

Excessive Absence/Truancy

An attendance rate of 90% or higher is expected for all students. Students who are marked excessively absent are in danger of repeating that grade. Students who are excessively absent from school run the risk of having a truancy case opened in their name.

*Five consecutive days of absence will **automatically** open a truancy case.*

If a student incurs more than one truancy case, parents run the risk of being reported to the Administration for Children's Services. ACS has the authority to prosecute parents, and to remove children from the home when they deem these extreme measures necessary.

Leaving School Early

Unless it is an unforeseen emergency, students should not be picked up early. Not only are they missing instruction time but causes disruption to the entire class. If a student must be picked up early, a written note must be submitted to the teacher stating the reason and time of pickup. This will make for a quicker and less disruptive process to the office and classroom.

Change of Address/ Telephone

Please bring proof of your new address or telephone number change to the main office. Acceptable proof includes utility bills from the gas or electric company, or a bank statement. YOUR ADDRESS WILL **NOT** BE CHANGED BY JUST COMPLETING A NEW EMERGENCY CARD.

*** Please ensure that students are picked up in a timely manner at the end of the school day at 2:35pm.**

School Hours are 8:15 AM – 2:35 PM

Doors open for FREE Breakfast for all children at 7:55 AM daily.

Principal:

Ann Leiter

Assistant Principal:

Dr. Deana Rinaldi

Parent Coordinator:

Lina Cardenas

Attendance Teacher/ Officer,

Ms. S. James

Grades 2, 3, 4 & 5



**Attendance Parent
Brochure**

**PS 56Q The Harry Eichler
School**

86-10 114 Street

Richmond Hill, NY 11418

School phone (718) 441-4448

School Fax (929) 372-7771

Attendance Policies & Procedures

In order to ensure a productive and successful year for all our students, we would like to take this opportunity to provide you with basic information about attendance procedures at our school.

Good attendance is critical to academic success. If a student is not present in, all their scheduled classes; they risk failure, and lack of promotion to the next grade. The New York State Education Department requirement that all school-age children attend school regularly. The State holds parents responsible for their children's attendance, and legal prosecution can result if parents are non-compliant with this law.

Our goal is that each student will arrive on time, and attend every class, every day.

If an absence is truly unavoidable, we request that written documentation always be provide.

Please visit our school website: www.ps56q.com for more information on ABSENCE POLICY, EXTENDED VACATION AND TRAVEL.

Daily Attendance Procedures

All students should be in their seat in their homeroom classroom by **8:15 a.m.**

Late students should obtain a late pass from the security agent. If they **do not** obtain a late pass, they will be marked **absent**.

Suggestions for Parents

- * Schedule family vacations around the school vacation days (summer time).
- * Try to schedule all appointments either before or after school
- * Keep careful track of all your child's known absences from school.
- * Please respond promptly to telephone call from the school.
- * Always provide the school with your current work and home telephone numbers, and with the number of an emergency contact person.
- * Immediately inform the school of any changes in your telephone number or address. Proof is required.
- * Always attend Parent/Teacher Conferences or send a reliable adult.
- * Check your child's red folder regularly for important notices and homework.
- * Always have a copy of your child's NYC Student ID number, and current class schedule at hand.

Lateness

Chronic lateness results in classroom disruption and loss of valuable instruction time. It disrupts not only the school day for the student late but also disrupts the entire class and teacher's lesson.

Absences from School

In the best interest of the student, absences should be kept to a minimum. **Parents are encouraged to plan vacations in accordance with school vacations and to schedule doctor appointments either before or after school hours.**

If a student is out sick and is seen by a doctor, they should bring in a note from the doctor describing the illness and the date the child can return to school. Otherwise, a note should be submitted by the parent including an explanation for the absence and a current daytime telephone number for the parent.

If a student is going to be removed from the school for 5 days or more, the parent must come to the Main Office to inform the Parent Coordinator. If the student is leaving the country, the parent must provide copies of airline ticket receipts. **Vacations during school instruction are considered an illegal absence.**

If a student is **moving** the parent **MUST come to the Main Office** and fill out a discharge form. Otherwise an investigation might be triggered.

