



## CSUS Absence and Tardy Policy

Regular and consistent attendance is essential to learning, to improving the achievement of all scholars, to maintaining a respectful school climate and to a scholar's successful school performance. The goal of the scholar attendance policy is to promote consistent, daily school and class attendance. According to the Cambridge Public Schools Rights and Responsibilities Handbook, the expectation is that all scholars will have, at a minimum, at least ninety-five percent (95%) attendance in school and in each class during each school day. A scholar who is truant, frequently absent or frequently tardy to school without adequate reason is in violation of this policy.

**1. Parental notification.** On the day of the absence, parents or caregivers should notify the school by 9:00 a.m. if a scholar will be absent, late, or leaving school early. If a scholar arrives to school after 10:15 a.m., whether or not the tardy has been excused, an automated call is activated informing families of a scholars' absence.

**2. Absences.** Absences will be excused only with the assistance of a doctor's note or other documentation listed below. All other absences will be marked as unexcused. After three unexcused absences parents will receive a phone call. After five unexcused absences a letter will go home to parents/ caregivers requesting a meeting. Further absences may result in additional consequences. As stated in the CPS Rights and Responsibilities Handbook, Section 2.0.e, "A scholar who is truant, chronically absent or tardy will be referred to the Office of Safety and Security. *Corrective action may include school-based consequences and/or filing a (CRA) Child Requiring Assistance with the Middlesex County Juvenile Court and or "Failure to Send" school on a regular basis Criminal Complaint.*

**3. Tardy to School.** Scholars who arrive at school after 8:55 a.m. are marked tardy. Tardies will be considered excused only when accompanied by a doctor's note or other documentation listed below. All other tardies will be marked unexcused. After three unexcused tardies, scholars will receive a detention and phone call home. After six unexcused tardies, families will receive a letter in the mail requesting a meeting with administration. Further tardies may result in additional consequences. As stated in the CPS Rights and Responsibilities Handbook, Section 2.0.e, "A scholar who is truant, chronically absent or tardy will be referred to the Office of Safety and Security. *Corrective action may include school-based consequences and/or filing a (CRA) Child Requiring Assistance with the Middlesex County Juvenile Court and or "Failure to Send" school on a regular basis Criminal Complaint.*

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**4. Tardy to Class.** Scholars are expected present in class at the start of class. Both the start and end of classes is indicated by a bell. Scholars who arrive to class after the second bell without a pass from a staff member are considered unexcused tardy. Scholars receive one detention for every three unexcused tardies to class. Excessive unexcused tardies to class may result in additional consequences.

**5. Excused Absences/Tardies to School**

**The following reasons will be accepted for scholar absences and tardies:**

1. Scholar illness (note from doctor required)
2. Medical/dental appointments that cannot be rescheduled (note from medical office required)
3. Bereavement/funerals (parent note or phone call)
4. Religious reasons (parent note or phone call)
5. Extraordinary circumstances which are approved by the administration

**Absences or lateness for reasons other than the above will not be considered “excused.”**

**6. Making up work.** Scholars are expected to make up any work missed due to any excused or unexcused absences or tardiness.