



Attendance Policy

At CMCCS, we are committed to fostering a vibrant and enriching learning environment in connection to our Sanctuary Model for all of our students. The below Attendance Policy is designed to instill a sense of accuracy and punctuality in each student. **A goal of our charter is AT LEAST 95% attendance for every student**, and frequent or extended absences from school may result in retention and put a child's continued enrollment at Cardinal McCloskey Community Charter School at risk. **When a child is absent more than 15 school days, without medical documentation, it is considered Educational Neglect, the school is required to notify Child Services.**

The objective of this policy is to ensure that students attend school regularly, not only to comply with State law, but to benefit from instruction, to participate in class activities, and to promote a climate that values school attendance and instruction. In the interest of shared governance, CMCCS is committed to working with families to ensure they receive the highest quality education possible.

Regular School Hours

Student Arrivals begin promptly at **7:30am** and run until **8am**. Students who arrive after 8am will be marked late by their classroom teacher.

Daily School Schedule

Monday, Tuesday, Thursday & Friday	Wednesday
Arrivals: 7:30 AM - 8:00 AM (Late as of 8:01 AM)	Arrivals: 7:30 AM - 8:00 AM (Late as of 8:01 AM)
Instructional Day: 8:00 AM - 3:45 PM	Instructional Day: 8:00 AM - 1:45 PM
Dismissal 3:45 PM	Dismissal: 1:45 PM

Attendance

Students must report to school every day to get credit for their attendance, participate in school activities such as trips and afterschool programs, and maintain eligibility for certain academic or extracurricular programs. Students with excessive absences will be at risk of retention.

The City requires young people between ages 6 and 17 to attend school on a full-time basis. Students with less than 90% attendance are more likely to have lower test scores and not graduate.



Considered School Absences	Record of Absence
<ul style="list-style-type: none"> Illness of the student or parent was communicated to school on the same day. 	<ul style="list-style-type: none"> Note from Doctor dated with Student/Parent name.
<ul style="list-style-type: none"> Scheduled doctor's appointment with an excuse note signed by the doctor. 	<ul style="list-style-type: none"> Doctor's Note Follow-up Appointment Notification from Doctor.
<ul style="list-style-type: none"> The death of a close family member. 	<ul style="list-style-type: none"> Verified by a program, or any other available documents. If it is out of the Country/State: Proof of Flights is required.
<ul style="list-style-type: none"> A court appearance that requires the child's presence. 	<ul style="list-style-type: none"> These documents should be on file at school. Documents must have children's names.
<ul style="list-style-type: none"> Observance of a religious holiday 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Family emergencies that require family to go out of State. 	<ul style="list-style-type: none"> Proof of Flights is required.

NOTE: NOTES MAY DIFFER ON A CASE BY CASE BASIS. PRINCIPAL HAS FINAL DECISIONS OF EXCUSE NOTES.

Action Steps to Address Patterns of Excessive Absences

Number of Absences	Action from School
Every absence	Families receive a daily message by 11:00 AM from the Main Office every time a child is absent.
5 Absences	Families will receive notice from the Attendance Coordinator.
10 Absences	Families will receive an attendance warning letter from the Attendance Coordinator.
15 Absences	Families will be required to have a retention meeting with the Attendance Team.
16 + Absences	Families will be required to meet with the Principal and the attendance team. In addition, a report may be filed with the



	appropriate child services agency.
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If a student is absent 15 times in a year, the student is considered unprepared and is at risk of not being promoted to the next grade. The Attendance Coordinator will contact the parent/guardian and reserves the right to retain any student who misses more than 15 days of school.

Lateness

Cardinal McCloskey Community Charter Schools strongly encourages families to make arrangements so children arrive on time and avoid the following:

- Missing out on important instructions, announcements, or explanations at the beginning of the day. This can put students at a disadvantage in understanding the day's lessons and tasks.
- Students who arrive late may miss out on valuable opportunities such as participation in morning meetings, group discussions, or special events.

Students who arrive after 8:01 AM are considered to be late for the start of school.

Action Steps to Address Patterns of Excessive Latenesses

Number of Latenesses	Action from School
Every Lateness	Family receives a daily message by 11:00 AM from the Main Office every time a child is late.
5 Lateness	A warning message will be sent to the family by the Operations Managers/Associate.
10 Lateness	Family will receive a call from the Attendance Coordinator.
15 Lateness	Family will be required to meet with the Director of Operations,
20 + Lateness	Family will be required to meet with the Principal. In addition, a report may be filed with the appropriate child services agency.

Early Pickups

Cardinal McCloskey Community Charter School Acknowledges that unforeseen emergencies may necessitate early pick-ups of students before the scheduled dismissal time. In such



instances, we kindly request parents/guardians to provide written notification via a note or email, specifying the pick up time. This communication should be directed to both the teacher and the main office. Families are required to sign out their child at the security desk prior to dismissal.

Parents/guardians that need to pick up their child early may do so prior to 3:00 PM. Parents/guardians will not be able to pick up their child between 3:00 PM and 4:00 PM on any day to maintain safety while students are dismissed from their classrooms.

Number of Early Pickups	Action from School
Early Pickups before 8AM:	Early pickups before 8AM will be an absence.
5 Early Pickups	Family will receive a call from the Attendance Coordinator.
10 Early Pickups	Family will be required to meet with the Director of Operations,
15 +	Family will be required to meet with the Principal.

Late Pickups

Should your child stay at school for more than one hour beyond the dismissal time on any given school day, CMCCS retains the authority to implement the following measures, as we see fit:

- Parents will be required to meet with the Principal and Director of Operations if they are late to pick up **5** times in a month. Parents may run the risk of having students removed from CMCCS if it continues.
- In accordance with NYC Department of Education guidelines, a staff member may contact the New York City Police Department to request an officer to escort your child to the police station. Your child will be kept at the police station until your arrival for pick-up.
- We may also be obligated to report instances of chronic lateness to Administration for Children's Services (ACS).