



EL HAJJ MALIK EL SHABAZZ – CS 262

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School Website: www.PS262ElementarySchool.org

“Every student matters! Every moment counts!”

Desiree Barter, Principal

Every Student, Every Day Attendance Policy and Plan

2026 - 2027 School Year

Welcome to the 2026 - 2027 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 help your child 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 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. We want every child attending school every day or at least 95% of the school year.

ATTENDANCE TAKING

Our School will take Attendance: Each morning at 8:15 am

COMMUNICATION WITH FAMILIES

Our school uses the following methods to communicate with families about attendance: Parent letters, robocalls, emails, and texts.

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 the school or contacting your child's teacher. You may also contact Ms. Brimage, Parent Coordinator at rbrimage2@schools.nyc.gov or (929) 617-0125.

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 (718) 452-5910, contacting your child's teacher or Ms. Brimage, Parent Coordinator.

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 lessons.

Lateness to class may result in a lower class average due to the loss of instructional time in activities such as classroom participation, tests, student conferences, assignments, group work, etc. Students are not required to make up the exact hours of missed instructional time.

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 a positive phone call home 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.

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. Students will be linked to enrichment clubs and academic support if needed.

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 end-of-year award ceremony.

We hope this information is helpful to you! If you have questions about our Every Student, Every Day 2026 - 2027 Attendance Policy and Plan, please contact us at (718) 452-5910.

