New York City Public Schools
Kamar H. Samuels, Chancellor
**PS/IS 116 Queens The William C. Hughley School**
A Community of Learners
107-25 Wren Place
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**DR. TARA MALAGOLI**, Principal
**ISANNAH WINLEY**, Assistant Principal
**CLAUDETTE HANSON**, Assistant Principal
**AKSA MOUGHAL**, Assistant Principal
**NICOLE DRAGHI**, Assistant Principal, I.A.

# Attendance Policy and Plan School Year 2026- 2027

# PSIS 116Q The William C. Hughley School

Welcome to the 2026-27 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 school.

## CHANCELLOR'S ATTENDANCE GOALS FOR YEAR-TO-DATE AND CHRONIC ABSENTEEISM

NYCPS students are expected to maintain a minimum of 90% attendance year-to-date attendance. A student who misses the equivalent of 2 or more days per month or 10% of the total days enrolled is considered chronically absent.

For the 2026 -2027(NYCPS School Chancellor's Attendance Goals are:

**Year-to-Date rate: 92% and above**
**Chronic Absenteeism rate: 29% and below**

**District YTD rate: 89.0%**

**CA rate: 39.4%**

## 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. We would like every student to attend school every day or at least 95% of the 180 days within the school year.

**For the 2025-2026 school year, PSIS116Q Year-to-Date rate 86%**
**For the 2025-2026 school year, (school) Chronic Absenteeism rate was 55 %**

**For the 2024-2025 school year, PSIS116Q Year-to-Date rate 83%**
**For the 2024-2025 school year, (school) Chronic Absenteeism rate was 51%**

**For the 2023-2024 school year, PSIS116Q Year-to-Date rate 89%**
**For the 2023-2024 school year, (school) Chronic Absenteeism rate was 27%**

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## ATTENDANCE TAKING

Our official school hours are from 8:10 a.m. to 2:30 p.m. Attendance will be taken daily at the start of day by classroom and homeroom teachers during each class when students change teachers.

Students who arrive in class 10 minutes after the start of 1st period (time) are considered late.

Parent attendance notifications will occur via electronic communication and by personal phone calls for students who are absent for two consecutive days and or five cumulative days. Outreach will continue until the student returns to regular school attendance or is discharged from the current school and enrolled in another school.

## COMMUNICATION WITH FAMILIES

Our school's Attendance Team monitors student attendance and chronic absences using data. Students and their families are paired with attendance success mentors to promote regular attendance, to celebrate each category of attendance and to provide support to improve attendance. Attendance Team Success Mentors will be your direct point to provide guidance and support to promote your child's regular school attendance. Our Success Mentor team is enclosed below with the grades they support.

**Family Collaboration & Action Plan**

- **Goal Setting:** Within **10 days** of mentor assignment, the mentor, student, parent/guardian, and designated counselor collaborate to create a personalized **Attendance Success Plan**.
- **Ongoing Communication:** Mentors maintain bi-weekly, low-friction communication (e.g., brief phone calls or email updates) with parents/guardians to share wins and align home-and-school strategies.

116Q Attendance Team: **Led by Assistant Principal Moughal and Assistant Principal Draghi**

**Pre-Kindergarten- Butler**
**Kindergarten- Butler**
**Grade 1- Mr. Hickman**
**Grade 2- Mr. Salamanca**
**Grade 3- Ms. Greene**
**Grade 4- Mr. Renois**
**Grade 5-Ms. N. Johnson**
**Grade 6- Mr. Salamanca**
**Grade 7- Ms. Crane**
**Grade 8- Mrs. McLean**
**Attendance Team Meeting Minutes Taker- Niaya Johnson**

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**STH Support Grades Pre-K-8- Dawn Denny**

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

**Attendance Contract , Class DoJo, Letters backpacked home, phone calls and email**

**It is very important for our school to have your 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:**
**Coming to the main office and updating the Blue Emergency card. Office hours are 8:40 am-1:45 pm daily when school is in session.**

## 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 main office AND sending a message to the child's teacher on Class DoJo.**

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 absence may be excused for reasons including illness, injury, problems accessing technology or getting online during a snow emergency day, family emergency, religious observation, pre-arranged appointments.

Unexcused Absence:

> Unexcused absences include family vacations, sports tournaments and entertainment events. An unexcused absence is also when too little to no information is provided when a student is marked absent for the day.

## 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 AND send a message to the child's teacher on Class DoJo.**

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:

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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 homeroom within 10 minutes of the 1st period beginning and has not provided reasons for lateness to be considered excused.

## LEAVING EARLY

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:
**Calling the main office AND sending a message to the child's teacher on Class DoJo.**

Students leaving school more than 45 minutes prior to dismissal will be recorded as unexcused early dismissal for the school attendance records. Students who need to leave early must be picked up by a parent, guardian or another adult listed on the Emergency Blue Card or in the NYCPS computer system. Missed instruction due to early dismissal can affect student learning and progress.

## ATTENDANCE AND MAKE-UP WORK

When a student is absent, their grades, classwork and test scores can be affected. The student will be allowed to complete any missed assignments and or tests that can be reasonably given, as determined by the teacher.

## NYCDOE CALENDAR

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

2026-2027 School Year Calendar

## CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our attendance plan, please contact our Parent Coordinator Mr. Salamanca and Community Associate Mr. Hickman:
Parent Coordinator- 718-526-4884