



The Clinton Hill School

The New York City Department of Education, David C. Banks, *Chancellor*

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Nicole Blyden, Principal

Nichole Dembert, Assistant Principal, IA | Deborah deShong, Guidance Counselor

PS 20 Attendance Expectations

100% attendance is our goal for all students. Attending school every day will support your child's academic success. **If your child is absent 18 or more days, they are chronically absent.** With regular attendance, students learn the skills and habits that lead to success beyond school.

All public schools are required by NY State regulations to maintain records that verify student attendance. Attendance is recorded daily. Late arrivals and early departures are also recorded daily. This applies to all students from grade 3K through grade five.

Absences

Absences may be excused but are not eliminated from your child's record for the reasons listed below. Our attendance team will follow up with families about attendance concerns, including recurring absences, and / or absences that may be considered excused.

Excused Absences

Illness/injury: When a student is unable to attend school due to illness or injury, a document or notification (Doctor's note) is required to document an absence as excused. Please submit all documentation to Carmen Perez at Cperez13@schools.nyc.gov or call 718-834-6744 x1183.

- If your child's return to school following an illness/injury requires an accommodation (e.g., cast, need for medication during school hours), families must call the Guidance Counselor Deborah deShong at (718) 834-6744 to receive assistance with completing necessary paperwork or Medication Administration Forms. Any continuous absences due to illness or injury, including asthma-related absences, may be considered unexcused if families fail to seek a necessary accommodation plan.

Religious Observance: When a student is unable to attend school due to religious observance, the family's request in writing is required to indicate an excused absence. Please refer to Chancellor's Regulation A-630.

Family emergency: When a student is unable to attend school due to a death or an emergency, Notification and documentation is required to excuse an absence due to death/emergency.

- If a student requires supports to return to school (transportation, counseling, supplies), the family must call the Parent Coordinator, Karen Colon at 718-834-6744 to discuss their needs.



- Absences to attend funerals outside the country will not be excused.

Pre-arranged appointments: When a student is unable to attend school due to appointments with the court, social services, or other city agencies, notification and documentation by the family is required to indicate an excused absence.

- Up to three full-day absences for school visits related to the middle school will be considered excused with appropriate documentation of the activities.
- Families are encouraged to schedule appointments, including school visits and doctor's visits, outside of regular school hours, or to schedule appointments so the student does not miss an entire day of school.

Unexcused Absences

- **Unexplained absence:** Families are expected to notify the school whenever a student is unable to attend school, either in advance of the absence (preferred) or following an absence. Without explanation of a reason, the absence(s) are considered unexcused. Contact your child's teacher directly via email. Or call the school and ask for the Parent Coordinator, Karen Colon.
- **Immunization exclusion:** When a student is unable to attend school due to lack of appropriate immunizations the absence(s) are considered unexcused. Please refer to Chancellor's Regulation A-701.
- **Family vacations or travel:** Families should plan vacations and trips when school is not in session. If students do miss school, families must work with the school to develop plans for take-home and make-up work. Absences for travels are considered unexcused.

Attendance: impact on grades

Absenteeism cannot prevent promotion to the next grade or graduation. However, it is more likely that a student who misses school will have lower grades, lower test scores and may not meet the academic standards for promotion. In addition, lateness to school may result in a lower academic performance due to loss of instructional time in activities.

Thank you,
The Attendance Team



When Do Absences Become a Problem?



CHRONIC ABSENCE

18 or more days

WARNING SIGNS

10 to 17 days

SATISFACTORY

9 or fewer absences

Note: These numbers assume a 180-day school year.