

# Lillian M. Dunfee School Attendance Policy and Procedures

(updated 6/21/23)



The Lillian M. Dunfee School recognizes the importance of the correlation between academic success and student attendance. Research shows that daily attendance in school is crucial in helping to ensure that our children live up to their full potential and become successful lifelong learners. Children who are late or absent unnecessarily miss out on important activities and have their routines disrupted. Developing good attendance habits now sets a precedent for later school years.

## **LMDS Policy and Procedure**

Should a student be tardy or absent for any reason, it is the parent or guardian's responsibility to call the school to report the anticipated late arrival or absence prior to 9:00 AM. The number to call to report anticipated late arrivals and/or absences is 609-698-5826 (Press Option #2).

### **Tardies:**

The school day begins promptly at 9:30 AM and students are expected to arrive on time. Students arriving after this time are considered tardy. If a student is late to school, he/she must sign in with the main office. A staff member will escort the student to class. Please be reminded that every tardy is a loss of valuable instructional time for your child and every effort must be made to have your child arrive on time.

- 3 tardies = 1 absence

### **Absences:**

A student's absence will be acceptable for the following reasons (**documentation must be provided to the school**)

- Illness (with doctor's note)
- Death in the family
- Religious holidays
- Court appearances
- Take Your Child to Work Day

***Family vacations are considered unexcused absences.***

- After 3 consecutive unexcused absences, the nurse will contact the family to find out why the child has been absent. (This will be communicated to the nurse by the attendance secretary).

- If attempts to reach the family are unsuccessful after 3 days, the Community Parent Involvement Specialist will continue with efforts to contact the family and keep the main office and nurse informed of any updates. If a child's welfare is in question, the Department Children and Families and/or law enforcement will be contacted.
- Any child absent from school due to a communicable disease (regardless of the number of days) must present a doctor's note before he/she may return to school.
- All students with communicable or contagious diseases or illnesses shall be excluded from school and may return after examination by or approval of the school nurse or upon receipt of a doctor's note.
- A student must be in attendance for **at least 3 ½ hours** to be considered present for the full day. Under 3 ½ hours will be counted as a ½ day present.

### **Early Pickups:**

Parents picking their child up prior to dismissal, must send a written note to the main office noting the date, time, reason and who will be picking up the student. Under no circumstances will any student be permitted to leave the school unless accompanied by an adult **with proper identification**.

*Daily early pickups, under any circumstances will not be tolerated.*

- After school activities such as gymnastics, soccer, dance, etc. should be scheduled outside of school hours.

### **Attendance Letters:**

The 30th of each month, the attendance report will be run by the attendance secretary and letters will be sent home to families. If there is a pattern of absences observed, it will be communicated this with the Principal.

### **Dropped from the Roster:**

Your child will be dropped from the roster if regular attendance cannot be established or unexcused absences exceed 18 days. This allows for a child on the waiting list to be given the opportunity to enroll in the program. Families will be given every opportunity to establish regular attendance, and will be dropped from the roster only when they are unwilling or unable to do so.

Students ages 5 and under with truant matters cannot be taken to court; however, students ages 5 and under with truant matters can be dropped from the roster. Dropping a student is not expulsion or punitive.