



# Burlington Township High School

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## Burlington Township High School Family,

We hope you are enjoying your summer. At Burlington Township High School, we remain committed to the academic success and well-being of every student. One of the key factors in student achievement is consistent school attendance. Every day a student is present provides valuable opportunities for instruction, collaboration and engagement that can not always be replicated through make-up work.

We would like to take a moment to emphasize the importance of regular attendance, explain the difference between excused and unexcused absences, and clarify how interventions and consequences are applied when unexcused absences increase.

## Why Attendance Matters

Your support is essential in helping us promote a culture of strong attendance. We ask that you encourage your child to attend school every day, arrive on time and communicate with us if they are facing any challenges that prevent them from doing so.

We recognize that life happens. Students may occasionally need a mental health day, have a cold that doesn't require a doctor's visit, attend a family event, or participate in athletic commitments. These are valid and understandable circumstances. That is why students are permitted up to **six (6) unexcused absences per semester** without penalty.

If your child is absent due to illness they are encouraged to see a medical professional. Medical notes must be submitted to the Main Office within **two (2) school days** of the student's return in order for the absence to be considered excused.

## UNDERSTANDING EXCUSED AND UNEXCUSED ABSENCES

| State Excused Absences                                                                                                                 | School Permitted Absences                                                                                                                                 | School Unexcused Absences                                                                              | Truant                                           |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| * Bring Your Child to Work Day<br>* State Approved Religious Holiday<br>* College Visits: <b>3 Max</b><br><b>Grades 11 and 12 only</b> | * Legal Matters<br>* <b>Medical Professional-In Person Visits with note</b><br>* Funerals<br>* School-Sponsored Events<br>* Suspensions<br>* Driving Test | * Vacations<br>* <b>Doctor's notes-without visit</b><br>* Work<br>* Weddings<br>* Athletic Tournaments | * The parent is unaware of the student's absence |

*In accordance with the New Jersey Department of Education regulations, students must be in attendance for at least 162 school days to successfully complete the instructional requirements for a course or grade level.*

*While students are permitted to make-up assignments following absences, excessive unexcused absences may result in a loss of credit for the course, as determined by school administration.*

*At Burlington Township High School, we uphold high academic standards for school attendance emphasizing regular attendance is essential to academic success. We encourage every student to be present and on time each day.*

### **ATTENDANCE INTERVENTION PRACTICES**

Our goal is to work collaboratively with students and families before attendance concerns become significant. As unexcused absences accumulate, the following interventions will occur:

**After 6 unexcused absences in a semester or 12 for the year:**

- A meeting will be held with the student and an administrator or administrator designee to determine what is leading to their absences.
- Together, we will identify strategies and supports that can be used to improve attendance.

**After 8 unexcused absences in a semester or 16 for the year:**

- An attendance meeting will be held to advise parties that the student is at risk of losing the ability to earn credits, and what the next steps would be to remediate the concern.
- The counselor will provide a summary letter to the student, parent/guardian(s), and administrators within 5 school days of the meeting.

**After 10 unexcused absences in a semester or 20 for the year:**

- The student will continue to attend class, complete assignments, and receive grades; however, **they will not be eligible to earn course credit until all required remediation and credit recovery requirements have been successfully completed.**
- **Students will also become ineligible to participate in any after-school activities for the remainder of the semester.**

**After 15 unexcused absences in a semester:**

- The student will no longer be eligible to earn credits for the semester. Students will be required to attend summer school if they wish to obtain the credits.

**After 20 unexcused absences in a semester:**

- The student will no longer be eligible to earn credits for any classes during the semester.

We look forward to welcoming everyone in September and to having another successful school year. Thank you for your continued support.

Warm regards,  
*Burlington Township High School Administration*

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**THE MORE OUR SPIRITS RISE, THE HIGHER OUR FALCON FLIES**