

Every Student, Every Day Attendance Policy and Plan School Year 2024-25

Community Voices Middle School 29Q356

Welcome to the 2024-2025 School Year!

We are excited to share our school’s Every Student, Every Day Attendance Policy and Plan. This policy and plan will hopefully provide you with the information and guidance you need to help you help your child attend and stay in school.

OUR SCHOOL COMMUNITY’S ATTENDANCE GOAL

Attendance matters. Missing a day of school means missing hours of instructional time. Research shows that students who attend regularly achieve greater success in school and in life. This continues to be true—even in in-person or remote learning environments. Our school’s collective goal for attendance remains the same. Whether in-person or remote, we want every child attending school every day or at least 95% of the school year.

ATTENDANCE TAKING

Our School will take daily attendance at 8:15 AM and period attendance will be taken every period.

ATTENDANCE DEFINITIONS

Please note a Remote Learning day is only authorized by NYC’s DOE.

Modality	In-person	Remote
Present	Students attend (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.	Student attends (is virtually present for) synchronous or asynchronous instruction for the equivalent of at least one full instructional period during the scheduled program day.
Absent	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day.	Not virtually present for synchronous or asynchronous instruction.

¹Synchronous instruction is defined as live interaction between the teacher and student(s) each day at a scheduled time, communicated in advance to parents and students. For more information, please contact the school.

²Asynchronous learning refers to instruction and learning opportunities that are not centered on students and teachers interacting at the same time. Asynchronous learning activities enable students to work at their own pace so they can learn the same material at different times independently.

COMMUNICATION WITH FAMILIES

Our school uses the following methods to communicate with families about attendance:

School messenger daily (Robo calls), personalized calls from a staff member, emails and texts from Gamma, and or Class Dojo for students absent more than 2 days. Families are encouraged to communicate through Class Dojo with the teachers. Parents are asked to call the school if their child will have consecutive absences. It is very important for the school to have families' up-to-date contact information. To make sure we can reach you, please alert us of any changes to your address or phone number by emailing Ms. Rahaman at crahaman@ms356covo.org

ABSENCES

If you know your child is going to miss school on a certain day or will be missing school for an extended period, we are asking **families to communicate with the teacher via email, Class Dojo, phone or by sending a note in with your child. The teacher will share the information with the attendance team.**

If your child is absent, we will follow up that day by making a positive phone call, text, or email home. This follow-up helps us to ensure that your child is safe, healthy and that your family has what it needs to help your child overcome the barriers to attending school.

While every single absence is equal to missed instructional time, we nonetheless mark absences as excused and unexcused. Please provide us with information on the reason for your child's absence. Here is what you need to know regarding excused and unexcused absences:

- Excused Absence:
An excused absence is with a doctor's note or a family note stating the reason for absence.
- Unexcused Absence:
An unexcused absence is when there is no information provided when a student is marked absent for the day.

LATENESS

Even if a student is late, they are still marked as present. If you know your child is going to be late on a certain day—whether in remote or in-person—please:

Reach out to the school via phone, Class Dojo or email to inform us of the reason for lateness and estimated time of arrival.

Students who arrive late to class are asked to follow the policy below:

1. Teacher has an informal conversation with the student regarding lateness
2. Parents receive electronic notification of the lateness
3. Parents will be receive a outreach call regarding lateness

Just as with absences, we flag lateness as excused and unexcused. Here is what you need to know regarding excused and unexcused lateness:

- Excused Lateness:
Lateness will be excused if the student has a doctor or dentist note, a family member personally drops off a student to the main office to provide the reason or if the school bus is late.

- Unexcused Lateness:

An unexcused lateness is when there is no information provided when a student is marked absent for the day.

1. Teacher has an informal conversation with the student regarding lateness
2. Parents receive electronic notification of lateness
3. Parents will receive an outreach call regarding lateness.

LEAVING EARLY

This section explains our school's policy for a student's early departure from the school day. If your child is going to leave early on a certain day, please notify the school by:

Calling the school or sending in a note with your child.

1. Parent/Guardian must sign in at the Security Desk
2. Students are prohibited from leaving school prior to 2:30 pm unless they are picked up and signed out by an adult (18 yrs of age)
3. The adult must be on the blue card/Parent Contact Information Card, present photo ID and sign the student out.

ATTENDANCE AND MAKE-UP WORK

If a child is absent or late, grades, coursework, or exams could be affected. Here is what you need to know regarding our grading policies and how we support our students with make-up work: Lateness to school may result in a lower class average due to the loss of instructional time in activities such as classroom participation, examinations, group work, etc. Students have one week from the date of assignment to make up missed work to receive credit.

Every Student, Every Day Practices

This section shares information regarding our schools' multi-tiered support plan. It is our hope that through these supports your children have what they need to attend school regularly.

COMMUNICATION

A positive phone call home to check on a student to ensure they are healthy and safe will occur each day a student is absent. During parent-teacher conferences, we will share the most up to date information regarding your child's attendance and discuss how we as a school community can be the most helpful in creating the conditions for your child to attend regularly and thrive in school. **The classroom teacher will make live phone calls to absent students during Parent Engagement throughout the week.**

PERSONALIZED SUPPORTS

Each day a school member on the CoVo Attendance Team will connect with students identified as chronic absenteeism with attendance rates between 60-70%. They will conduct a wellness check in during the first two periods of the school day and wellness check out during the last period. Students with attendance rates below 70% will receive personalized Attendance plans which includes recommending them to our afterschool programs to promote a sense of belonging and excitement about attending school.

CELEBRATIONS

We are dedicated to making sure every child has the positive support they need to not only attend school every day but to succeed. We recognize and celebrate all levels of student attendance. When a student improves their attendance, we recognize and celebrate their success every month. On a monthly basis we celebrate perfect 90% and above attendance. Students receive recognition in grade level town halls and assemblies. Student names are highlighted on hallway bulletin boards and most improved students participate in Bagel Mondays. Monthly celebrations vary from ice cream parties, pizza parties, movie day, lunch with the principal, suggestions are provided by Student Government.

PARTNERING WITH COMMUNITIES

Panera and Applebees have teamed up with MS 356 to provide ice cream and cookies. NY Edge Afterschool provides mentorship for our students. NYPD Cadet provides strict real life occurrences that pertain to the individual truant students. MBSK will support targeted students using the Girls Inc. curriculum to promote financial literacy. MBSK will participate in the Queens Boxing Academy and CDY Basketball programs to support athletic students. The SAPIS worker will target the chronically absent students who have concerns with substance abuse.

SCHOOL CALENDAR

To view a calendar of the school's events, go to:

https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/school-year-2024-25-calendar-updated.pdf?sfvrsn=4522050e_4

CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our Every Student, Every Day 2024/25 Attendance Policy and Plan, please contact us at:

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