

Dear PS 24 Family & Friends,

Thank you to those of you who were able to join myself, and the roughly 250 attendees to Monday's Town Hall. For those that were unable to attend, the minutes and the PowerPoint deck have been posted on our school website and sent to our community through the PA distribution list.

If you have any remaining questions, I hope you will be able to join me for *Coffee with the Principal* on Thursday, November 19<sup>th</sup> @ 6:30. For more information, please reach out to our PA co-presidents, Aiyana Brooks and Jen Chau Fontan.

Please see the below important updates and reminders.

### **Updated DOE Attendance Policy as of November 17th**

In school year 2020–21, the NYCDOE will record attendance and follow up on absences for all students engaged in remote or in-person learning. Schools must use the daily attendance values of

- **P** = present for in-class attendance,
- **A** = absent for in-class attendance,
- **O** = present for remote attendance,
- **M** = absent for remote attendance.

### **The definition of “present” is as follows:**

- **In Person:** Student is physically present in the classroom/school learning environment for instruction during the scheduled school day.
- **Remote:** Student is virtually present for synchronous or asynchronous instruction.
- If a student is scheduled to be in person, does not report to school, but engages remotely, the student should be marked present remote, **O**.

### **A remote student is present for synchronous instruction:**

- Per the NYCDOE's academic guidance, synchronous 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.
- A student should be marked present if virtually present for synchronous instruction during the scheduled school day. This may include being present for an academic course, a homeroom or advisory period.

### **A remote student is present for asynchronous instruction:**

- Per the NYCDOE's academic guidance, asynchronous instruction is defined as instruction and learning opportunities that do not feature 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 time independently.
- For asynchronous instruction the school may accept student work after 4 PM upload time. In these situations, attendance for that day must be revised the next day.

**Daily asynchronous instruction may include, but is not limited to, the following approaches:**

- Video lessons or recorded presentations
- Activities, assignments or tasks, guided by digital curricula or hardcopy work given to student and submitted back to teacher
- Collaborative documents
- Discussion boards
- Virtual, email, text or telephone communication
- Feedback on student learning

**What if . . .**

- A. Student scheduled for in-person does not report to the school. Instead, she attends school virtually.
  - School enters O into system and is marked present.
- B. Student scheduled for virtual does not participate in synchronous instruction and submits work.
  - That is asynchronous instruction, and the student should will be marked present
- C. If synchronous instruction is not feasible (i.e., no computer, no WIFI, sibling/childcare, employment, illness, no workspace, living in a different time zone, etc.) then student participates in 100% asynchronous learning.
  - School does its best to communicate attendance (and academic) requirements to support this arrangement with student and family in a clear and understanding manner. School maintains regular communication with student/family to support immediate and long-term needs and to help lower barriers preventing student from participating in synchronous instruction.

K-8 Students not engaging in instructional activities on a given day (marked absent) but participate in a guidance conference for approximately the length of a class, can be marked present.

I have requested guidance if a school can backtrack attendance according to these new guidelines. If approved, the school will backtrack and update past attendance to reflect this new guidance. Thank you for your advocacy on this important issue.

Thank you as always for your support and allowing us to be partners in the success of our great community.

Sincerely,  
Steven Schwartz