



FAMILY-FACING ATTENDANCE POLICY AND PLAN

School Year 2026-2027 | DBN 08X152

At P.S. 152 The Evergreen School, every day and every minute of learning matter. This policy explains how attendance is recorded, how families should communicate with us, and how we work together to remove barriers so every child can attend regularly, arrive on time, and thrive.

OUR SHARED GOAL: Every student will maintain an attendance rate of at least 94% and will be in school, on time, every day that they are healthy and able to attend.

1. OUR SCHOOL COMMUNITY'S ATTENDANCE GOAL

Regular attendance supports strong academic progress, healthy routines, belonging, and long-term success. Missing school means missing instruction, classroom discussion, practice, services, and connection with teachers and peers.

IMPORTANT: A student is considered chronically absent when the student misses 10% or more of the school year. Both excused and unexcused absences count toward chronic absence.

2. DAILY ATTENDANCE TAKING

- **The school day is 8:00 a.m.-2:20 p.m.** Students should be in school and ready to learn by 8:00 a.m.
- **Teachers record daily attendance** and submit it no later than 9:00 a.m.

- **The Main Office** enters and maintains official attendance information in ATS and updates the record when a student arrives late.
- **All absence notes and documentation** must be sent to the Main Office. Teachers forward any note they receive on the same day.

3. ATTENDANCE DEFINITIONS

Attendance term	What it means at P.S. 152
Present	The student is physically present for at least one full instructional period during the school day.
Absent	The student is not present for at least one full instructional period. Every absence counts as missed instructional time.
Medically excused	A valid doctor's note is submitted to the Main Office and the appropriate attendance code is entered.
Explained absence	A parent note, email, or call is documented. Unless the absence qualifies for a medical excuse, the day still remains recorded as an absence.
Late	The student arrives after the 8:10 a.m. start of the school day. Arrivals at 9:00 a.m. or later require the parent/guardian to sign the late book. Anyone coming in through the front door on Evergreen ave. at 8:10 or after is considered late.
Chronic absence	The student misses 10% or more of the school year, whether the absences are excused or unexcused.

Emergency remote instruction: If NYC Public Schools authorizes remote instruction during an emergency, the school will explain how participation is recorded for that day.

4. COMMUNICATION WITH FAMILIES

P.S. 152 communicates about attendance through phone calls, text messages, emails, mailed letters, parent conferences, the school app, newsletters, and monthly personalized SOLVED attendance text reports based on ATS records.

- **Keep your contact information current.** Notify the Main Office immediately when your phone number, email address, home address, or emergency contacts change.
- **Respond to school outreach.** Our purpose is to confirm that your child is safe and to identify any support your family may need.
- **Review monthly attendance updates** and contact us promptly if you believe the record is incorrect.

5. ABSENCES

If you know your child will be absent, call the Main Office at (718) 589-4560 as soon as possible. You may also notify the classroom teacher, but all notes and official documentation must be provided to the Main Office.

1. **Tell us why** your child will be absent and, when possible, how long the absence is expected to last.
2. **Submit a valid doctor's note** for a medical absence so the appropriate medically excused code can be entered.

3. **Stay in contact** during an extended absence so the school can plan support and help your child return successfully.

PLEASE NOTE: A parent note, email, or telephone call helps the school understand and document the reason for an absence. Under P.S. 152 procedures, an absence is coded as medically excused only when a valid doctor's note is submitted.

6. LATENESS

Students who arrive after 8:10 a.m. are late and miss important instruction. If you know your child will be late, notify the school. Reasons such as a medical appointment, documented transportation delay, religious observance, or family emergency should be explained and documented when possible.

- **A student arriving at 9:00 a.m. or later** must be signed into the late book by the parent/guardian and will receive a late pass.
- **The Main Office updates** the attendance record, and staff document outreach and interventions when lateness becomes a pattern.
- **Persistent lateness** may lead to a parent conference with the Attendance Committee or Principal Baez and additional support, including a home visit when needed.

7. LEAVING SCHOOL EARLY

Early departures should be limited to urgent or necessary situations because they interrupt learning. Notify the Main Office in advance whenever possible. A student may be released only to a parent/guardian or an adult listed on the student's emergency contact/Blue Card. The adult must report to the Main Office, show photo identification, and sign the student out.

8. ATTENDANCE AND MAKE-UP WORK

Absence and lateness can affect a child's learning because classroom instruction, discussion, group work, assessments, and services cannot always be recreated. Families should contact the classroom teacher about missed assignments, assessments, or materials. Teachers will provide reasonable opportunities and guidance for completing required work. Completing make-up work does not change the attendance record.

9. HOW P.S. 152 SUPPORTS STUDENTS AND FAMILIES

Our response is supportive, personalized, and focused on removing barriers. The Attendance Committee reviews data, coordinates outreach, and connects students and families with the right help.

- **Positive calls, texts, emails, letters, and parent conferences**
- **Student check-ins, re-entry conversations, and individualized attendance plans**
- **Support from school counselors**, the Parent Coordinator/Success Mentor, and the Attendance Teacher
- **Home visits** when outreach is unsuccessful or more support is needed
- **Connections to health, transportation, housing, counseling, after-school, or community resources** when appropriate
- **Collaboration with families of students with IEPs** to address medical, transportation, or service-related barriers
- **Dedicated support for students in temporary housing** through the school's STH liaison

10. TIERED FOLLOW-UP AND ESCALATION

Attendance pattern	How P.S. 152 responds
Early concern	Phone, text, email, or letter; contact information is checked and barriers are identified.
3 consecutive unexplained absences	The Attendance Committee sends a letter and follows up with the family.
5 or more consecutive absences	A re-entry conversation is held to understand the reason, offer support, and review expectations.
Ongoing or chronic concern	A conference and individualized support plan may include a counselor, Success Mentor, Attendance Teacher, home visit, or community referral.
10 consecutive absences	A 407 attendance report is generated and referred to the appropriate school counselor for follow-up.
Serious unresolved concern	When educational progress is at risk and documented interventions have not resolved the concern, the school follows all required NYCPS and mandated-reporting procedures.

11. ATTENDANCE CELEBRATIONS

P.S. 152 builds a positive attendance culture by recognizing both strong attendance and meaningful improvement. Celebrations are designed to motivate students while keeping the focus on health, learning, and growth.

- **Daily announcements** recognize classes with 100% attendance.
- **Monthly rewards** recognize classes with the greatest number of 100% attendance days.
- **Students with 100% attendance for the month** receive certificates at an assembly, and families are invited.
- **The Attendance Party Cart** celebrates students whose prior attendance was 80-89% and who then achieve 100% attendance for 10 consecutive school days.
- **Weekly and random attendance-day recognition** may be shared through the school app, social media, or newsletter.

12. SCHOOL ATTENDANCE COMMITTEE

The Attendance Committee oversees procedures, reviews attendance data, coordinates intervention, and supports consistent schoolwide follow-up. The team includes:

- **Principal Baez** - schoolwide leadership and final oversight
- **Dr. Violeta Kajtazi**, Assistant Principal and Attendance Coordinator - committee chair and daily process oversight
- **Mr. Cruz**, Attendance Teacher - data analysis, outreach, intervention, and home visits
- **School counselors** - student and family meetings and intervention support
- **Ms. Ortiz**, Pupil Accounting Secretary - records, contact updates, and reports
- **Ms. Barbara Ayala**, Attendance Secretary - daily attendance coding and documentation
- **Parent Coordinator and Attendance School Aides** - family outreach and ongoing support

13. FAMILY ATTENDANCE CHECKLIST

- Have your child in school and ready to learn by 8:00 a.m.
- Call the school promptly when your child will be absent or late.
- Send all absence notes and medical documentation to the Main Office.
- Keep all telephone numbers, email addresses, and emergency contacts current.
- Respond to outreach and tell us about barriers so we can help early.
- Schedule appointments outside the school day whenever possible.

14. CALENDAR AND CONTACT INFORMATION

Families can find school events, announcements, and calendar information on the school website, school app, and school newsletter. For the current NYC Public Schools calendar, families should also review official NYCPS communications.

Contact	Information
School	P.S. 152 The Evergreen School, DBN 08X152
Address	1007 Evergreen Avenue, Bronx, NY 10472
Main Office	(718) 589-4560
Fax	(718) 328-5867
Website	PS152X.com
Attendance Coordinator	Dr. Violeta Kajtazi, Assistant Principal
Attendance Secretary	Ms. Barbara Ayala
Pupil Accounting Secretary	Ms. Ortiz
Principal	Principal Baez

WE ARE HERE TO HELP: If attendance, lateness, transportation, health, housing, family circumstances, or another challenge is making it difficult for your child to attend regularly, please call the Main Office and ask to speak with the Attendance Coordinator, Attendance Teacher, school counselor, or Parent Coordinator.

Thank you for partnering with P.S. 152 to ensure that every student is present, on time, supported, and ready to learn.

ELEVATE EVERY EAGLE