



Jericho Middle School

A New York State and National School to Watch since 2009

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Dear Parents:

As you are aware there is a strong correlation between good attendance and academic success. As a result, we ask for your help and cooperation in ensuring that your child attend school on a regular basis and arrive on time. **We require that students who are dropped off late to school be signed in by a parent, guardian or the adult who brought him/her to school.**

It is the responsibility of the parent/guardian to notify the school on the day of an absence and to provide written documentation upon the student's return to school. An excused absence is defined as an absence, lateness or early departure from class or school due to personal illness, death in the family, religious observance or court appearance, with an accompanying note from parent or guardian. We are particularly concerned about requests for early dismissal for routine doctor visits, vacations and other activities which are an intrusion on the school day.

Student participation in class activities is an essential part of the learning process. Being on time so that classes may begin and/or continue in an uninterrupted manner is essential to the well-being of all students. Repeated lateness to school interrupts your child's educational program since it is in your child's best interest to be an active participant in all educational activities.

The Middle School Shared Decision Making Committee worked hard to create a lateness policy. Upon review of this policy and the creation of the Student Team Advisor position, the policy outlined in this letter indicates the procedures that have been developed through a consensus of all the school stakeholders.

Student lateness is **cumulative** throughout the school year. Our middle school team includes the student, his/her parents and the appropriate school personnel. At Jericho Middle School, a team approach is utilized to address the student's individual needs and appropriate consequences. The following is a description of our procedures with regard to lateness to school:

- All period one teachers will inform the **Student Team Advisor** of any attendance concerns.
- After the **third lateness**, the Student Team Advisor will make an outreach to the child.
- After the **fifth lateness**, the Student Team Advisor and the counselor will meet with the student.
A letter will be sent to the home relaying this information.
- After the **tenth lateness**, the assistant principal and/or principal will meet with the child and the parent will be contacted.
- After the **twelfth lateness**, a parent conference will be requested to create a plan to resolve the problem.

(continued)

We look forward to your partnership in helping us to create a middle school environment in which all students can flourish. Should there be any unusual circumstances involving the home situation, please notify your child's teacher, student team advisor, guidance counselor or a building administrator.

Sincerely,

Chad Gleason

Chad Gleason
Principal