



**New York City Charter School of the Arts
Student Attendance Policy**

City School of the Arts students are expected to be in school every day between 8:15 and 4PM Monday - Thursday, and 8:15 - 1:38 on Fridays. If your child is going to be late or absent from school, please call or e-mail Yolanda Griffin at the front desk as early as possible. CSA’s policies, and actions taken to ensure that students are maximizing their time at school, are outlined below:

Absences:

- The school will begin making calls to students’ homes if they are not present by 9AM
- All absences, whether excused or unexcused, are marked as an “absence” in the records
- An absence can be documented as **excused** with a doctor’s note, required court appearance, death in the family, religious holiday, or other major events that are out of the family’s control, at the discretion of the Head of School
- **Unexcused absences** include illness without a doctor’s note, family vacation, bad weather, trouble with public transportation¹, or other personal barriers
- All absences are recorded on Alma and shared three times annually on report cards
- The following chart outlines action steps the school will take in cases of excessive absences:

Cumulative Number of Absences	Action Step
3 unexcused absences in one trimester	Phone call home to review attendance policy with family; action-plan made with student
5 unexcused absences in one trimester	Family meeting required to review attendance policy with family; action-plan made with family and follow-up calls and check-ins will follow, if prescribed in action plan.
7 unexcused absences in one trimester	Family meeting required to review attendance policy and outline the educational impact of lateness. Dean will create

¹ Emergencies accounted for by MTA and/or covered in local media will be excused, at the discretion of the Head of School.

	action-plan with family and report resolution to the SST. Weekly check-ins will follow for three consecutive weeks after meeting.
10 cumulative lateness (excused + unexcused)	Family meeting required to review attendance policy and outline the educational impact of lateness. Dean will create action-plan with family and report resolution to the SST. Weekly check-ins will follow for four consecutive weeks after meeting.
20 cumulative lateness (excused + unexcused)	Family meeting required to review attendance policy and outline the educational impact of lateness. Dean will create action-plan with family and report resolution to the SST. Student will be eligible for retention.

Lateness:

- If student arrives at 8:16 or later, he/she is considered late
- The only categories of latenesses that are eligible for being an **excused late** are school bus delays and severe weather, at the discretion of the Head of School
- The following chart outlines action steps the school will take in cases of excessive tardiness or unexcused early dismissals:

Cumulative Number of Latenesses	Action Step
3 unexcused latenesses in one trimester	Phone call home to review attendance policy with family; action-plan made with student
5 unexcused latenesses in one trimester	Phone call home to review attendance policy with family; action-plan made with student; official letter sent home for signature outlining necessary action steps
7 unexcused latenesses in one trimester	Family meeting required to review attendance policy and outline the educational impact of lateness. Dean or delegated member of the SST will create action-plan with family and report resolution to the SST
10 cumulative lateness (excused + unexcused)	Family meeting required to review attendance policy and outline the educational impact of lateness. Dean or delegated member of the SST will create action-plan with family and report resolution to the SST

20 cumulative lateness (excused + unexcused)	Family meeting required to review attendance policy and outline the educational impact of lateness. Dean or delegated member of the SST will create action-plan with family and report resolution to the SST. Students will be eligible for retention.
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Early Dismissal:

- Early dismissal is defined as any pick up prior to 4PM
- Parents should notify Yolanda Griffin if an early departure will be taking place
- The student may only be dismissed early to a parent or a properly authorized and identified adult. If the adult was not previously authorized, a letter from the parent authorizing the pick up of their child is required
- Unexcused early dismissals (early dismissal without official notice) will be recorded, and treated as a tardy if occurring excessively

Home Visits:

If a student is absent for three (3) consecutive days and no contact has been made with the family, the Dean of Students or an SST member may make a home visit to ensure the safety of the child.

Attendance Review Plans:

Attendance Review Plans (ARPs) may be created by an SST member to support students and families to get to school and get to school on time. ARPs are initiated when students are absent or late 10 consecutive times, and may be rolled out in conjunction with other academic or discipline interventions.

Promotion in Doubt (PID):

Promotion in Doubt conversations are initiated with a PID letter when student has been absent or late 20 or more times in one year. A PID letter may be sent to families in danger of retention due to poor attendance and its resulting impact on academic and artistic performance.