

Montville Township High School

Following are the Montville Township High School procedures for attendance. You can also find this information in the green Student Planner beginning on page 19. These procedures explain what's required by the high school for excused absences, tardies, and early dismissals.

Absences must be reported by calling the High School (973-331-7100, press 1 for the High School) and selecting the "to report an absence" option 1. You can also dial one of the school nurses directly at ext. 2609 (Mrs. Witty) or 2610 (Mrs. Moat). Tardies and early dismissals should be reported to the main office by pressing "0" at the High School prompt.

PLEASE NOTE – If a student is late to school and misses more than ½ a class, they will be marked **absent unexcused** from that class for that day. Likewise, if a student leaves early and misses more than ½ a class, they will be marked **absent unexcused** from that class for that day. **For a full year course, a student with 14 or more unexcused absences will not receive credit for that course. For a semester course, a student with 7 or more unexcused absences will not receive credit for that course. For a quarter course, a student with 4 or more unexcused absences will not receive credit for that course.** Of significant importance and notice for seniors, if there are more than 3 unexcused absences in their health class *the student will not receive credit and will not graduate*. If there are extenuating circumstances for a student's chronic lateness to school, please contact the attendance office at extension 2608.

Following is a summary of the attendance policies:

Excused Absence:

- 3 or more consecutive absences **with a doctor's note** – (doctor's notes **must** be handed in to the attendance office **during the marking period in which the absence(s) occurred**).
- Death in the immediate family
- Religious holiday as defined by the State of New Jersey (a list of excused religious holidays is available in the main office).

Students must have 4 hours of instructional time to constitute a full day (arrive no later than 9:20 or sign out no earlier than 12:30) and 3 hours of instructional time to constitute a half day (sign in before 11:20 or sign out no earlier than 10:30).

Excused Tardy (excused from consequence, **not** class attendance):

- Doctor's note
- Parent note explaining tardy **subject to administrative approval and verification**

Unexcused Tardy:

- 1st unexcused tardy, students receive verbal warning

- 2nd unexcused tardy, a letter explaining the consequences of excessive lateness is sent home
- 3rd unexcused tardy results in a central detention
- 4th unexcused tardy results in 2 central detentions
- 5th to 7th unexcused tardy results in a Saturday detention
- 8th and above unexcused tardy, student is suspended in school for one day and meets with their respective Assistant Principal.

Early Dismissal:

- If a parent/legal guardian is physically picking up a student in the main office a note/phone call is not necessary – the student should come to the office at the scheduled time.
- If **anyone** (sibling, grandparent, neighbor, etc.) but a parent/legal guardian is picking up a student, the student must hand in a note during homeroom and the parent/legal guardian **must call the main office by 8:30 in the morning to confirm the note.**
- If a student is signing themselves out, the student must hand in a note during homeroom and the parent/legal guardian **must call the main office by 8:30 in the morning to confirm the note.**
- If a student is being picked up during lunch (10:31 – 11:23) please arrange to have them meet you in the main office. The main office staff cannot make announcements during lunch, and has no way of knowing where students may be having lunch (i.e. cafeteria, gym, rotunda, etc.).

Additional information:

Forgotten items can be dropped off in the main office for the student to pick up. Students should check the drop-off table in between classes or during lunch as **the main office is not permitted to interrupt classes.**

Delayed openings and early dismissals are posted at www.Montville.net or you can call the emergency hotline at 973-263-6330. **Please make sure to update your Honeywell Instant Alert information** at <https://instantalert.honeywell.com>, - enter the username and password you created when you signed on as a new user.

Honeywell Instant Alert for Schools Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. Complete the student information form. Click 'Submit.'

4. Complete the corresponding screen. Click 'Submit.'
5. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
6. **Note:** Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person whom the device belongs and click 'Add.'
4. For email, text messaging and pagers you may send yourself a text message. Click on 'Send Test Message' to send yourself a message.

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

Identify key contact for your children

1. Click on 'Other Contacts.'
2. Click on 'Add New Contact' and complete the form.
3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for this school.
4. Click on 'Save' when complete.
5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.

For Assistance: InstantAlertHelp@Honeywell.com