



LIBERTY AVENUE MIDDLE SCHOOL

350 Linwood Street, Brooklyn, NY 11208

Phone: (718) 607-1301

Kaia Nordtvedt, Principal

Bo Kim, Assistant Principal

Susanne Sparks, Assistant Principal

Attendance Policy

Regular school attendance is critical for academic success.

Our goal is to ensure that every student attends school regularly and on time. Daily presence in school/online has a huge impact on a student's academic achievement. Even as children grow older and more independent, families can continue to play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life. We realize some absences are unavoidable due to health problems or other circumstances. We also know that when students miss too much school—**excused or unexcused**—they can fall behind academically. Your child is less likely to succeed if he or she is chronically absent—which means missing 10 or more days in a school year.

School begins at 8:30 am and ends at 3:15 on Monday, Tuesday, Thursday and Friday. On Wednesdays from 8:30 to 1:00.

What are excused and unexcused absences?

Excused absences are when students are absent from school with a valid excuse and parental approval. Examples of excused absences include:

- Student illness (a doctor's note is required if a student is absent for more than five days);
- Death in the student's immediate family;
- Necessity for a student to attend a judicial proceeding as a plaintiff, defendant, witness or juror;
- Observance of a religious holiday;
- Medical reasons such as a doctor's appointment (a doctor's note is required);

Excuse notes must be submitted by the parent/guardian within 5 days of a student's return to school after an absence. The note must include a written explanation of the reason for the student's absence.

****Students are still marked absent****

Unexcused absences are when school-aged students are absent from school without a valid excuse, with or without parental approval. Examples of unexcused absences include:

- Babysitting
- Doing errands
- Extended travel (domestic or international)
- Oversleeping
- Vacations

What are the attendance expectations for students?

- **Arrive on time** to school to class each day.
- **Bring your materials** to class.
- If students are having issues or may be absent; they should contact their teachers and/or the attendance team.
- **Ask your teacher** for missed work or make-up assignments for days you were absent.

How can families help their students succeed?

- Let your child know that you think **school is important**.
- Have a **regular bedtime** and enforce it.
- Provide your child with **plenty of time to get ready** for school.
- Make sure your child arrives at school on time daily.
- Try to make medical, dental, and other **appointments before and after school** if possible. If appointments must be during the school day, plan them so that your child does not miss the same class every time.

Ms. Plata

Attendance Coordinator

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