



PRINCIPAL  
RYAN S. MACNAUGHTON  
(973) 664-2201

ASSISTANT PRINCIPAL  
ERIN E. MORGAN  
(973) 664-2229

MORRIS HILLS REGIONAL DISTRICT  
48 KNOLL DRIVE  
ROCKAWAY, NEW JERSEY 07866  
FAX: (973) 664-2280  
www.mhrd.org



PRINCIPAL  
TODD M. TORIELLO, Ed.D  
(973) 664-2301

ASSISTANT PRINCIPAL  
EMILY BARKOCY  
(973) 664-2305

Dear Student/Parent/Guardian,

We hope you are enjoying these last few weeks of summer and that you are confident we are doing everything we can to make this school year both safe and meaningful for your child. As you know, we have revised our bell schedule and classes are now scheduled to run for 55 minutes each. In lieu of this new schedule, we are enacting a slightly revised attendance policy. We all know that participation in school is directly correlated to academic success so please help us as we continue to encourage our students to achieve exemplary attendance.

The following guidelines will clarify our 2020-2021 Attendance Policies:

1. Students are responsible for logging in to their Zoom meetings/classes in a timely fashion each block.
  - Students must turn on their camera and audio in order to be marked present.
  - Students should follow teacher instructions regarding the muting of audio and the use of Zoom video throughout the instructional block.
2. If a student is scheduled to attend school in-person for the day, but he/she doesn't feel well enough to attend, please follow the guidelines below:
  - The parent/guardian should call the attendance office to record the absence. Parents should then specify whether the student will be participating in virtual instruction from home or taking a full sick day. Please be mindful of the fact that if students do stay home to participate in a virtual day, they must log into all of their classes for the duration of the block. If a parent/guardian indicates that the student will be participating virtually that day and the student does indeed actively participate in each of their classes, missing no more than ten minutes of instructional time in each class without a valid excusal, they will be marked present for each block. A note will be made in ASPEN that the student was slated to attend in-person that day, but did participate virtually.

- Students/Parents should email all of the teachers to notify them that their child will be participating virtually for the day.
3. Students should be reminded that tardiness will count against them. Attendance will be recorded each block accordingly:
    - Less than 10 minutes late (to all blocks) for a **Zoom call** or **in-person instruction** will count as a **TARDY**.
    - More than 10 minutes late (to all blocks) for a **Zoom call** or **in-person instruction** will count as a **FULL ABSENCE**.
    - When more than ten minutes of instructional time is missed at any point during the block without a valid excusal, (whether in-person or virtual) it will count as a **FULL ABSENCE**.
  4. Teachers will be responsible for taking accurate attendance each block as they have the ability to check the Zoom record to see which students logged in, the duration of the log in and when they logged in. Because our schedules will be synchronous, students will attend classes (either in-person or virtually) in real time; therefore punctual attendance is expected. Please remember that students have a limited number of unexcused absences per class before they lose credit. The allowable number of absences per class may not exceed the following numbers:

TYPE OF COURSE	ALLOWABLE NUMBER OF UNEXCUSED ABSENCES
Full-year Course (English, Math, Art, etc.)	8
Three-quarter Course (Physical Education)	6
Half-year Course (Sociology, Criminology, etc.)	4
One-quarter Course (Health)	2

Thank you for helping us prioritize education during this very tumultuous time! If you have any questions regarding attendance, please call either:

Sincerely,

Erin Morgan, Assistant Principal @ Morris Knolls Ext: 2229

Emily Barkocoy, Assistant Principal @ Morris Hills Ext: 2305