

# DELANCO TOWNSHIP BOARD OF EDUCATION

No. 5210/page 1  
Absence or Tardiness

## ABSENCE OR TARDINESS

In order to achieve maximum benefits from an educational program, a student must be in regular attendance. Thus, it is incumbent upon the Board, parents, administration and teachers that they cooperate in the promotion of regular pupil attendance.

In addition, from the standpoint of the parent, it is important to know whether or not a child who has been sent to school in the morning actually arrives at school or has met with some misfortune or has decided to be truant for the day.

For these reasons, the following policy and procedures have been established by the Board:

1. Whenever any student, K-8 or special education, who attends the Delanco Public Schools, is going to be absent or tardy from school for any reason, the parent or guardian is required to call the school by the morning of the occurrence.
2. Each school will have a separate phone line and an answering machine to accommodate these calls.
3. When the parent or guardian calls, he or she will identify himself, state the name of the child, the child's grade in school, whether absent or tardy, and the reason for it.
4. The call can be made the evening before the absence or tardiness, or at any time during the night, but must be made no later than 8:45 a.m. on that morning.
5. If a parent or guardian knows that a child will be absent for two or more days, that fact can be stated on the first day, and further calls need not be made.
6. After 8:45 a.m., a designated school official will listen to the recorded messages and note the names and grades of the students who are legitimately absent or tardy for the day.
7. This list will then be compared to the actual list of absent and tardy students as reported by homeroom teachers.
8. If a student is absent from school and the parent or guardian has not phoned in an excuse, the school will call the parent, whether at home or at work, to determine immediately the whereabouts of the child.
9. After the lunch hour, homeroom teachers will make another check of attendance. If a student who was present in the morning is absent in the afternoon, he or she will report the name to the building principal who will investigate the reason for the absence and notify the parent.
10. In the event that the school has to notify the parent or guardian of a student's absence, a call will be made to the home. If there is no answer, the work number will be used. The schools' responsibility will end there. No further means of contacting the home can be practically made.
11. Since this policy supersedes all previous practices, the procedure of having parents submit notes for student absences or tardiness will be discontinued.

The record of these events will be noted in the log of the person responsible for taking the phone messages at each school.

N.J.S.A. 18A:3-14, 36-15, 36-25 set seq.

N.J.A.C. 6:20-1.3

Adopted: March 13, 1985

Revised: September 10, 1986