

Attendance Policy and Plan School Year 2024-25

Middle School 890 22K890

Welcome to the 2024-25 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 M.S. 890

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

M.S. 890 will take Attendance:

Each morning in Advisory at 8:20am
First period on the official ATS rosters at 8:40am
Section sheet for periods 2 – 8 9:25am – 1:55pm.

ATTENDANCE DEFINITIONS

Modality	In-person	Remote
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.

¹Synchronous 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:

Phone calls from Tricia Loconte the Pupil Accounting Secretary
Text messages via Talking Points

Please reference the policy guidance listed in the instructions (i.e., Section "6. Notifications of Absences" in "How to Set Attendance and Lateness Policies").

It is very important for the school to have the 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:

Calling the Pupil Accounting Secretary Tricia Loconte @ 929-397-9200 ext. 4133
Sending a text message through Talking Points to Tricia Loconte or Ms. Lopez Parent Coordinator

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:

Calling the Pupil Accounting Secretary Tricia Loconte 929-397-9200 ext. 4133, or send a text message on Talking Points

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: Illness, Inclement Weather, Religious / Cultural observance, Death in the family, Unavailable mandated transportation, Injury.
- Unexcused Absence:
Medical and Dental Appointments, Vacations, Birthdays, Rain

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:

Call the Main Office 929-397-9200 ext. 4134

NOTE: We give students a 10-minute grace period for lateness. They are marked late starting at 8:31am. Ms. Sadia, our school aide, is always by the main entrance giving out late passes until 9am. If a student arrives later than 9am they MUST COME TO THE MAIN OFFICE ON THE 4th FLOOR TO GET A LATE PASS.

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:
MTA issues, family emergency, pre-scheduled appointments, inclement weather
- Unexcused Lateness:
Overslept, Purchasing Breakfast

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: Please contact the main office. **A student can be dismissed from school early, but no later than 2pm; to the family or a person who has been identified on the Blue Card. Anyone picking up a student must provide a photo ID. If you arrive later than 2pm your child will have to be dismissed at their regular time which is 2:40pm. If they are not on the blue card, please send a talking point or e mail to Tricia Loconte (Pupil Accounting Secretary) or Miguelina Lopez (Parent Coordinator) letting us know that you give permission for your child to go home with this person. ALL STUDENTS NEED TO BE PICKED UP BY AN ADULT. They will not be able to leave the school 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.

How Can We Help?

COMMUNICATION

Every day a student is absent we will make a positive phone call home to check in and make sure the students 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.



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SCHOOL CALENDAR

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

MS890.org

Paper copies are also given out to students every month and they can always get a copy of the calendar in the main office.

CONTACT INFORMATION

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

929-397-9200 Ext. 4133, or 4134 or 4131