

Every Student, Every Day Attendance Policy and Plan School Year 2023-24

P.S. 135 The Bellaire Magnet School Exploration Through the Arts, 29Q135

Welcome to the 2023-24 School Year!

Please see below for the attendance policies for P.S 135.

OUR SCHOOL COMMUNITY’S ATTENDANCE GOAL

Every Day Counts! Attendance is an important part of your child’s educational success. When the number of days that a child is absent accumulates, you may not realize how it impacts your child’s education. Our school’s goal is that every child is in attendance more than 95%, but we strive for every day.

ATTENDANCE TAKING

P.S. 135 completes their attendance by 9am daily through the Attendance Portal in Teach Hub:

ATTENDANCE DEFINITIONS: While every single absence is equal to missed instructional time, we nonetheless mark absences as excused and unexcused. Please provide us with information on the reason for your child’s absence.

Present	Student attends (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.
Absent	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day.

Excused Absence	An excused absence may be excused for reasons including illness, injury, family emergency, religious observation, or pre-arranged appointments.
Unexcused Absence	An unexcused absence is when the above does not apply.

COMMUNICATION WITH FAMILIES

Our school utilizes different outreach strategies, it is important that we have the most up to date information. If anything changes, please make sure to call Ms. Last at (718) 464-2119. Our school uses the following methods to communicate with families about attendance:

Phone call, email, Class Dojo and mailed.

Attendance will be discussed at each family event, PTA meetings, and parent professional development sessions. It will also be discussed during administration open office hours via zoom each week.

ABSENCES

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, we are asking you to notify the school in advance by:

Class Dojo or email your child's classroom teacher. The classroom teacher will alert the attendance teacher.

If your child is absent for more than two consecutive days, your child's classroom teacher will reach out to you via a phone call or a Class Dojo message. This is to check-in on their health and to give any support that is needed to have your child come back to school as soon as possible. When your child returns to school after an extended period, you will meet with a member of the attendance team prior to your child returning to class to ensure that we can provide you with any support you might need.

Families should plan vacations and trips when school is not in session. If you are traveling, please send a copy of your child's airline tickets (ticket depart and arrival) with their name clearly printed.

LATENESS

Even if a child is late, they are still marked as present. If you know your child is going to be late on a certain day, please contact your child's teacher via Class Dojo. For the 2023-2024 school year lateness will be recorded. When your child enters into the school past 8:15 AM, they will be given a late pass before going to their classroom.

LEAVING EARLY

If your child is going to leave early on a certain day, you must bring proper photo ID. Your child's teacher should have been notified prior to your time of arrival via Class Dojo. There may be a delay if it is your child's lunch period. If you are picking up your child during 1:55-2:15PM, we will not be able to release your child as your child may be in transit.

MAKE-UP WORK

If a child is absent or late, their grades and classwork could be impacted. This results in loss in instructional time. The expectation is that the child will make up the work that was assigned for the day at home. If you are traveling or plan to be absent for a long period of time, work will be provided when the child is back in school. It will not be given out before you leave.

COMMUNICATION

Every day a child is absent you will receive an automated phone call from the DOE. If your child is absent for more than two consecutive days, your child's teacher will call to check-in. When your child has seven accumulated absences, you will receive a letter mailed to your home. If your child has 90% or less attendance they will be considered chronically absent. A 407 will be generated and you may be contacted

by the District Attendance Person.

CELEBRATIONS

We will continue to recognize and celebrate all of the children's attendance improvement. School-Wide, we celebrate attendance each Monday with Shout-Outs over the announcements. The class numbers are displayed each week in a central location of the school building. Each month we celebrate the class with the highest attendance as well. We acknowledge and greet each and every one of our children when they come back to school and tell them how much they were missed.

Students are celebrated once a week (every Monday) with a random drawing for prizes. To enter the random drawing the child must have an 95% or higher attendance rate.

SCHOOL CALENDAR

To view a calendar of the school's events, go to:

<https://WWW.BELLARIESCHOOL.COM>

CONTACT INFORMATION

If you have any questions or concerns, please contact Ms. Myriam Barreiro at (718) 464-2119.

