

Glassboro Public Schools

301 Georgetown Rd
Glassboro, New Jersey 08028

www.glassboroschools.us

Phone: 856-652-2700
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Ms. Nina Gomez
School Secretary



Mrs. Christa Taylor
Nurse

Mrs. Melanie Sweeney, Principal

Dear Parents and Guardians:

It is important that your child attend school on all school days, unless ill. We recommend that families schedule vacations when school is not in session. In the event that your child is absent from school, please call the school nurse at 856-652-2700, ext. 5111 or 5311 to report the absence. When your child returns to school, send a note in to your child's teacher explaining the reason for the absence. If your child is absent for three or more consecutive days, a doctor's note is necessary. The J. Harvey Rodgers School upholds all attendance policies and regulations as defined by the NJ Department of Education. Although education under the age of six is considered noncompulsory, once a child is enrolled into a public school, all families are held to these standards as student attendance rates influence state funding. Once ten (10) absences have been accrued, a mandatory conference will be scheduled with the building Principal. At that point, paperwork may also be filed with the Municipal Court for truancy if the child is six years of age.

Children are expected to be in school by 8:40 A.M. Children will be considered absent if they are in school for less than 4 hours. It is important to have children understand the importance of promptness and good attendance at an early age. Please reference the chart below.

Absence Threshold	Attendance Letter	Action
5	Y	<ul style="list-style-type: none">Attendance letter signed by the principal and sent home by the principal's secretary.Principal calls parent/guardian. An Attendance Action Plan is developed. Call is logged in PowerSchool.
10	Y	<ul style="list-style-type: none">Attendance letter signed by the principal or his/her designee and sent home by the principal's secretary.A parent conference will be scheduled through the principal's office or the office of his/her designee. At this conference, the principal or his/her designee will hear the circumstances of the attendance issue from the parent, and may excuse absences based on documentation/evidence provided. Meeting is logged in PowerSchool.Attendance Action Plan may be revised accordingly.
15	Y	<ul style="list-style-type: none">A certified letter from the office of the principal or his/her designee will be sent indicating that the attendance matter will be brought to the attention of the court.A parent conference will be scheduled through the office of the principal or his/her designee to provide an opportunity for the parent to present circumstances that have contributed to the attendance issue and to submit documentation/evidence in an effort to resolve the issue before a court hearing.A court hearing will occur attended by our truancy officer once the child has turned six years old.The truancy officer will be provided with all documentation that demonstrates the district's efforts to resolve the attendance issue.

Best Regards,

Melanie Sweeney

J. Harvey Rodgers Principal