



**ACADEMY OF
CULTURAL EXCELLENCE**
(ACE)
P.S. 439Q • DISTRICT 30
Ciani Espada
Founding Principal

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Academyofculturalexcellence
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Academy of Cultural Excellence (ACE)

School-Based Attendance and Lateness Policy

2026-2027 School Year

1. Attendance Expectations

The Academy of Cultural Excellence (ACE) believes that attendance is essential to academic achievement, social-emotional development, and building a strong school community. Our goal is for every student to attend school every day and arrive on time.

Students who miss 10% of the school year are considered chronically absent. Missing just two days per month can place a student at risk of missing 18 or more days of instruction by the end of the school year. ACE promotes a culture where every day matters and every student is connected to learning and community. Teachers are responsible for taking accurate daily attendance and maintaining timely attendance records.

2. Absences

A student who is not present for instructional programming is considered absent.

Excused Absences

ACE recognizes the following as excused absences when appropriate documentation or parent communication is provided:

- Illness or injury
- Medical or dental appointments
- Religious observances
- Family emergencies
- Court or agency appointments
- Death in the family

Families are encouraged to notify the school as soon as possible regarding any absence.

Please note: Excused absences remain part of a student's attendance record and may still require attendance follow-up if absences become excessive.

Unexcused Absences

Examples include:

- Family vacations during school days
- Unexplained absences
- Failure to provide required documentation when requested



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3. When a Student Must Miss School

Families should notify the school as soon as they become aware of an absence.

Parents may report absences through:

- ClassDojo
- Telephone call to the Main Office
- Email communication

When students return to school after an absence, families may be asked to provide documentation, especially after extended absences.

For extended absences, ACE will collaborate with families to develop a transition and academic support plan to assist students in re-engaging with learning.

4. Lateness

Students should arrive at school before the official start of the instructional day.

A student is considered late when they arrive after the start of the school day.

Excused lateness may include:

- Medical appointments
- Religious observance
- Family emergencies
- Documented transportation disruptions

Families should notify the school when a student will be arriving late.

ACE recognizes that occasional lateness may occur; however, repeated lateness disrupts learning and will trigger outreach and support from school staff.

5. Early Dismissal

Students may only be dismissed to a parent, guardian, or person listed on the student's Emergency Contact Card (Blue Card).

All adults picking up a student must provide valid photo identification.

Repeated early dismissals will be monitored and addressed through attendance interventions since they result in lost instructional time.

6. Family Notification of Absences and Lateness

ACE will make every effort to contact families regarding student absences.

School procedures include:

- Automated attendance notifications when available
- Personal outreach by school staff for unexplained absences
- Documentation of attendance outreach in ILog and school attendance records
- Conferences with families when attendance concerns arise

Families are responsible for keeping all phone numbers, addresses, email addresses, and emergency contacts updated throughout the school year.



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7. Attendance and Academic Progress

Attendance alone does not determine promotion. However, students who miss instruction may experience difficulty mastering grade-level standards.

ACE will support students through:

- Classroom make-up opportunities
- Family communication regarding missed learning
- Small-group support when needed
- Individualized academic intervention plans if attendance impacts learning

Teachers will partner with families to ensure students remain engaged and supported.

8. Attendance Recognition and Celebration

ACE believes positive reinforcement promotes attendance success.

Recognition may include:

- Monthly attendance celebrations
- Classroom attendance awards
- Most Improved Attendance recognition
- Schoolwide celebrations
- Family acknowledgment during assemblies and school events

Students and classes demonstrating growth in attendance will be celebrated throughout the year.

9. Attendance Intervention Ladder

ACE uses a proactive, supportive, and family-centered approach to attendance improvement.

Tier 1: Early Prevention

- Daily attendance monitoring
- Positive attendance messaging
- Family outreach after absences
- Attendance awareness campaigns

Tier 2: Emerging Concerns

After patterns of absences begin to emerge:

- Personal outreach by school staff
- Family conference
- Attendance review
- Identification of barriers
- Development of Attendance Improvement Plan

Tier 3: Chronic Absenteeism

For students approaching or exceeding chronic absenteeism thresholds:

- Daily outreach during absences
- Assignment of a trusted adult mentor
- Attendance intervention meetings
- Community resource referrals



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- Home visits when appropriate
- Coordination with district support teams

All interventions will be documented in ILog and reviewed regularly.

Students in Foster Care or Temporary Housing

Additional outreach and attendance monitoring will occur for vulnerable student populations, including students in foster care and students in temporary housing, consistent with NYCPS requirements.

10. School Calendar

The ACE school calendar will be:

- Shared with all families at the beginning of the school year
- Posted on the school website
- Reviewed during family meetings and PTA meetings
- Updated throughout the year as needed

Families are encouraged to schedule vacations, appointments, and travel during school breaks whenever possible.

Attendance Coordinator

Attendance Coordinator: Founding Principal, Ciani Espada

The Attendance Coordinator, Attendance Team, and school staff will regularly review attendance data, identify attendance trends, and implement interventions to ensure students remain engaged, connected, and successful.

ACE Attendance Commitment

At ACE, every day matters. We believe strong attendance supports academic excellence, meaningful relationships, social-emotional growth, and a lifelong love of learning. By working together with families, community partners, and staff, we will ensure that every student is present, engaged, and thriving.