

MILLVILLE HIGH SCHOOL
Attendance Procedure Highlights
2020-2021

Parents/guardians are required to report a student's absence daily. Please leave a message on 856-293-2271 for any Millville Senior High School students or on 856-327-6075 for any Memorial students and include the following information with your message: Students name, date and reason for absence.

Absences

- 1) **In order for a student to be marked present for a block, the student must be present in the block for 43 minutes or more.**
- 2) **5 unexcused absences per block.** The absence will not be excused until appropriate written documentation is provided by a licensed physician or legal agency **within 5 school days** after returning to school.
- 3) Religious holidays are excused absences if a note is provided prior to the holiday and it is under the State of NJ recognized holidays.
- 4) Students who exceed the limit of **5 unexcused absences per block, per semester** will be placed on a "non-credit" status and restricted from all Co-Curricular Activities. These restrictions include Prom and/or Graduation Ceremonies for Seniors.
- 5) Students must attend Credit Completion make-up sessions for each unexcused day which exceeds the limit of **5 unexcused absences per block/per semester** to be removed from the Restricted List.
- 6) Students who fail to attend the make-up sessions will remain on "non-credit" status and will receive no credit for the block, regardless of the grades earned. This could effect graduation and sports eligibility and students may also be referred to Municipal Court or dropped from roll.
- 7) Students will only receive perfect attendance if they are not tardy, absent, or have any early dismissals, both excused and unexcused.
- 8) Seniors with Early Release that reach 8 unexcused absences will lose their Early Release status for the remainder of the semester.

Early Dismissals

- 1) Early dismissal requests should be made in writing at the start of the day or any days prior to the release and can only be made by a Parent or Guardian. **Emergency contacts are not authorized to request an early dismissal.**
- 2) Student will only be permitted 5 unexcused early dismissals in a Semester. Any early dismissal requests after 5 will not be granted without administrative review for approval.

Tardy to School

- 1) Students who do not arrive to school by 7:40 will be marked as tardy.
- 2) Students who acquire 25 or more tardy incidents within a school year will be placed on Restriction for the entire year preventing them from participating in any Co-Curricular Activities including but not limited Senior Trip and Prom and possibly a placement in Alternative School.
- 3) Students who come late where they are considered absent **cannot** participate in after school sports or programs.

EARLY DISMISSALS

Please do not call the Attendance Office for early dismissals from school. We ask that all parents requesting an early dismissal do so in WRITING with the following information included: Students name, date and time of dismissal needed, reason for the early dismissal and a contact number to reach the parent/guardian.