



Capitol Hill Cluster School
Where Every Child Achieves
Peabody | Watkins | Stuart-Hobson | A DC Public School

MScott Berkowitz
Principal

Natalie Edmonds
Assistant Principal

La-Tarsha James
Assistant Principal

Tanisha Montgomery
Director of Strategy & Logistics

Dear Peabody and Watkins Families,

Welcome to 2022- 2023 school year! We are excited to welcome you and your student back to what will be a successful and productive year! Our number one priority is for your student to be successful. One of the ways to achieve this is by making sure our students attend school daily and arrive on time. Teaching your student about the importance of getting to school on time is essential to preparing them for success and ensuring that they can benefit from every minute of instruction time.

As the Attendance Counselor for Peabody and Watkins, I will work with you, your student and school staff to promote perfect attendance and timely arrival, increase in-seat attendance, and reduce truancy by building relationships with you and following the *DCPS Absenteeism Protocol*. This protocol was developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving at school on time every day.

How Attendance is Taken

Attendance is taken daily by your student's homeroom teacher. At Peabody, students who arrive after 9:00am are tardy. At Watkins, students who arrive after 8:45am are considered tardy. Tardy students or caregivers of tardy students (Peabody) will need to check in with the main office to sign the "Tardy Book" before going to class. Additionally, Watkins students will be given a tardy pass to present to their teacher.

Absences and Submitting Excused Absence Notes

Attached you will find the DCPS Attendance Protocol which outlines the DCPS attendance intervention protocols and the reasons submission of attendance documentation (i.e., excuse notes) are important. This document also outlines DCPS's allowed excused absences.

As noted within this document, any time a student is absent (excused or unexcused) robo-call or email will be sent to the number or email address on file. Unfortunately, the school has no control over this. If you receive this communication in error, please contact your school's main office for it to be corrected. If your student is out for one of the noted excused reasons, please email the excuse note to the email addresses noted below. Alternatively, your child can bring their note to school upon their return.

To ensure that your student's attendance is recorded accurately and alleviate any unnecessary attendance interventions (phone calls, meetings, home visits and referrals to DC Child and Family Services- CFSA), please ensure that all excuse notes are either emailed or turned in to the main office. Excuse notes should not be emailed or turned in to your student's teacher. Additionally, please submit documentation within 5 days of your child's return.

Email Addresses for Submitting Excuse Notes

- Watkins: watkinsesenroll@k12.dc.gov
- Peabody: peabodyesenroll@k12.dc.gov

All the best,
Shelia Roy
Shelia Roy
Attendance Counselor



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www.capitolhillclusterschool.org www.dcps.dc.gov