

# Attendance Policy and Plan School Year 2025-26

## PS 152 School of Science and Technology (22K152)

Welcome to the 2025-26 School Year!

We are excited to share PS 152's attendance policy with our school community. This document will provide you with the relevant information needed to ensure your child attends school on a regular basis.

### OUR SCHOOL COMMUNITY'S ATTENDANCE GOAL

Attendance matters. Research shows that Pre-K – 5<sup>th</sup> grade students who regularly attend school achieve greater academic, social, emotional and behavioral success. It is the collective responsibility of classroom teachers, school staff, parents/guardians and extended family members to assist our young learners with attending school for at least 90-95% of the school year from September through June.

### ATTENDANCE TAKING

Classroom teachers begin taking attendance at 8:00am each morning. We encourage all our families to be ready to promptly enter the school courtyard on East 23<sup>rd</sup> Street no later than 8:10am. All classroom teachers are expected to submit their class attendance in the school attendance hub by 8:20am.

### ATTENDANCE DEFINITIONS

Modality	In-person	Remote
<b>Present</b>	Student attends (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.	Student attends (is virtually present for) synchronous or asynchronous instruction for the equivalent of at least one full instructional period during the scheduled program day.
<b>Absent</b>	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day.	Not virtually present for synchronous or asynchronous instruction.

<sup>1</sup>Synchronous instruction is defined as live interaction between the teacher and student(s) each day at a scheduled time, communicated in advance to parents and students. For more information, please contact the school.

<sup>2</sup>Asynchronous learning refers to instruction and learning opportunities that are not centered on students and teachers interacting at the same time. Asynchronous learning activities enable students to work at their own pace so they can learn the same material at different times independently.

### COMMUNICATION WITH FAMILIES

Our school uses the following methods to communicate with families about attendance:

The PS 152 school aide team makes daily attendance calls whenever a student is absent. Each school aide is assigned a specific grade-level so one person will typically reach out to the same families, as needed throughout the year. Whenever a student is absent 2-3 days in a single week or short time span, the classroom teacher is expected to contact the family during their weekly parent engagement time.

If a classroom teacher is unable to make contact with a family, then the teacher will notify the school counselor/attendance coordinator who will conduct additional outreach until the child returns to school. For students who are considered chronically absent their families will receive either emails or letters from the school counselor, which summarize the school's attendance policy and display the student's attendance data to date.

For students who may be absent for extended periods of time without any explanation the school counselor will collaborate with the DOE attendance teacher to further monitor the situation and assist in identifying any underlying obstacles that may be impacting the child's ability to regularly attend school.

**It is very important for the 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:**

**You may send a class dojo message to your child's teacher and arrange a time to update your child's blue card in the main office. Please remember to bring a valid photo ID to sign in at the security desk.**

## **ABSENCES**

If you know your child is going to miss school on a certain day or will be missing school for an extended period, please notify the school in advance by:

**Sending a class dojo message to the teacher or contacting the school counselor/attendance coordinator by phone at (718) 434-5222 ext. 1270 or via email [rmeneses@schools.nyc.gov](mailto:rmeneses@schools.nyc.gov).**

If your child is absent, we will follow up by making a positive phone call, text, or email home. This follow-up helps us to ensure that your child is safe, healthy and that your family has what it needs to help your child overcome the barriers to attending school.

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. **Here is what you need to know regarding excused and unexcused absences:**

- Excused Absence:

**An absence may be excused for reasons including illness, injury, problems accessing technology or getting online during a snow emergency day, family emergency, religious observation, pre-arranged appointments. In the event of any of these issues arising for you and your family, please contact the child's teacher as soon as possible. Please note that excused absences still count towards your child's cumulative absences in a given school year.**

- Unexcused Absence:

**An unexcused absence is when too little to no information is provided by a family.**

## LATENESS

Even if a student is late, they are still marked as **present** as long as they attend school for at least one instructional period. If you know your child is going to be late on a certain day, please:

**You may send a class dojo message to the classroom teacher to notify them of the lateness.**

Similar as with absences, we flag lateness as excused and unexcused. Here is what you need to know regarding excused and unexcused lateness:

- Excused Lateness:

**A lateness may be considered excused for the same reasons provided for an absence e.g. Illness/injury, problems with accessing technology or getting online, religious observation, family emergency, pre-arranged appointments, as well as school and/or bus delays.**

- Unexcused Lateness:

**An unexcused lateness is when a student is not in their homeroom, if in-person, or online for their morning meeting by 8:10am and has not provided any reason for their late arrival.**

## LEAVING EARLY

This section explains our school's policy for a student's early departure from the school day in both remote and in-person settings. Even if a student leaves school before the end of the school day, they are still marked as **present** as long as they attend for at least one instructional period. If your child is going to leave early on a certain day, please notify the school by:

**Sending a class dojo message to the classroom teacher and calling the main office at (718) 434-5222.**

- Early Departure:

**Leaving school early must be arranged in advance. A student can be dismissed from school early to the parent or any person who has been identified on the Blue Card. Anyone picking up a student must come to the office and provide a photo ID.**

## ATTENDANCE AND MAKE-UP WORK

If a child is absent or late, grades, coursework, or exams could be affected. Here is what you need to know regarding our grading policies and how we support our students with make-up work:

**Ongoing/excessive absences and lateness may eventually result in lower report card grades due to the loss of instructional time in activities such as classroom participation, planned examinations, assessments and/or group work, etc. Students may also miss valuable classroom, grade-level or school-wide enrichment activities.**

## How Can We Help?

This section shares information regarding our schools' multi-tiered support plan. It is our hope that through these supports your children have what they need to attend school regularly.

## COMMUNICATION

Every day a student is absent we will make a positive phone call home to check in and make sure the student and family are healthy. During parent-teacher conferences, we will share information regarding your child's attendance and discuss how we as a school community can be most helpful in creating the conditions for your child to attend regularly and thrive in school.

## CELEBRATIONS

We recognize and celebrate students' attendance improvement, no matter how small. When any classroom has perfect attendance for a single day, the school counselor visits the class and provides the students with Oliver Bucks, which they can save and redeem for small prizes through our school-wide PBIS program. Each month, the class with the highest overall attendance will receive a "free" period hosted by the classroom teacher and school counselor and will be able to choose a preferred activity, such as streaming an age-appropriate movie, or receiving an additional dance, gym or music period. Monthly PBIS assemblies celebrate students of the month as well as students who have gone above and beyond to make individual progress in the classroom and school environment.

## PARTNERING WITH COMMUNITIES

PS 152 makes appropriate referrals for families who express an interest receiving additional support from community-based organization. For individual counseling/mental health support, families can contact New Horizons Counseling center located at 2460 Flatbush Avenue (across from Kings Plaza). For more information please call (833) 523-4357 or visit [www.nhcc.us](http://www.nhcc.us)

## SCHOOL CALENDAR

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

[P.S. 152 School Calendar](#)

## CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our attendance plan, please contact us at:

Mr. Ross Meneses (school guidance counselor and attendance coordinator)

(718) 434-5222 ext. 1270 / [rmeneses@schools.nyc.gov](mailto:rmeneses@schools.nyc.gov)

Mrs. Tammy Zaccheo (parent coordinator)

(718) 434-5222 ext. 1030 / [tzaccheo@schools.nyc.gov](mailto:tzaccheo@schools.nyc.gov)

Mrs. Marie Virzi (pupil accounting secretary)

(718) 434-5222 / [mvirzi@schools.nyc.gov](mailto:mvirzi@schools.nyc.gov)