

Mendham Township Elementary School

18 West Main Street, Brookside, N.J. 07926

Attendance Procedures & Potentially Missing Children (5113)

The Mendham Township Elementary School remains committed to ensuring the safety of each and every one of our students. The following outline represents the procedures that parents, students, teachers, and office staff should utilize in order to expediently detect and report “potentially missing children”:

1. **Parents:** If for any reason a student is going to be absent from school, it is critical to contact the Elementary School office at anytime of day or night before 9:15 AM on the day of the absence.
2. **Office / School Staff:** Flag Salute/daily announcements commence at 9:00 AM.
3. **Teachers:** Prior to daily announcements, homeroom teachers utilize a “structured roll call procedure” to take attendance. Enter an ‘X’ (absent) next to every absentee student. Once a student’s status is officially entered onto the attendance sheet during roll call, it should not be changed – the office staff will rectify discrepancies via the student tardy sign-in sheet.
4. **Teachers:** Tardy students must have a pass signed by the office staff. If the student does not have a pass the office should be contacted to confirm the late arrival.
5. **Teachers / Office Staff:** All attendance sheets are due back ASAP but no later than 9:15 AM.
6. **Office Staff:** Account for all absences. If a student is absent and the parent or guardian has not notified the office, all emergency contact numbers must be utilized to locate the student. If the student cannot be located by 9:30 AM, contact the Mendham Township Police Department and request a “locator check” (no later than 10 AM).
7. **Teachers / Office Staff:** Office will provide Daily Attendance Report to all instructional staff no later than 9:45 AM.
8. **Teachers:** Take attendance at beginning of every period – notify office of discrepancies.
9. **Office Staff:** Immediately upon securing update from MTPD, inform Superintendent via email copied to principal. Detail event in Administrators Plus and include “welfare check report” in Superintendent’s monthly report.

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