom and a referral to the alternative school Alternative School.
- 5) Students who come late where they are considered absent **cannot** participate in after school sports or programs.

***Any student assigned a Saturday Detention due to lateness will be placed on the Restricted List until it is served.**

ATTENDANCE PROCEDURES

ABSENCES	5 unexcused absences per semester. All days over 5 must be made up through credit completion.
TARDY TO SCHOOL	Discipline every 5 incidents 25 Tardy infractions = Restriction for the year possible alternative school placement
EARLY DISMISSALS	5 unexcused early dismissals per semester
SCHOOL COUNTS	9 total infractions both excused and unexcused tardy and absences for the year
PERFECT ATTENDANCE	No absences, tardies, or early dismissals <u>-both</u> excused or unexcused for the year

DISCIPLINE ACTION FOR LATENESS TO SCHOOL

# OF UNEXCUSED LATES	DISCIPLINARY ACTION	ADDITIONAL MEASURES TAKEN
5	2 HOUR OFFICE DETENTION	
10	1 SATURDAY DETENTION	PARENT PHONE CONFERENCE CO-CURRICULAR RESTRICTED LIST UNTIL COMPLETE
15	1 SATURDAY DETENTION	GUIDANCE REFERRAL, I & RS REFERRAL FOR SUPPORT SERVICES, CO-CURRICULAR RESTRICTED LIST UNTIL COMPLETE
20	1 DAY ACI (IN SCHOOL SUSP.)	PARENT CONFERENCE AND CONTRACT
25	2 DAYS ACI	REFERRAL TO ALTERNATIVE SCHOOL, CO-CURRICULAR RESTRICTED LIST FOR REMAINDER OF SCHOOL YEAR

REPORTING ABSENCES

Parents/Guardians are required to report a student's absence daily by leaving a message on our answering service 856-293-2271. Reporting the absence is for reporting purposes only, it does not excuse the absence. Please include the following information with your message: Students name, date and reason for absence. This phone line is for reporting absences only and therefore removes the necessity to speak with a secretary. Documentation must be handed in within 5 days of the absence for it to be excused.

EARLY DISMISSALS

Please do not call the Attendance Office for early dismissals from school. We ask that all parents requesting an early dismissal do so in **WRITING** with the following information included: Students name, date and time of dismissal needed, reason for the early dismissal and a contact number to reach the parent/guardian.

ONLY A PARENT OR GUARDIAN CAN REQUEST FOR A STUDENT TO BE RELEASED EARLY FROM SCHOOL. RELATIVES ON THE CONTACT LIST ARE NOT PERMITTED TO PICK UP THE STUDENT WITHOUT CONSENT FROM THE PARENT/GUARDIAN FOR EACH RELEASE.