



Attendance Policy and Plan School Year 2025-26

NYC Lab School for Collaborative Studies (02M412)

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

Our School will take Attendance:

During each class period of the school day (8:30 a.m. - 2:50 p.m.)

ATTENDANCE DEFINITIONS

Modality	In-person	Remote
Present	Student attends (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.	Student attends (is virtually present for) synchronous or asynchronous instruction for the equivalent of at least one full instructional period during the scheduled program day.
Absent	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day.	Not virtually present for synchronous or asynchronous instruction.

¹Synchronous instruction is defined as live interaction between the teacher and student(s) each day at a scheduled time, communicated in advance to parents and students. For more information, please contact the school.

²Asynchronous learning refers to instruction and learning opportunities that are not centered on students and teachers interacting at the same time. Asynchronous learning activities enable students to work at their own pace so they can learn the same material at different times independently.

COMMUNICATION WITH FAMILIES

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

- **Email and text notifications through GAMA (DOE Grades, Attendance and Messaging Applications)**

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:

Updating directly in NYCSA (<https://www.schoolsaccount.nyc/>), emailing Principal's Secretary Theresa Della Valle at TDellaV@schools.nyc.gov, or calling the main desk at 212-691-6119 ext 3241

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:

Emailing Parent Coordinator Ms. Jimekka Murphy at JMurphy233@schools.nyc.gov or calling the main desk at 212-691-6119 ext 3241.

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:**

- Excused Absence:
An excused absence may be excused for reasons including illness, injury, problems accessing technology or getting online during a snow emergency day, family emergency, religious observation, pre-arranged appointments, etc.
- Unexcused Absence:
An unexcused absence is when too little to no information is provided when a student is marked absent for the day.

Please note: While schools can mark an absence as "excused" for religious reasons, illness, or some other reasons, the excused absence is still an absence and must be part of the student's record.

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:

Email Parent Coordinator Ms. Jimekka Murphy at JMurphy233@schools.nyc.gov or call the main desk at 212-691-6119 ext 3241.

Students must swipe their ID cards in the office (329) and get a late pass. This allows us to adjust attendance so that students are marked late, rather than absent, in advance of the notifications sent home at 11:00 a.m.

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

- Excused Lateness:

Lateness may be considered excused for the same reasons provided for absence e.g. Illness/injury, problems with accessing technology or getting online, religious observation, family emergency, pre-arranged appointments, or school or bus delays or documented MTA delays.

- Unexcused Lateness:

Unexcused lateness is when a student is not in their first period class by 8:30 and has not provided reasons for lateness.

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:

Email Parent Coordinator Ms. Jimekka Murphy at JMurphy233@schools.nyc.gov and Principal's Secretary Ms. Theresa Della Valle at TDellaV@schools.nyc.gov in advance. If you are unable to email, please call the main desk at 212-691-6119 ext 3241.

Once permission has been given by parent/guardian by email or phone, students must check out in the office (324 or 329). School staff then inform School Safety Agents at the exit that the student is leaving early.

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:

Students are encouraged to email teachers directly through JupiterEd and to attend Office Hours on Tuesdays from 2:50-3:30 to make up any missed work.

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 contact 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 and guardians can access student attendance records through their NYC Schools Account (<https://www.schoolsaccount.nyc/>). If you have any questions or notice any error, please reach out to AP Jason Koch at jkoch2@schools.nyc.gov. Please note that excused absences and lateness will still show up on this official attendance record.

PERSONALIZED SUPPORTS

Our counseling team, restorative dean, and assistant principals all meet regularly to review attendance patterns and provide support. Counselors and social workers work directly with students and families to identify barriers to attendance and implement strategies to address these barriers. Please do not hesitate to proactively reach out for additional support:

9th and 11th grade school counselor: Magda Samborska-Murgio MSamborskamurgio@schools.nyc.gov

10th and 12th grade school counselor: John Ngai JNgai@schools.nyc.gov

School social worker (all grades): Zach Darr ZDarrrodriguez@schools.nyc.gov

Restorative dean: Johan Grimsrud JGrimsrud@schools.nyc.gov

SCHOOL CALENDAR

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

<https://www.nyclabschool.org/>

CONTACT INFORMATION

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

AP Jason Koch - jkoch2@schools.nyc.gov

212-691-6119 ext 3292