



BDA Attendance Policy and Plan School Year 2025-26

Bronx Dance Academy 10X308

Welcome to the 2025-26 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.

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. Whether in-person or remote, we want every child attending school every day or at least 95% of the school year.

ATTENDANCE TAKING

BDA takes attendance:

From 8:30 am - 9:17 am every morning.

From 2pm - 2:50 pm every afternoon.

ATTENDANCE DEFINITIONS

Present	Student attends (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.
Absent	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day.

COMMUNICATION WITH FAMILIES

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

- DOE Message notifications sent to the telephone number on file.
- ClassDojo messages from teachers and staff
- Phone calls from the main office from Ms. Sophia and Ms. Liz

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 main office at 718-515-0410 or emailing Ms. Liz at EDiazgranados@schools.nyc.gov:

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 sending a written note to school to be placed in the student's file. The note can be handwritten or printed and should include the student's name, dates of absence, reason for absence, the date for the child's return to school, and the guardian's name in print and a signature.

If your child is absent, we will follow up by making a positive phone call, text, or email home. This follow-up helps us to ensure that your child is safe, healthy and that your family has what it needs to help your child overcome the barriers to attending school.

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:

- Explained Absence: **An absence may be explained for reasons including illness, injury, family emergency, religious observation, or pre-arranged appointments.**
- Unexplained Absence: **An unexplained absence is 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 write a note explaining the reason for lateness and send it with the student.

Just as with absences, we flag lateness as explained and unexplained . Here is what you need to know regarding explained and unexplained lateness:

- Explained Lateness:
Lateness may be considered explained for the same reasons provided for absence e.g. Illness/injury, religious observation, family emergency, pre-arranged appointments, or school or bus delays or documented MTA delays.
- Unexplained Lateness:
Unexplained lateness is when a student is not in their first period class by 8:35 a.m. and has not provided reasons for lateness, such as a medical appointment.

LEAVING EARLY

This section explains our school's policy for a student's early departure from the school day in both remote and in-person settings. Even 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 sending a letter to the main office, or calling the main office at 718-515-0410.

Early Departure:

Being picked up from school early must be arranged in advance. A student can be dismissed from school early to a family member, or other person, who has been identified on the Emergency Contact Card. Anyone picking up a student must come to the office and provide a photo ID.

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 work:

Lateness to class may result in a lower class average due to the loss of instructional time in activities such as classroom participation, examinations (Quizzes/full period exams), dialogues, speeches, group work, lab work, etc. Students are not required to make up the exact hours of missed instructional time. However, all students must master course content and satisfactorily meet expectations outlined in the syllabus to receive credit for the course.

How Can We Help?

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! We will leverage the remote learning space to create a personalized enrichment and support plan for each student so that they feel a sense of belonging and excitement about attending school, even though school looks different from what they are used to.

CELEBRATIONS

We are dedicated to making sure every child has the support needed to attend school every day and succeed academically. 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 monthly attendance award ceremonies.

SCHOOL CALENDAR

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

<https://ms308bda.org>

CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our attendance plan, please contact Ms. Liz, the school secretary, at 718-515-0410 or EDiazgranados@schools.nyc.gov.