



# THE CINEMA SCHOOL

## ATTENDANCE POLICY

### I- Attendance Expectations

- a. Students are expected to maintain a minimum of 90 percent attendance throughout the school year.
- b. Students who miss the equivalent of 2 or more days per month, or 19 or more days in the school year, are considered chronically absent.

### II- Daily Attendance

- a. Students must show their student ID and swipe in upon entry each morning.
- b. The Cinema Schools Doors Opens at 8:15am. Our 1st Period Starts at 8:33am.
- c. Official recording of attendance is taken daily during Period 2. ( 9:21am- 10:06am).
- d. In case of absence due to illness, family emergencies, or other legitimate reasons, Parents/Guardians must notify the school office **at 718-620-2560** to **document the absence**.
- e. **Excused Absences-** Absences due to illness, medical appointments, religious holidays, or family emergencies will be considered excused. Proper documentation must be given in order to document as an excused absence. Students are responsible for making up missed work in a timely manner.
- f. **Unexcused Absences-** Absences without valid reasons will be considered unexcused. Excessive unexcused absences may result in a parent conference.

### III- Leaving Early:

**Students that have arrived at school should not leave the premises until the school day is over.**

- a. Adults signing out students to leave early **must enter to pick up the student, be listed on the Blue Emergency Card and present a valid picture ID alongside the Safety Pin number**. Adults may call for a student's early release as well but **must have a Safety Pin** available for verification.
- b. Students are signed out from the main office, where they will receive an early excuse pass.

### IV- Every absence counts. Excused absences are still absences.

- a. Schools can excuse absences when a student misses school for religious, medical or emergency reasons, but the excused absence remains on the student's record.
- b. Excused absences may not count against a student for school awards or participation in school activities.
- c. The Public Schools Athletic League (PSAL) 90 percent attendance requirement that does not count excused absences.
- d. A student who does not attend their scheduled class is marked absent for that period and is cutting.
- e. Patterns of cutting, and unexcused absences will be followed up by staff.

## **V- Reviewing Attendance**

- a. Parents and Students can and should review their attendance by logging onto their Jupiter account, checking their New York City Schools Account (NYCSA) or requesting a Report of Individual Student Attendance (RISA Report) from the Main Office.
- b. Staff at The Cinema School will inform parents of absences and excessive latenesses..
- c. Parents and Students may bring attendance errors to the attention of the school by discussing specific issues with the classroom teacher or the Attendance Office in Room 115.
- d. Good attendance is essential for passing classes.

# **ATTENDANCE LADDER OF REFERRAL**

To ensure that The Cinema School and Families are accountable for monitoring absences, a Ladder of referral has been developed to support our efforts to have our students present and in class.

## **Tier 1 Level Support**

1. Teachers and members of our main office team will communicate and document student attendance regularly.
2. Parents/Guardians will be notified promptly of any concerns regarding their child's attendance. Open communication channels will be maintained to address underlying issues and provide support.

Students who have been absent for **at least 3 to 5 days in a row** or are on the verge of potentially being chronically absent will be forwarded to our guidance teams for support and interventions

## **Tier II Level Support**

In addition to supports and communication in Tier I:

1. Attendance Meetings- In cases of persistent attendance problems, the school administration may schedule meetings with the student, parents or guardians, teachers, and counselors to develop a plan for improvement.
2. Support Services- Students experiencing attendance issues may be referred to support services such as counseling, mentoring, or academic tutoring to address underlying causes and promote attendance.

## **Tier III Level Support**

1. These Levels of interventions provide intensive support to students missing the most school, often involving not just schools but other agencies such as our Attendance Teacher, health, housing and social services, and typically requiring case management customized to individual students' challenges

# ATTENDANCE RESOURCES

## **I- Common Reasons Students Miss School**

- Does your student miss school because of public transportation problems? You can find the best way to get to school by public transportation with [MTA Trip Planner](#)
- Does your child take a school bus? Please ensure the bus company has your address and contact information so that you know the pick-up and drop-off schedule. Be sure to update any information if it changes.
- Talk with our Parent Coordinator if you have other travel concerns.

## **II- Does your student want to miss school and you are not sure why?**

- Ask what is happening in school. If there is bullying or another safety concern, please report it immediately.
- Learn about the Respect for All program and what families can do to help.
- Look at the programs at [D.Y.C.D. Youth Connect](#) or call 800-246-4646 to ask about after-school programs, tutoring services, and job opportunities for young people.
- [The Family Assessment Program \(FAP\)](#) office in your borough may be able to help you with crisis services, family counseling, mediation or other services. This is a program within ACS but families do not need to be ACS involved to participate and are not reported to ACS.

## **III- Other ways schools can help families with student attendance:**

- Set up a time to talk with our Parent Coordinator or school counselor about attendance and any concerns.
- Ask about support services.
- Ask about after school or extra-curricular programs to help keep your student interested in school.
- If you are in temporary housing, let the school know if you have needs to support your child's ability to attend and participate in school (healthcare, dental services, school supplies, clothes, toiletries, etc).