

BAY SHORE MIDDLE SCHOOL ATTENDANCE/TARDINESS POLICY



TARDY TO SCHOOL

1. Students must sign in at the front desk with a note explaining tardiness.
2. Students' reasons for tardiness will be assessed (excused, unexcused as per definitions).
3. Beyond three unexcused latenesses per quarter parents will be notified and consequences will be assigned as follows:
 - 3-4 unexcused lateness will result in an after school detention.
 - 5 unexcused latenesses will result in an extended detention.

ABSENCES

1. A parent/guardian must phone the school (968-1210) and inform the office before 8:00 a.m.
2. Students must provide a note of absence to their advisory teacher upon returning to school.
3. Notes must be received within five days of a student's return to school and must include the date and reasons for his/her absence.
4. If a note is not received, a referral will be sent to the student's administrator and an appropriate consequence will be assigned.

***NOTE:** Students with patterns of absenteeism and tardiness will be referred to the guidance office. Students with chronic attendance and tardiness problems will be reported to the social worker, the district attendance office, and the appropriate social/legal agency.

EARLY DISMISSAL PROCEDURES

In the event that a parent/guardian needs to pick a child up before the end of the school day, a written note stating the date and time of the early dismissal should be provided to the child. This procedure will allow the child to be ready and awaiting pick-up in the main office. For safety and security purposes, early dismissal must be before 2 p.m. A child is unable to be released between 2 p.m. and 2:21 p.m. as we prepare for our school-wide dismissal.

Please remember that any parent/guardian withdrawing a student from the building, for any reason, must present a picture id and be listed on the child's emergency card.

If you have any questions regarding the above, feel free to contact us at 631-968-1210.