

Lighthouse Elementary School



P.S. 106Q

180 Beach 35th Street

Far Rockaway, NY 11691

Phone (718) 327-5828 / Fax (718) 327-5956

Lighting the way and making success an everyday occurrence for all our students!

Althea Johnson, Principal

Althea Balsdon, Assistant Principal

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

**Lighthouse Elementary School-PS 106Q
27Q106**

Welcome to the 2025-2026 School Year!

We are excited to share our school's Every Student, Every Day Attendance Policy and Plan. This policy and plan will hopefully provide you with the information and guidance you need to help you support your child to 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 school regularly achieve greater success in school and in life. This continues to be true—even in in-person or remote learning environments. 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 90% of the school year.

ATTENDANCE TAKING

Our School will take Attendance:

Each morning from 8:05 a.m. – 9:30 a.m.

DEFINITIONS OF IN-PERSON AND REMOTE LEARNING

Modality	In-person	Remote
Present	A student that is physically present in the classroom/school learning environment for instruction during the scheduled school day.	A student that is virtually present for synchronous or asynchronous ² instruction. While all efforts should be made to deliver synchronous instruction to students, there may be cases where this is not possible.
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 do not feature students and teachers interacting at the same time. For more information, please contact the school.		

COMMUNICATION WITH FAMILIES

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

Parent letters, robocalls, emails, texts, ClassDojo

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:

Communicating with the school-through in-person verbal communication, written notices, telephone calls, or ClassDojo message to the child's teacher

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:

Communicating with the school-through in-person verbal communication, written notices, telephone calls, or ClassDojo message to the child's teacher

If your child is absent, 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, 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, family emergency, religious observation, pre-arranged appointments.

- Unexcused Absence:

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

LATENESS

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, please:

Communicate with the school-through in-person verbal communication, written notices, telephone calls, or ClassDojo message to the child's teacher

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:

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.

- Unexcused Lateness:

Unexcused lateness is when a student is not in their classroom by 8:05 a.m. and has not provided reasons for lateness, such as school or bus delays, documented MTA delays, or pre-arranged appointments.

LEAVING EARLY

This section explains 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 the school-through in-person verbal communication, written notices, telephone calls, or ClassDojo message to the child's teacher.

- 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 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:

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), group work, etc. Students are not required to make up the exact hours of missed instructional time. However, students will be required to make-up missed work.

THE STUDENT ARRIVES ON THE WRONG DAY

If your child arrives at school for in-person instruction on a day that they are scheduled for remote learning, we will notify you immediately by:

Telephone call

Parents or guardians or designated points of contact will be asked to pick up their child, or if written permission has been provided, they will be sent home independently. If your child is sent home, they will be marked as:

Absent, until they are able to log into the remote class. Once they log into the remote class, they will be marked late.

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 the teacher will make a positive outreach 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.

The Attendance Team will send letters weekly to the students that have 5-10 days absent to ensure proper support is provided.

PERSONALIZED SUPPORTS

- * Students who have by the end of September missed more than two days of school will be connected to a Success Mentor., A Success Mentor is a caring adult who serves as a mentor and as an advocate for their mentees.**
- * The Attendance Team schedules Parent meetings for students who have been absent 5-10 Days.**
- * The Attendance Teacher does home visits for students for whom we have been unable to make contact with the family.**

CELEBRATIONS

We are dedicated to making sure every child has the positive support they need to not only attend school every day but to succeed. 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 monthly assemblies. Students receive certificates and they also get to shop in our new School Store.

PARTNERING WITH COMMUNITIES

Rising Ground supports students and families by connecting families to needed community services. Rising Ground also provides in-school mental health support to students.

During our monthly assemblies, all students who have 100% attendance for the previous month are entered into a raffle. The prize is a gift basket for the family, consisting of toiletries, food items, etc.

SCHOOL CALENDAR

To view a calendar of the school's events, go to: [Lighthouse Elementary School Website](#)

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 us at:

The Attendance Coordinator-Laura Romano: 718-327-5828
The Attendance Teacher- Pedro Figueroa: 718-873-6647