

Every Student, Every Day Attendance Policy and Plan School Year 2025-26



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. Our school's collective goal for attendance remains the same. We want every child to attend school every day or at least **95% of the school year**.

2025-26 School Year Attendance Goals
By June 2026, increase the percentage of all students achieving an attendance rate of 95.1% or higher to meet Level 4 standards.
By June 2026 we will reduce chronic absenteeism from 26% to below 15% , and increase the proportion of students in Attendance Level 4 to at least 40% of the student body.

ATTENDANCE TAKING

Attendance is taken throughout the day. Students are encouraged to arrive at school between 7:30 AM and 7:55 AM. This ensures that students are present during breakfast and Morning Meeting. Morning Meeting is an engaging way to start each day, build a strong sense of community, and set children up for success socially and academically. Students entering the classroom after 8:05 will be marked tardy. The classroom teacher will adjust the student attendance in the Attendance Hub and note the arrival time in the "notes" section.

Teachers take attendance using their Teach Hub account on a mobile device. This allows teachers to periodically update attendance throughout the morning. This practice is in alignment with Brooklyn Brownstone's policy to limit paper and ink consumption.

COMMUNICATION WITH FAMILIES

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

- Daily Care Calls and Text Messages
- Attendance Letters
- Communication via Class Dojo

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 calling our Main Office at (718) 573-2307 or contacting your classroom teacher via Class Dojo with the changes.

Families can adjust contacts on their Emergency Contact card in their NYCSA account at <https://www.schoolsaccount.nyc/>. If you require assistance with your account, please reach out to our Parent Coordinator, Luz Whetstone. If you do not have online access, updates to your emergency contact card can be made by filling out a new [Emergency Contact Card](#). Forms can be found online or in our Main Office, room 312. All forms should be returned to the Main Office for processing.

ATTENDANCE LIAISONS

Each grade level is assigned an attendance liaison to communicate with families regarding their child's attendance. Please reach out to your attendance liaison with any questions or concerns regarding

attendance. You may also contact your child’s attendance liaison regarding absences, doctor’s notes or travel itineraries.

Attendance Liaison	Email Address	Grade Level
Ms. Suluki	KSuluki@schools.nyc.gov	3K and PreK
Ms. Mayers	EMayers2@schools.nyc.gov	Kindergarten and 1st Grade
Ms. Morales	AMorales17@schools.nyc.gov	2nd and 3rd Grade
Ms. Whetstone	LWhetstone@schools.nyc.gov	4th and 5th Grade

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, please notify the school in advance by communicating with your child's teacher on Class Dojo, emailing your attendance liaison, or calling the Main Office at (718) 573-2307.

If your child is absent, then we will follow up that day by making a positive phone call, text or email home. 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.

RECORD-KEEPING AND ATTENDANCE RULES

Attendance is a required, legal record. A child who does not attend school must be marked absent, even if the absence is excused. Attendance records in the electronic system cannot be changed after the middle of July. However, attendance records may be amended by submitting a letter to the student's file. Ask the school for attendance records, or track your child’s attendance in your [NYC Schools account](#). If you have a concern or question regarding your child’s attendance record, please contact the Main Office or your attendance liaison.

Excused absences are still absences. Schools can “excuse” absences when a student is absent from school for religious, medical or emergency reasons, but excused absences are a legal part of the student's record.

LATENESS

Students that arrive at their classroom **after 8:05 am** are considered late. 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—whether in remote or in-person—please contact your child’s classroom teacher(s) on Class Dojo and/or email your . Please send your child to school even if they are going to be tardy! Students may arrive at school until 1:30 pm and be marked as present for the day.

LEAVING EARLY

This section outlines our school’s policy for a student’s early departure from the school day. If your child is going to leave early on a certain day, please notify the school by communicating with your child’s teacher(s) on Class Dojo and/or calling the Main Office.

- **Early departure:**

Leaving school early must be arranged in advance. A student can be dismissed from school early to the family or a person who has been identified on the Blue Card. Anyone picking up a student must come to the security desk via the MacDonough street main entrance and provide a photo ID. The student will be brought down to you.

- **Last Period Pickups:**

Early pick ups during the last period of the day (1:30-2:10 PM) are strongly discouraged. If your child misses the last 20 minutes of class, they do not have an opportunity to engage in whole-class sharing, peer discussion, and a "performance task" to demonstrate their understanding. The end of lessons help solidify new knowledge and are critical to your child's success. Early pickups also distract the teacher and your child's classmates. Please do not interrupt instruction. Additionally, your child is missing out on closing circles and positive affirmations. This is a time to build community and feel good about the work they did. Please adjust your schedule to ensure your child does not miss out.

Finally, we cannot accommodate early pick ups after 2:00 PM. We are already in the dismissal process and families will have to report to the school yard to retrieve their child. Again, if there is an outlier or emergency that is different.

Every Student, Every Day Practices

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 care calls home to check in, make sure the student and family are healthy, and provide real-time accessibility and technology support. We understand that we are in abnormal circumstances and everyone's situation at home is different. We are here to work with you and your child.

During parent-teacher conferences and progress reports, 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 have by the end of October missed more than two days of school will be connected to a Success Mentor, a caring adult who serves as a mentor and as an advocate for their mentees. We will leverage the remote learning space to create a personalized enrichment and support plan for each student so that they feel a sense of belonging and excitement about attending school, despite the fact that school looks different from what they are used to.

CELEBRATIONS

We are dedicated to making sure every child has the positive support they need to not only attend school every day, but to excel academically. Check out our perfect attendance board outside of the Main Office!

SCHOOL CALENDAR

To view a calendar of the school's events, go to our school website at www.brooklynbrownstoneschool.com

CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our Every Student, Every Day 2025-26 Attendance Policy and Plan, please contact Alexander Brunner, Principal or Amanda Richards, Assistant Principal at (718) 573-2307.