

REVISED K-5 Attendance Policy for School Year 2020-2021

PS 158, New York City

Welcome to the 2020-2021 school year! While this year will look different than any year we have ever known, we are sure it will be amazing. Whether remote or in-person, the classroom is a better place when your child is there.

We are excited to share our school's [Every Student, Every Day Attendance Policy and Plan](#). This policy and plan will hopefully provide you with the information and guidance you need to help you help your child attend and stay in school.

This year, the NYC DOE will use “attendance” and not “interaction” as a measure of student engagement and instructional time in remote and in-person learning settings. This is a return to a more traditional definition and practice of taking attendance, aligned to [New York State Education Law](#).

OUR SCHOOL COMMUNITY'S ATTENDANCE GOAL

Attendance matters. Missing a day of school means missing hours of instructional time. Research shows that students who attend regularly achieve greater success in school and in life. This continues to be true—even in a remote or in-person learning environment. Our school's collective goal for attendance remains the same. Whether remote or in person, we want every child attending school every day or at least 95% of the school year.

ATTENDANCE TAKING

Our school will take attendance each school day by 2:20 PM.

SCHOOL CALENDAR

To view a calendar of the school's events, including school holidays, go to: www.ps158.org.

COMMUNICATION WITH FAMILIES

Our school uses the following methods to communicate with families about attendance: Emails, Remind messages, phone calls.

It is very important for our school to have families' up-to-date contact information. To make sure we can reach you, please alert us of any changes to your address or phone number by: Regularly updating your contact information on www.mybluecard.org

QUARANTINING AS A CLOSE CONTACT OR AS A CASE

If your child needs to quarantine due to being a 'case' or a 'close contact' we will provide work. All other instances may not be accommodated, ie, non-essential travel and quarantine, regular absences short or long term, etc.. and the student will be marked absent.

Please help to support the overall health of the community, by following the CDC recommendations of avoiding non-essential travel and by having your child stay home if they are sick.

ABSENCES

Absences will not count towards grades or promotion.

If you know your child is going to miss school on a certain day or will be missing school for an extended period of time, please notify the school in advance as soon as you know by: Emailing your child's teachers.

If the student is absent for an extended period of time, one to two weeks, other instructional plans may be made by the school leaders and teachers to further support the students' academic progress.

If your child is absent, we will follow up by possibly reaching out with a phone call, Remind messages or email. This follow up helps us to ensure that your child is safe and healthy and that your family has what it needs to help your child overcome the barriers to attending school - whether in remote or in person.

While every single absence is equal to missed instructional time, we nonetheless mark absences as excused and unexcused. Excused absence is documented if the child's absence is accompanied with a doctor's note, to be given to your child's teacher.

LATENESS

We strongly encourage your child to be at school for the full school day. For documentation, even if a student is late, they are still marked as present. If you know your child is going to be late on a certain day—for blended in-person students—please: bring your child to the main entrance security desk so that your child can be escorted to class after checking their DOE health screening healthscreening.schools.nyc

EARLY PICKUP

We strongly encourage your child to be at school for the full school day. In necessary instances where a student has to be picked up prior to their dismissal time, the parent/guardian must send

an email to their child's teachers at least 24 hours in advance. **The email documents the permission to leave early.** The child's teachers will keep a record of the early pickups. There are no separate codes to enter.

When the parent/guardian comes to the school building at the specified time to do an early pick up, they are to report to the security desk and show their government-issued ID. The School Safety Agent will call our Main Office. The Main Office will call the classroom to ask for the student. The student is to walk with their belongings to the Main Office. Depending on the age/maturity of the student, the student will either be supervised or escorted to the security desk.

PLAYDATES or CHANGES TO DISMISSAL INSTRUCTIONS

Playdates and changes to dismissal instructions are at parent/guardian discretion.

If there are changes to the typical dismissal instructions or if your child is to be dismissed with another student's caretaker, please email your child's teachers at least 24 hours in advance. Teachers do not have access to emails until their office hours, which is after dismissal. Without written consent via email, students will not be dismissed until a parent/guardian or Blue Card designated dismissal contact is present at the school.

CONTACT INFORMATION

We hope this information is helpful to you!

If you have questions about our [Every Student, Every Day 2020-21 Attendance Policy and Plan](#), please contact our Parent Coordinator at mary.semack@ps158.net.