

## **LVMS Attendance Procedures** **Corrective Action Plan, Fall 2025**

During prior school years, absenteeism at the Long Valley Middle School has exceeded allowances as set forth by the Department of Education. The New Jersey Department of Education defines Chronic Absenteeism “as having missed 10 percent or more days of school for any reason— this includes locally excused and unexcused absences.”

We wish to note for families that even “excused” absences count toward attendance.

Further, and according to [Board of Education Policy 5200: Attendance](#), “The Washington Township School District believes that the regular attendance of students in each class and in school in general is critical to its educational mission.”

### **Excused Absences are clearly defined as follows:**

“An absence shall be considered an “excused absence” for the purpose of determining promotion, retention, truancy, and grades for full credit, for the following reasons:

1. Requirements of a student’s individual health care plan;
2. A death in the student’s family;
3. Quarantine or isolation as determined by school health personnel;
4. Observance of the student’s religion on a day approved for that purpose by the New Jersey State Board of Education;
5. Requirements of the student’s Individualized Education Program (IEP);
6. Participation in “Take your Child to Work Day”;
7. The student’s required attendance in court; or
8. Interviews with an admissions officer of an educational institution.”

**Important:** Absences for vacations, parent-diagnosed illness (without physician documentation), extracurricular events, or family travel will be marked “Unexcused” for State-Reporting purposes, *even if a parent/caregiver provides a note.*

**Any student with more than 10 absences—regardless of excused/unexcused status—may be considered chronically absent and at risk for grade-level retention.**

Additionally, the following procedures are outlined in the BOE-approved Chronic Absenteeism: Corrective Action Plan to help reinforce the value and importance of regular school attendance.

- **Cumulative absences up to four (4):** Parent/Guardian contact & inquiry about cause of absences, attendance monitoring.
- **Cumulative absences of between five (5) and nine (9):** Referral to Intervention and Referral Services Team/Multi-Tiered System of Support to develop and implement an

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Attendance Plan, attendance monitoring.

- **Cumulative unexcused absences of ten (10) or more:** For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The District will refer the matter to the Municipal Court And/or Public Agencies in accordance with N.J.S.A. 18A:38-28 through 31.

### **Make-Up Work Following Absence:**

LVMS expects all students to make up missed work following an absence as follows:

- For excused absences, students are allowed two (2) days for each day missed to complete assignments.
- In accordance with N.J.S.A. 18A:36-14, students with excused absences will not be penalized in eligibility for awards or missed assessments, provided a written excuse from a parent/guardian is submitted.
- For unexcused absences, make-up work is at the discretion of the classroom teacher. Teachers may record such work as incomplete/unsubmitted and calculate grades accordingly, which may include zero credit.

### **Policy 5240: Tardiness**

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

LVMS Panthers are expected to arrive at school on time. District buses are provided to ensure students are able to arrive punctually each day.

***LVMS Students must be in their Homeroom by 8:35 each day. Students arriving after 8:35 will be considered tardy.*** The following procedures will be followed to manage habitual tardiness, to keep parents informed, and to clearly define responses to patterns of tardiness.

1. When a student has been tardy three (3) times to school, a warning notice will be sent to parents/guardians.
2. Upon earning a sixth (6th) "Tardy Mark," students will be required to serve an after school detention. That detention shall be held the following school day.
3. Students serving three (3) detentions (i.e. 18 cumulative Tardies) will be referred for development of a corrective Attendance Plan.
4. In addition, continued tardiness may result in additional consequences including, but not limited to, suspension, loss of privileges, suspension from co- and extra-curricular activities.

# ***Long Valley Middle School***

Mr. Mark S. Ippolito, Principal  
Mr. Michael Mirabella, Assistant Principal

51 West Mill Road, Long Valley, New Jersey 07853

Phone: 908-876-3434

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As always, we ask parents/guardians to keep the school informed about the needs of their children. Our school counselors are poised to help students/parents navigate absences and manage course work.

Parents/Guardians “shall provide advance notice to the school prior to the student being absent from school in accordance with N.J.S.A. 18A: 36-25.6.” Parents are asked to access and utilize the [PickUp Patrol](#) platform for reporting of absences.