

MJS Procedures & Information

MJS Main Number: (973)-515-2427

Website: www.hanovertwpschools.com

Late Arrival

- Students are expected to be in their Period 1 class at 8:00 AM
- Students who arrive late are to report to the Guidance Office to sign in and receive a Late Pass.
- Email MJSAttendance@hanovertwpschools.org OR complete/submit the Google Form if your student will arrive late for any reason.
- When Tardiness to class is caused by a Doctor's appointment that cannot be scheduled at any other time (with documentation), a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is Excused. All other incidents of tardiness will be considered Unexcused.
- 3 Unexcused Tardies in a Marking Period; Verbal Warning, 5 Unexcused Tardies; Written Warning that must be signed by a parent/guardian and returned; 6-8 Unexcused Tardies will result in a Detention Before School or during Lunchtime; 9+ Unexcused Tardies will result in an After School Detention.

Please send an email to MJSAttendance@hanovertwpschools.org OR Complete/Submit the Google Form to report your student's absence or tardiness by 9:00AM. All Attendance information is located under the Parent Tab on the website.

Absences

Reasons for Excused Absences:

Student Illness (w/Dr.'s note), IEP and IDEA Accommodations, death in the family, Medical/Dental appointment(w/note), Take Your Child to Work Day (w/note), or Religious Observance

Early Dismissal from School

- Early dismissal for personal reasons (doctor appointment, etc.) **requires a written request from a parent/guardian.** The student can either bring a written request to the Guidance Office **before school starts**, email the request to MJSAttendance@hanovertwpschools.org or Complete/Submit the Google Form
- The parent/guardian must come to the Main Office to pick up the student and sign the student out in the Student Log Book.
- If the student returns to school, he/she must report to the Main Office to sign in and receive a pass to class.
- **No student will be released from any part of the school day without this written request.**

Absentee Homework Request

- It is the responsibility of the student to speak with his/her teachers regarding missed assignments. In addition, students should visit the MJS website and Google classrooms to check on assignments.
- On the **second day** of a student's absence, parents/guardians may call the Guidance Office to request homework/classwork. Please call by 10:00AM. If there is anything that needs to be picked up, you may come to the Main Office after 3pm that day to get the work or the work can be sent home with another student per the parent's request.

Health Office: 973-515-2431

Guidance Office: 973-515-2434

Dropping Off Forgotten Items

In the event that your student has forgotten an item, please drop the item off at the table inside the door of the Main Office Entrance:

- Each item must have your student's name, grade level and if it is a lunch, please include the lunch period.
- All other items should be left on the table, marked clearly with your student's First and Last name.

Staying After School

It is the **student's responsibility** to tell parents/guardians when he/she will be staying after school for help, clubs, sports, or other special projects.

The Morning Announcements are posted to the website every morning. Students will be dismissed in accordance with the preference indicated on the "Request for Supervision at Dismissal from School" document that the parent(s)/ legal guardian(s) completed at the beginning of the school year, which is on file in the Main Office. Please refer to HTBOE Policy #8601 on page 15 of the student's Agenda Book.

Parent-Teacher Conferences

During the school year, we offer four conference days; 2 days in October and 2 days in March. Please check the school calendar for the specific dates. Students are dismissed at 12:15PM and conferences begin at **1:00PM (Afternoon) 5:00pm (Evening)**

Conferences are scheduled on an "as needed" basis; that is, if there is a concern by either teacher or parent. Not every student will have a conference.