Attendance Policy and Plan School Year 2026-27

Academy of Hospitality and Tourism - 17K408

Welcome to the 2025-26 School Year!

We are excited to share our school's 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.

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. Our school's collective goal for attendance remains the same. Whether in-person or remote, we want every child attending school every day or at least 95% of the school year.

ATTENDANCE TAKING

Our School will take Attendance as follows:

Daily Attendance will be taken during period 3 each day.
Class attendance will be taken during each class period, including before and after school classes.

ATTENDANCE DEFINITIONS

Modality	In-person	Remote (ONLY FOR NYCDOE APPROVED REMOTE DAYS - NOT FOR EVERYDAY INSTRUCTION)
Present	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.
Absent	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.

[1] 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.

[2] 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:

If a student is marked absent or late for their daily 3rd period class, an automated text will go out to the phone number of the parent/guardian on file. Our office staff will also call home to all absentees once 3rd period attendance has been taken and scanned into ATS.

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:

Fill out this form each time your contact information changes - https://forms.gle/mvkSDPfA5dD9ifwB8
Reach out to our parent coordinator, Mr. Crawford, at 718-564-2580 to fill out a new Blue Card.

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:

If your child will be absent from school, please either call our main office at 718-564-2580, or fill out the form at this link - https://forms.gle/MNyi64eJBgZepXcd8

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 excused 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 an excused absence, either call our main office at 718-564-2580, or fill out the form at this link - https://forms.gle/MNyi64eJBgZepXcd8

- Unexcused Absence:

  An unexcused absence is when too little to no information is provided when a student is marked absent for the day.

LATENESS

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

In the event of a lateness, either call our main office at 718-564-2580, or fill out the form at this link - https://forms.gle/joCccmX6ZwDtXVet8

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

- Excused Lateness:

  EX: Lateness may be considered excused for the same reasons provided for absence e.g. Illness/injury, problems with accessing technology or getting online, religious observation, family emergency, pre-arranged appointments, or school or bus delays or documented MTA delays. In the event of a lateness, either call our main office at 718-564-2580, or fill out the form at this link - https://forms.gle/joCccmX6ZwDtXVet8

- Unexcused Lateness:

  Unexcused lateness is when a student is not in their 3rd period class, if in-person, or online for their morning class by 9:39 a.m. and has not provided a reason for lateness.

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:

- Early Departure:

  Leaving school early must be arranged in advance. If you need your child to leave school early, please call our parent coordinator at 718-564-2580. A student can be dismissed from school early to the family member or a person who has been identified on the Blue Card. Anyone picking up a student must come to the office and provide a photo ID. Students may NOT leave the school building before their classes are over on their own.

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:

Lateness to class may result in a lower class average due to the loss of instructional time in activities such as classroom participation, examinations (Quizzes/full period exams), dialogs, speeches, group work, lab work, etc. Students are not required to make up the exact hours of missed instructional time. If students master course content and satisfactorily meet expectations outlined in the syllabus, they will receive credit for the course.

Our teachers use Google Classroom as their gradebook and post their assignments on each class's page. If your child needs to make up work, they may access the work on Google Classroom. If they need support from their teacher(s), they should visit their teacher(s) during 4th period office hours.

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.

PERSONALIZED SUPPORTS

Students who are in danger of being chronically absent will have meetings scheduled with their parent/guardian and their guidance counselor. In the meeting, a plan will be developed to ensure consistent attendance to school and to each class. Students will receive a conduct/attendance tracker which each teacher will sign every day. Parents/guardians will review the tracker daily.

CELEBRATIONS

We are dedicated to making sure every child has the support needed to attend school every day and succeed academically. We recognize and celebrate students' attendance improvement, no matter how small. When a student improves their attendance, we recognize and celebrate their success in our end-of-year award ceremony. Students receive House points for excellent attendance, which lead to trips, awards, and other rewards throughout the school year.

SCHOOL CALENDAR

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

https://www.aohterasmus.org/2025-2026-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. Crawford, Parent Coordinator - 718-564-2580 - RCrawford9@schools.nyc.gov