



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

MScott Berkowitz  
 Principal

Ebon McPherson  
 Assistant Principal

La-Tarsha James  
 Assistant Principal

Tanisha Montgomery  
 Director of Strategy & Logistics

Dear Peabody and Watkins Families,

Welcome to the 2025- 2026 school year! We are excited to welcome you and your student to a successful year! One of the ways to achieve success is by making sure our students arrive at school on time and attend each day. Teaching your child about the importance of being on time is essential to preparing them for success and ensuring that they can benefit from every minute of instructional time.

Our attendance team consists of Sheila Roy (Attendance Counselor, Watkins), Roslyn Shields (Assistant Strategy Logistics, Peabody) and Tanisha Montgomery (Director of Strategy and Logistics, Peabody and Watkins). Ms. Roy will only support Watkins this year.

We will work with you, your student, and all 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 school day, as well as arriving at school on time every day.

**How Attendance is Taken**

Attendance is taken daily by your student’s homeroom teacher. All Peabody and Watkins students who arrive after 8:45 are considered tardy. Caregivers must come into the building to sign their child into the “Tardy Book” before students can proceed to class. At Watkins, after being signed in, tardy students will proceed to class on their own. At Peabody, caregivers must escort their child to the classroom door.

**Absences and Submitting Excused Absence Notes**

All absences are not considered excused. The DCPS Attendance Protocol outlines the DCPS attendance intervention protocols and the reasons for submission of attendance documentation (i.e., excuse notes) are important. This document also outlines DCPS’s allowed excused absences. The full policy can be found at <https://dcps.dc.gov/attendance>.

**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 excusable reasons, please email the excuse note to the email addresses noted below. Alternatively, your child can bring their note to school upon their return.

**60/40 Absences**

Students are considered legally absent for the day if they miss more than 40% of their classes. Students who arrive after 11:25am and/or leave before 12:35pm will receive a full-day absence. To support your child being marked present for the full day, please make sure they arrive on time and stay until the close of the school day every day.

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. Excuse notes should not be emailed or turned into your student’s teacher, please email them to the appropriate school inbox: [peabodyesenroll@k12.dc.gov](mailto:peabodyesenroll@k12.dc.gov) or [watkinsevenroll@k12.dc.gov](mailto:watkinsevenroll@k12.dc.gov).

We are excited for the best year yet at Peabody and Watkins, which starts with every student attending every school every day.

In service,  
 Peabody & Watkins Attendance Team



**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)