

Attendance Policy

Regular attendance is an integral factor for attaining success in school and is required by state law. However, a child should not come to school feeling ill or displaying COVID-19 symptoms. The school should be notified if a student will be absent for any period of time. Parents should notify the school when their child will be absent by leaving a message on the attendance line (908-534-3831) any time after school hours or before 8:20 AM in the morning of their child's absence. When calling out a student on the attendance line, please include the following information:

1. *Parent name*
2. *Student's name, grade, and homeroom teacher*
3. *Reason for absence*
4. *Probable date of return to school*
5. *Any other pertinent information*

Please call daily when the student is absent. The attendance secretary will verify absences. Please note: when the student returns to school after being absent, parents must send an absence note indicating the reason and date of absences.

Parents are asked not to request that children be excused early, except when an emergency exists. Such requests should be written, stating the reason. Every effort should be made to have students attend school regularly. Frequent absences have an adverse effect on the child's academic progress.

Absences and Excuses

Readington Township Public Schools believes that regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. Any pupil who for any reason fails to attend 160 days of school within any academic year, shall be subject to the administrative review by the principal of his/her school before being considered for promotion. The following individuals may assist the principal in this administrative review: administrators, teachers, parents/guardians, students, themselves and other school personnel such as supervisors, school counselors, school nurse, child study team members, etc. All absences must be explained in writing by a parent/guardian upon the pupil's return.

A student must be present for a total of 4 hours to receive credit for the school day.

Early and Late Arrivals

Late arrivals and early dismissals are as disruptive to the educational process as absenteeism. Parents are asked to escort any student arriving late to the Main Office before reporting to class. Parents will be asked to provide a note explaining the circumstances that caused the delayed arrival.

Truancy

Parents/guardians who fail to comply with the compulsory attendance laws are subject to penalties prescribed by the law. In-school suspensions do not count as absences; out-of-school suspensions are counted as excused.

Tardiness

Three instances of unexcused tardiness or early dismissals, as determined by the Principal, will equal one absence for the purpose of calculating unexcused absences. After three tardies and/or early dismissals, notification will be sent to the parent/guardian indicating the dates of these instances. Tardies are cumulative from marking period to marking period.

Early Dismissal

1. Parents should bring a written note to the Main Office.
2. Parents should report to the Main Office to meet their child.
3. Parents should sign out their child in the Visitor's Main Office.
4. Children without notes will be sent home at regular dismissal time.

Please note that school-wide early dismissal of students will occur throughout the year as part of the students' educational program and the teachers' professional development.

Vacations/Trips

In the event of an absence, teachers may not be able to provide all work in advance. Students should plan to make up their work when they return.

Make-up Assignments

A student who is absent from class for any reason must make-up both classwork and homework as required by the individual teacher. In the case of religious holidays, as per NJSA 18A:36-14-16 and NJAC 6:20-1.3(k), students will not be penalized and will be given time to make-up any work, tests, or exams. Students will be given an opportunity to make up assignments based on the number of missed days (e.g. two days of absence will equal two days to make up missed assignments). To be entitled to this privilege, the pupil must present a written excuse signed by a parent or guardian.

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