



District Attendance Policy

New Jersey Statute explains that an "**Excused Absence**" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

- The pupil's illness with the presentation of a formal doctor's note upon return to school;
- Requirements of a pupil's individual health care plan;
- A death or critical illness in the pupil's immediate family, or others with permission of the Principal;
- Quarantine;
- Observance of the pupil's religion on a day approved for that purpose by the State Board of Education;
- The pupil's suspension from school;
- Requirements of the pupil's Individual Education Program (IEP);
- Short or long-term accommodations for pupils with disabilities;
- The pupil's required attendance in court;
- High school shadow program (Grade 8);
- Take Your Child to Work Day.

New Jersey Statute explains that an "**Unexcused Absence**" is a pupil's absence for all or part of a school day for any reason other than those listed above.

- Any instances not included in the "Excused Absence category" outlined above;
- Family travel, vacation or otherwise, unrelated to the instructional program;
- Travel to a student's home country during school days;
- Performance of household or babysitting duties;
- Other daytime activities unrelated to the school program;
- Accumulated occurrences of tardiness.

The student's absence will be deemed either "excused" or "unexcused" based upon the documentation explaining the reason for the absence (s) that is presented to the Main Office/Nurse's by the parent/guardian.

All medical notes to be used for an excused absence must be submitted to the school within two (2) days of the absence in order for the absence to be deemed "Excused".

It is recognized that parents/guardians may not always take their child to the doctor every time he/she is sick. Therefore, the district assumes that the “unexcused” absences will be used when it is necessary to miss school and medical documentation cannot be provided.

Students who are absent for more than 10 consecutive days will be de-registered. If a student returns to school then he/she will have to be re-registered.

Please note that although the focus is on Unexcused Absences, that Excused Absences are still lost instructional days and may impact the students’ academic standing and grade level promotion.

Attendance Policy Matrix

3 Unexcused Absences

1. Phone call from the school’s attendance officer notifying parent(s)/guardian(s) of the absences;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the absences.

6 Unexcused Absences

1. Phone call from the school’s attendance officer notifying parent(s)/guardian(s) of the absences;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the absences;
3. Notification that on the 9th absence there will be an in-person parent meeting scheduled.

9 Unexcused Absences

1. Phone call from the school’s attendance officer notifying parent(s)/guardian(s) of the absences;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the absences;
3. In - Person Conference with the student’s parent(s)/guardian(s);
4. I&RS meeting scheduled to develop an action plan specifying interventions to support the student’s regular attendance;
5. May refer to municipal court as per truancy regulations.

12 Unexcused Absences

1. Phone call from the school’s attendance officer notifying parent(s)/guardian(s) of the absences;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the absences;

3. In - Person Conference with the student's parent(s)/guardian(s);
4. Referral to municipal court as per truancy regulations;
5. May refer to NJ Division of Child Protection and Permanency;
6. May require summer remediation classes to recoup lost instructional time;
7. May consider grade level retention for the upcoming school year;
8. Loss of extracurricular and co-curricular privileges at MAS.

18+ Unexcused Absences

1. Phone call from the school's attendance officer notifying parent(s)/guardian(s) of the absences;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the absences;
3. In - Person Conference with the student's parent(s)/guardian(s);
4. Referral to municipal court as per truancy regulations;
5. Referral to NJ Division of Child Protection and Permanency;
6. Grade level retention for the following school year and summer remediation;
7. Loss of extracurricular and co-curricular privileges at MAS.

In person parent meetings on the 9th, 12th and 18th unexcused absences will be held on the 3rd Friday of every month.

Tardiness

The Maywood School District believes that being prompt is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves, school staff and other pupils.

3 Tardies to school in a Marking Period

1. Phone call from the school's attendance officer notifying parent(s)/guardian(s) of the tardies;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the tardies.

6 Tardies to school in a Marking Period

1. Phone call from the school's attendance officer notifying parent(s)/guardian(s) of the tardies;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the tardies;
3. In - Person Conference with the student's parent(s)/guardian(s);
4. I&RS meeting scheduled to develop an action plan specifying interventions to support the student's ability to arrive at school on-time;

5. One (1) Unexcused Absence is added to the cumulative record.

9 + Tardies to school in a Marking Period

1. Phone call from the school's attendance officer notifying parent(s)/guardian(s) of the tardies;
2. Follow-up letter/e-mail from the school principal notifying the parent(s)/guardian(s) of the tardies;
3. In - Person Conference with the student's parent(s)/guardian(s);
4. Referral to municipal court and the NJ Division of Child Protection and Permanency;
5. Loss of extracurricular and co-curricular privileges at MAS;
6. Two (2) Unexcused Absences are added to the cumulative record.

In person parent meetings on the 6th and 9th tardy will be held on the 3rd Friday of every month.

Please note that student's at MAS are assigned an after school detention on the 3rd tardy of each marking period and for every tardy thereafter.

Please note that Memorial students who are tardy to school must be walked to the main entrance door by the parent/guardian.

General Information

All absences/tardies should be called in to the dedicated absence phone lines at both Memorial School and Maywood Avenue School the night before or morning of the school day. If the absence goes unreported and the District is unable to make contact with you or your emergency contact, the Maywood Police Department will be notified.

Information, emails and any other form of communication related to excessive absences/tardies to school will be distributed by two separate email accounts, they being MASattendance@maywoodschoools.org and MEMattendance@maywoodschoools.org so as to make all of these specific communications uniquely identifiable.

The District understands that there are extenuating circumstances that might warrant travel during the school year. The District discourages families/students going on extended trips, vacations, and visits to home countries while school is in session. If this does arise, parents must notify the Superintendent and Principal by email of their intention to travel in writing 14 days before booking any extended travel plans when school is in session. Absences accrued during trips while school is in session regardless of duration or nature will be considered Unexcused Absences. Students will be responsible for the completion of all missed work upon return. No student work will be provided in advance of the absence.

