



**Information Technology High School**  
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## Attendance Policy and Plan School Year 2025-26

### Information Technology High School, 30Q502

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, we want every child attending school every day or at least 95% of the school year.

*\*Should NYCPS pivot to remote we will advise via Jupiter Ed, please stay updated.*

#### ATTENDANCE TAKING

Our School will take daily Attendance:

- **During period 3: 09:50 a.m. -10:42 a.m. as well as period attendance.**

#### ATTENDANCE DEFINITIONS

Modality	In-person
<b>Present</b>	Students attend (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.
<b>Absent</b>	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:

**Information Technology methods of communication:**

- We engage in communication with parents through backpack and mailed letters, personalized outreach calls, emails, texts, and Jupiter ED.

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:

Parents can reach the school at our main number: 718-937-4270 ext. 1133 as well as through our Jupiter Ed system.

## 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 attendance office at 718-937-4270 ext. 1272 before 9:00 a.m. to report the absence, or e-mail [fwilliams3@schools.nyc.gov](mailto:fwilliams3@schools.nyc.gov) with the student's name, official class, nine digit student ID number (OSIS), and the date of absence.

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 absences:**

- Reason provided:
- **If a reason is provided we will code student absence for the following reasons:**
  - **Illness, injury, problems accessing technology or getting online during a snow emergency day, family emergency, religious observation, pre-arranged appointments, etc.**
    - An absence note, signed by the parent/guardian must be brought to the attendance office by student/parent before the student's first class on the day of return.
    - If a doctor treats the illness, a doctor's note should be attached to the absence note in accordance with NYC Public schools regulation.
- No reason provided:
- **If too little to no information is provided when a student is absent that is how they will be coded.**

## LATENESS

A student is considered late should they arrive to class after the late bell of their 1st period according to their schedule. See the bell schedule at the end of this document. If you know your child is going to be late on a certain day please:

- **Send a Jupiter Ed message to all the teachers of the classes they will be missing instructional time for that day, so they can coordinate to get their missing assignments.**

## LEAVING EARLY

This section explains our school's policy for a student's early departure from the school day. 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:

- **Parents should reach out to the school at our main number: 718-937-4270 ext. 1133 as well as provide documentation for any early departure via our Jupiter Ed System.**
- Early Departure:
- **Leaving school early must be arranged in advance. A student can be dismissed from school early to the family or a person who has been identified on the Blue Card over compulsory school age (18 years old). Anyone picking up a student must come to the office and provide a photo ID. If a student is over the age of 18 they may sign themselves out if we have previously received documentation from the guardian via Jupiter Ed or email (to admin and the main office staff) that they are aware of the student's early departure for an appointment.**

## 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), dialogs, speeches, group work, lab work, etc. All work is available to be made up via Jupiter Ed, and our Google Classroom platforms.**
  - **Students are not required to make up the exact hours of missed instructional time. If students master course content and satisfactorily meet expectations outlined in the syllabus, they will 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.

- **Parents will get an automatic notification of each class their child attends or misses via JupiterEd.**

## **PERSONALIZED SUPPORTS**

- Students who have by the end of September with more than four “unexcused absences” from school will be connected to an available “BeSTie.” A “BeSTie” is a caring adult who serves as a mentor and as an advocate for their mentees. Students will also be linked to enrichment clubs and academic support if needed.

## **CELEBRATIONS**

- At Information Technology HS, We are dedicated to making sure every child has the support needed to attend school every day and succeed academically. We celebrate students with not only perfect attendance but most improved as well each month. It’s important to us to recognize and celebrate students’ attendance improvement, no matter how small. Each month students are put into a raffle for a small token of recognition and then at the end of the year students are entered into a raffle for a sizable prize.

## **PARTNERING WITH COMMUNITIES**

- Jewish Board of Family services - PIP aid students in need of assessment and refer when additional support is needed.
- BeSTies Team - support students in need of tier 2 interventions
- Jacob Riis - supports students throughout the year

## **SCHOOL CALENDAR**

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

<https://infotechhs.net/>

## **CONTACT INFORMATION**

We hope this information is helpful to you! If you have questions about our attendance plan, please contact us at:

- Attendance manager: Ms. Williams at 718-937-4270 ext. 1272 or via email [fwilliams3@schools.nyc.gov](mailto:fwilliams3@schools.nyc.gov)

## Monday - Friday

### Bell Schedule

<b>PERIOD</b>	<b>Session A</b>	<b>Session B</b>
<b>1</b>	8:10a-8:57a	
<b>2</b>	9:00a-9:47a	9:00a-9:47a
<b>3</b>	9:50a-10:42a	9:50a-10:42a
<b>4</b>	10:45a-11:32a	10:45a-11:32a
<b>5</b>	11:35a-12:22p	11:35a-12:22p
<b>6</b>	12:25p-1:12p	12:25p-1:12p
<b>7</b>	1:15p-2:02p	1:15p-2:02p
<b>8</b>	2:05p-2:52p	2:05p-2:52p
<b>9</b>		2:55p-3:42p