

EASTPORT-SOUTH MANOR JR.-SR. HIGH SCHOOL

543 Moriches-Middle Island Road • Manorville, NY 11949 • (631) 801-3250 • Fax (631) 874-6787 • www.esmonline.org

JOSEPH A. STEIMEL
Superintendent of Schools



SAL ALAIMO, *Principal*
PETER CACCAVALE, *Assistant Principal*
DANIEL FRANCHESE, *Assistant Principal*
KARI VON VOIGT, *Assistant Principal*

Dear Parent/Guardian,

At the Junior-Senior High School, we believe that consistent school attendance is crucial for your child's academic success and overall development. Regular attendance ensures that students do not miss valuable instruction, classroom discussions, and important learning experiences. Our attendance protocol is designed to support students in developing good work habits and maximizing their educational opportunities.

We want to remind you of the importance of adhering to our attendance procedures. If your child is absent from school, it is the parent's responsibility to **notify the school office within 24 hours of the absence and to provide a written excuse upon the student's return to school.**

Please be aware that all unexcused absences and lateness may result in disciplinary action consistent with the district's Code of Conduct. It is important to note that if an absence is not excused according to our protocol, it will be considered unexcused, which can lead to consequences such as detention or denial of participation in extracurricular events. **Students who have an unexcused absence on a day when an assessment is provided will not be able to make up the assessment.**

Promptness is also a key component of academic success and respect for the learning environment. Lateness disrupts instruction for all students and can cause your child to miss important information. To encourage punctuality, **students who accumulate three or more tardies will face disciplinary consequences.** Furthermore, **any student arriving more than twenty minutes late to class without a valid excuse will have that absence recorded as a cut.** We strongly emphasize the importance of being on time to all classes to maximize learning opportunities and maintain a respectful academic atmosphere.

To encourage consistent attendance, we are pleased to offer incentives for students who demonstrate excellent attendance. **Recognition will be given to students who have outstanding attendance (which is missing less than one day) throughout the quarter.** Students with outstanding attendance will receive a special invitation to a school sponsored event at the conclusion of the quarter.

We appreciate your partnership in ensuring your child's regular attendance and commitment to their education. If you have any questions or concerns regarding our attendance protocol, please do not hesitate to contact us at esmattendance@esmonline.org or by calling the attendance office at (631) 801-3254.

Sincerely,

Kari Von Voigt

Assistant Principal, ESM Jr. Sr.HS
Eastport-South Manor CSD

Eastport-South Manor Central School District

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