



Patchogue-Medford School District

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August 2019

RE: Attendance Policy

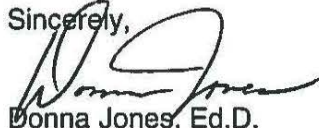
Dear Families:

School attendance is a major factor in academic success. In an effort to encourage good attendance, New York State requires that all school districts develop a Comprehensive Attendance Policy. This policy must include certain required elements.

One requirement is that parents/guardians must be provided with a summary of the policy on a yearly basis. That summary is enclosed. The second requirement is that parents/guardians must sign-off on the form provided and return to child's school by September 13, 2019.

If you are interested in a complete copy of the policy or have additional questions, please contact the school principal.

Sincerely,



Donna Jones, Ed.D.
 Interim Superintendent of Schools

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 Enclosure

2019-2020 Comprehensive Attendance Policy Sign-Off

Child's Name _____ School _____

_____ I have read and understand the Patchogue-Medford Comprehensive Attendance Policy.

Name _____ Date: _____
 Parent's/Guardian's Signature

Name _____
 Print Parent's/Guardian's Name

PATCHOGUE-MEDFORD SCHOOL DISTRICT COMPREHENSIVE ATTENDANCE POLICY SUMMARY

Philosophy: Regular school attendance is a major component of academic success.

Purpose of Policy: To minimize unexcused absences, tardiness, and early departures (ATEDs).

Definitions:

Excused ATEDs are those resulting from personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearance, scheduled medical/dental appointments, approved college visits, approved cooperative work programs, and other reasons that may be approved by the Supervisor of Attendance.

Unexcused ATEDs include any absence that is not excused, as specified in the above list.

Tardy means arrival at school less than 30 minutes late for students in Grades K-5 and less than 15 minutes late for students in Grades 6-12.

Truancy is defined as the willful violation by a student of compulsory attendance.

Notice of the Policy will be given to students, parents or guardians, faculty and staff and community members through a series of written and verbal announcements and reviews.

General Procedures: Attendance will be taken each day in elementary schools and in each period in the secondary schools. This information will be coded, recorded and monitored.

Parent/Guardian Responsibilities include notifying the school within 24 hours of the ATED. Notification may be in writing or by phone.

Disciplinary Consequences: Unexcused ATEDs will result in administrative action consistent with the District's Code of Conduct.

Intervention Strategies will be considered for those students who have a pattern of unexcused ATEDs.

Attendance/Grade Policy:

Unexcused ATEDs will affect a student's class participation grade for a marking period. Excused ATEDs may affect a student's grade if course work is not made up.

In Grades 9-12, any student with more than 14 ATEDs for a half-year course, or 28 absences for a full-year course will not receive credit for the course. Students with properly excused ATEDs may make up missing work in accordance with established procedures.