

# Shrewsbury Borough School

20 Obre Place  
Shrewsbury, New Jersey 07702

Brent A. MacConnell  
SUPERINTENDENT

(732)747-0882  
Fax: (732)747-7510

September 11, 2018

Dear Parent/Guardian:

I would like to thank you in advance for your understanding and cooperation throughout the year as you ensure the regular attendance of your child or children and for your efforts to document their absences from school. **It is important that you call 732-747-0882 press 1, after the tone leave your message to report the absence or late arrival of your child/children.**

Please note that **calling the school to report a student absence does not make an absence “excused.”** We rely on the system of parent/guardian reporting to ensure that we have complete accountability for all of our students. If students are not reported as “absent”, the school will contact a parent/guardian immediately to ensure that no child’s safety or well-being is in doubt. While this is an extra step for parents/guardians, it helps to ensure that your child is safe at all times.

**In accordance with the Board of Education Policy #5200, and all of the corresponding state statutes and regulations, a student must be present for at least four (4) hours during the school day to receive credit for that day school day. This means that if a student arrives in the morning at 8:30 am that student must be present in school until 12:30 pm to receive credit for that school day. If a student comes into school late the student must arrive in NO later than 11:00 am and must be present in school until 3:00 pm to receive credit for that school day.**

According to our policy, an “**excused absence**” is a student’s absence from school for a full day or a portion of a day for one or more of the following reasons:

- a. The student’s illness, (supported by a doctor’s note);
- b. Family illness or death, (supported by a written letter from the parent);
- c. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16;
- d. Take Your Child to Work Day; (supported by notification from parent and/or employer)
- e. Where appropriate, when consistent with Individualized Education Programs, the Individuals With Disabilities Act, accommodation plans under 29 U.S.C. 794 and 705(20), and individualized healthcare plans;
- f. The student’s suspension from school;
- g. The student’s required attendance in court;
- h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day (supported by a doctor’s note), and
- i. An absence for a reason not listed above, but deemed excused by the Superintendent, upon a written request by the student’s parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

Please note that students will be excused to visit high schools, academic programs, or to take entrance exams to attend high school. Family vacations **will not be considered** excused under any circumstances.

**Students with excused absences and/or lateness will not be considered for perfect attendance awards at the end of the school year. Shrewsbury Borough School honors students who have not missed any days of school, have not been late and have not left district for any reason, whether they return back to**

**school or not and truly exhibit perfect attendance. Perfect attendance is defined as no absences and/or no tardies, excused or otherwise and have not left district for any reason.**

Please understand that all documentation submitted and held on file in the main office from September 6<sup>th</sup> through the end of the school year will be utilized to update your student's attendance records once the necessary program changes have been made to our Attendance Student Database.

If you believe that your child's absence is an excused absence, please forward a note or some type of documentation to the school within 48 hours of the reported absence so that the school secretary can accurately record your child's attendance.

If you should have any questions about our attendance policy, please contact me directly.

Sincerely,

*Brent A. MacConnell*

Brent A. MacConnell  
Superintendent