



# MILLTOWN SCHOOL DISTRICT

Milltown, New Jersey 08850-1643

[www.milltownps.org](http://www.milltownps.org)



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Dear Parent or Guardian,

Please see information below for regulations regarding the monitoring of daily attendance at Parkview and Joyce Kilmer School for the 2018-19 school year.

## **State Policy to Determine Chronic Absenteeism**

Milltown Schools recognizes excused and unexcused absences to determine course completion, grade level promotion and truancy; however the state of New Jersey does not recognize absences in the same manner. Chronic absenteeism is defined as any child that is not present in school for 10% or more of the time they were required to be in school for any reason other than the 5 exceptions listed below. For a child to be counted as present for a full day in school, he/she must be in school for at least one hour in the morning and one hour in the afternoon.

Please be advised that the state under the newly authorized Elementary and Secondary Education Act (ESEA) has placed a greater emphasis and reporting requirement on chronic absenteeism. Accordingly to state regulations, any day a child misses from the approved district calendar of 180 school days, is considered absent. There are only 5 exceptions to this rule, which reduce the 180 day requirement that include:

1. Religious Observation
2. College Visits
3. Take Our Children to Work Day
4. Veterans Day
5. Specific busing issues in relation to school closings

## **Board Approved Absence/Tardy Procedures**

Below is a brief overview of guidelines to follow which have been approved by the Milltown Board of Education. For further information please refer to the Milltown Public Schools Handbook starting under "Rules, Regulations, Procedures and Parent Involvement".

1. Notify your child's school by 9:00 AM the morning of **every** absence/tardy.

Attendance Line	Parkview	732-214-2360 – Option 1, Option 1
Attendance Line	Joyce Kilmer	732-214-2370 – Option 2, Option 1

Leave a message which includes:

- a. Name of Caller
- b. Name of Student
- c. Date of absence or tardy
- d. Reason for the absence or tardy

- The attendance lines are a messaging system available to you 24/7. Please call as soon as you determine your child will be absent or tardy.
- If a student is sick for several days, a call must be placed **each** day until the student returns.
- In the event that you are aware of an upcoming absence or tardy in advance, you may leave a message detailing the information above at any time prior to the absence or tardy.

**Failure to leave a message by 9:00AM will result in a truancy alert to Guardian 1 and Guardian 2 via phone, text, and e-mail.**

2. Submit a follow-up absence or tardy note to the office upon student's return.

The note must include:

- a. Name of Student
  - b. Date(s) of absence or tardy
  - c. Reason for absence
  - d. Parent/Guardian **or** Doctor Signature (Either will be accepted when a student is ill)
- Notes for unexcused absences will only be accepted within 7 days of returning to school.
  - All absences are considered **unexcused** until a note with a parent/guardian or doctor signature is submitted for **review**. (*A note does not guarantee an excused absence.*)
  - Notes that are e-mailed will not be accepted.
  - After review of the absent or tardy reason, a decision will be made in accordance with school policy to determine if the absence/tardy is excused. (Please see box below.)
  - In the event that you are aware of an upcoming absence or tardy in advance, you may submit a note to the office detailing the information above at any time prior to the absence or tardy.

The following reasons are considered **excused absences**:

*All other absences will be considered unexcused*

- a. Disabling illness
- b. Recovery from accident
- c. Required court attendance
- d. Death in the family
- e. Religious observance (in accordance with statute)
- f. Such good cause as may be acceptable to the principal

**\*\*Milltown Public Schools recognizes absences as excused/unexcused but the state does not \*\***

### **Homework Request**

- If absent for one day, please get assignments from a classmate.
- If absent for **more than one day**, assignments may be requested on the attendance line.
- Work may be picked up at the Parkview Office after 2:30 p.m.
- Work may be picked up at the Joyce Kilmer Main Entrance after 3:30 p.m.

### **Reminders**

- A student may not participate in extracurricular activities unless he/she arrives by the start of third period or has been absent or tardy for an excused reason other than sickness.
- If a child leaves school early due to illness he/she will not be permitted to participate in any after school activities on that day.

## **Procedures for Monitoring Absences/Tardies**

*Attendance records are available for review on the Parent Portal all year.*

### **1. Attendance Letters**

- Absences (excused **and** unexcused) are added cumulatively from September to June.
- Notifications are sent home as follows:
  - a. 5-9 **total** absences = Letter e-mailed to the Parent Portal
  - b. 10 **total** absences = Letter mailed home with copy of attendance report
  - c. 14 **total** absences = Letter mailed home with copy of attendance report
    - \*Parents who receive this letter are asked to contact the office to schedule a meeting to address the student's attendance.
  - d. 18 **total** absences = Letter mailed home with copy of attendance report
    - \*This letter serves as notification that your child will be marked as chronically absent for the school year to the state of New Jersey.

### **2. Quarterly Unexcused Tardy Letters**

#### Parkview School

- Students arriving at or after **8:30 a.m.** are considered **late** and must be signed in at the Main Office by a parent/guardian.
- **Unexcused** tardies are added quarterly (Every marking period starts with a "clean slate").
- Parents will be notified in writing if a student exceeds **3** unexcused tardies in a single marking period. If subsequent infractions occur, parents will be requested to come to school for a conference with the principal.

#### Joyce Kilmer School

- Students arriving at or after **8:45 a.m.** are considered **late**.
- **Unexcused** tardies are added quarterly (Every marking period starts with a "clean slate").
- Any student who exceeds **3** unexcused tardies in a single marking period will make up the number of minutes they've missed after school.
- Letters will be mailed home with the date(s), time(s), and location(s).

Sincerely,  
Jennifer Smith  
Attendance Officer and School Secretary  
732-214-2370 Option 2, Option 2 - [Jsmith@milltownps.org](mailto:Jsmith@milltownps.org)