

**Sayville Public Schools**  
Attendance Policy  
Middle School

**\*This document must be signed by a parent/guardian and returned to the advisory teacher.**

As required by the Commissioner's guidelines on attendance, parents and students must read and understand their responsibilities regarding school attendance. An attendance policy has been approved by the Board of Education. The following are the important elements of the policy as they relate to students and parents:

For the purposes of understanding the policy, these terms must be defined: excused absence, unexcused absence and tardy.

**Excused absences**-When a student is absent for one of the following reasons, he/she is considered to have an excused absence: personal illness, death in the immediate family, impassable roads, severe weather, religious observance, quarantine, required court appearances, attendance at health clinic or physician's office, pre-approved college visits, approved cooperative work programs, military obligations, required field trips, music lessons, athletic competitions, counselor appointments or such other reasons. Teachers must allow students to make-up and give credit for work, tests and quizzes missed as a result of an excused absence. The teacher will determine when the missed work or test is to be completed and turned in. Failure to make-up and return work to the teacher will result in a zero for work done in class. The student will not have another opportunity to make-up the assigned work if he/she misses the deadline set by the teacher. Failure to make-up a test, quiz or homework as a result of an excused absence will result in a zero for the assignment with no additional opportunities.

**Unexcused absences**-These are considered a violation of the compulsory attendance provisions of Article 65 of the Education Law, which require students to attend school on a regular, punctual basis. Lateness to school without a note, absence from school without parent/guardian knowledge, family vacations, oversleeping, class cuts, unapproved early leaves, etc. are unexcused absences from school. Teachers are not required to prepare make-up work for students who miss work as a result of unexcused absences.

**Tardy**-The school day begins at 7:50 am. The advisory period begins at this time. The advisory period is a mandatory part of the student's school day. Any student who arrives to the advisory period after 7:50 am is considered tardy. A student who is tardy must sign-in at the attendance office and present a written note from a parent/guardian as to the reason for the tardiness. Only those reasons stated above are legal excuses for tardiness. A student is considered truant unless a parent/guardian provides a legal excuse for the student's lateness to school.

**Disciplinary Consequences:** As per the Middle School Code of Conduct, excessive, unexcused lateness to school, excessive unexcused absences or class truancy/cutting will result in the following disciplinary consequences:

In accordance with the District's Code of Conduct, the following range of disciplinary sanctions may be imposed to discourage unexcused absences and/or tardiness and early departure and/or truancy:

1. Verbal warning
2. Written warning
3. Written or oral notification to parent
4. Detention
5. Suspension from athletic participation
6. Suspension from social or extracurricular activities
7. Suspension from other privileges
8. Assignment to the Alternative Learning Center

(Taken from the Middle School Code of Conduct)

Lateness to School	Step 1-4	Lunch Detention, Parent Notification
	Step 5	Parent Notification
	Step 6	5 pm detention after every seven lateness
Class truancy/cutting	Step 1	5 pm detention for each class, Parent Notification
	Step 2	In-school suspension served in the Alternative Learning Center, Parent Notification, IST referral
	Step 3	In-school detention served in the Alternative Learning Center for up to five days, Parent Conference, notify Pupil Personnel Services
	Step 4	Principal's hearing, suspension for five days, Alternative program review, Referral to Family Court (PINS)

**Excessive Unexcused absences:** It is incumbent on parents/guardians to furnish written documentation to the attendance office when a student is absence, tardy or dismissed early from school. If the building administration believes that a pattern of unexcused absences exists, notification will be made to the student's parent/guardian. If the student continues the pattern of absences, the matter will be turned over to the Pupil Personnel Services office for investigation.

**Incentives for exemplary attendance:**

Exemplary attendance is rewarded through the nationally acclaimed “Renaissance Program”. Students are evaluated quarterly. There are three levels of performance- White, Purple and Gold. Students must meet various academic, behavioral and attendance related criteria in order to receive a card. The Gold card is the highest level a student can achieve. Students are rewarded with cards only if they have less than 2 unexcused absences. In addition to receiving the card, students can receive the following other incentives: Ice cream during lunch period, commons privileges, discounts on school activities and discounts at local merchant shops.

**I have read and understand the Sayville Schools Attendance policy and I am aware of my responsibilities regarding attendance of my child at school. The phone number to the Middle School Attendance Office is 631-244-6653.**

Signature of Parent/Guardian: \_\_\_\_\_

Student’s Name: \_\_\_\_\_

Please make note of the attendance phone number and return the signed page to your child’s advisory teacher.