

HOLLAND TOWNSHIP SCHOOL DISTRICT

Mrs. Stephanie Snyder, Superintendent & Supervisor of Special Services
Mrs. Susan Wardell, Principal/Curriculum & 504 Coordinator

908-995-2401
www.hollandschool.org



November 9, 2022

Dear Parents/Guardians:

Punctuality and attendance are important habits for students to develop and maintain. In accordance with the laws of the **State**, the Holland Township School District requires student to attend school regularly to ensure continuity of instruction and classroom participation.

NJ State Law requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the school year. Part of this monitoring includes attendance letters to alert parents of these absences. Parents are also encouraged to monitor their child's attendance through the Genesis Parent Portal. **NOTE: Students who have missed 18 or more days of school during the course of one year, excused or unexcused, will be labeled as "chronically absent" by the State of New Jersey. Attendance is one indicator of school performance as evaluated by the STATE.**

Excused Absence: In keeping with the **NJ State Education Code**, we expect that, except in the case of illness (particularly contagious illness, vomiting or fever), State-recognized religious observances, emergencies such as family illness (ex. **Critical or life-threatening condition**) or death. To be considered "excused" for these reasons, there **must** be parental/guardian notice to the school with the reason for absence/lateness.

NOTE: Even if absences have been "excused," letters will be sent home regarding any areas of concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. A student with cumulative unexcused absences of ten or more, is truant. A total of 18 absences per year are consider **by the STATE** to be excessive whether excused or unexcused. This will result in the labeling of your child as **chronically absent** as defined by the state. Excessive absences may result in an incomplete or not applicable grade on a child's report card. Missing instructional time limits the teacher's ability to issue a complete grade. Students labeled **chronically absent shall be considered for retention.**

Unexcused Absence: On a day when an absences/lateness is for reason other than those noted above as "excused," the day of absences/lateness is recorded as "unexcused" and will go into your child's permanent record marked as such. Please note that family vacations and other non-educational activities are not included in the list of "excused" absences above. They are considered "unexcused" absences, and should be planned so they do not interfere with school attendance. Parents/guardians must assume full responsibility for all missed academic assignments. Teachers will not provide work in advance of such absences but may provide work up the student's return. Any unexcused absences, including those explained still count towards truancy per District policy.

In addition, in accordance with **NJ Statutes Annotated (NJS) 18:1** and **NJ Administrative Code 6A**, the following guidelines will be followed when absences are "unexcused."

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student's parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;

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- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the parents, will evaluate and review the action plan above to include referrals, consultations or assessments, and will cooperate with law enforcement and other authorities and agencies;
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the school district will make mandatory referral to the court program as required by the ***NJ Administrative Office of the Courts***. The school will consult with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with ***NJSA 18A, Compelling Attendance at School***, and other applicable State and Federal statutes, as required.

We ask you to respect the importance of the school day by ensuring your student's daily attendance and timely arrival. Should you need to refer to this information in the future, the attendance policy can also be found in the Student Handbook on our website at www.hollandschool.org If you have any questions over the school year, please contact the Superintendent's office.

Sincerely,

Stephanie Snyder

Superintendent