



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 the 2024- 2025 school year! We are excited to welcome you and your student to a successful year! One of the ways to achieve this is by making sure our students attend school daily and arrive on time. Teaching your child 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 support consistent attendance and timely arrival by building relationships with you and following the *DCPS Attendance and Truancy Policy*. This policy 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 9am are considered tardy. At Watkins, students who arrive after 8:45am are considered tardy. **New this school year at Watkins:** caregivers must come into the building to sign their child into the “Tardy Book” before they can proceed to class. This has always been the process at Peabody. At Watkins, after being signed in, tardy students will proceed to class on their own, at Peabody, students must be escorted by a caregiver.

**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.

**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, and you will receive a call even if you let us know about the absence ahead of time. If you receive this communication in error, please contact your school’s main office for it to be corrected.** If your child 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.

Very Important: 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 into the main office within 5 days of your child’s return. **IMPORTANT:** Excuse notes should not be emailed or turned into your student’s teacher, please email them to:

- Peabody: [peabodyesenroll@k12.dc.gov](mailto:peabodyesenroll@k12.dc.gov)
- Watkins: [watkinsevenroll@k12.dc.gov](mailto:watkinsevenroll@k12.dc.gov)

All the best,  
*Shelia Roy*  
 Shelia Roy  
 Attendance Counselor



**Peabody Early Childhood Campus** 425 C St. NE, Washington, DC 20002 **202-698-3277**  
**Watkins Elementary Campus** 420 12<sup>th</sup> St. SE, Washington, DC 20003 **202-698-3355**  
[www.capitolhillclusterschool.org](http://www.capitolhillclusterschool.org) [www.dcps.dc.gov](http://www.dcps.dc.gov)