



School Year 2020-21: Attendance Expectations & Procedures

This document summarizes attendance expectations and procedures to implement the [CPS School Committee Attendance Policy](#) (dated May 15, 2018).

Attendance Expectations:

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 and participation. 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.

Every scholar enrolled in the Cambridge Public Schools is expected to participate in a full day of learning by following the daily schedule provided by their teachers. Any unexcused absence during the day will be recorded and reported. Scholars who selectively miss scheduled learning time without meeting the criteria for an excused absence will be marked absent for the full day. Such absences will be recorded, reported, and addressed as stated above.

Action for Consecutive Absences:

- Caregivers of scholars who are absent for 3 or more consecutive days will be contacted by school personnel.
- Caregivers of scholars who are absent for 5 consecutive days will be contacted by school administration.
- Scholars who are absent for 10 consecutive days without communication will be dropped from the Cambridge Public Schools roster.
- Scholars who are absent from school 8 times in a semester may have a CRA (Child Requiring Assistance) filed with the relevant state agency.

Special considerations for remote learning:

On Wednesdays, schools will determine the live instructional period during which scholar attendance will be recorded.

We expect scholars to attend school either in person or remotely daily, based on their schedule. Remote learners should log onto all of their scheduled live video sessions each day. If regular attendance will be a challenge, contact your school, or if your scholar has an IEP, contact the case manager.

Excused absences include:

- personal illness or quarantine;
- absences attributable to personal trauma; grieving, death in the family or serious illness in the family;
- observance or practice of a religious holiday;
- medical appointments or counseling visits that absolutely cannot be made outside of school hours;
- inability to access remote learning due to disability as determined by the IEP Team;
- legal matters requiring a personal appearance;
- technology or internet access challenges that cannot be resolved;
- other exceptional reasons, with the approval of the school principal or designee.

If your child will be absent (either in person or remote learning): follow your school's procedures for reporting an absence no later than the morning of the absence.

If your child will be absent for an extended period: Contact the school to make arrangements for the completion of academic requirements. In instances of chronic absence or irregular attendance, the school may request documentation or a meeting to discuss how to support the scholar.

If your child will be tardy or will be dismissed early from school: Contact the school to give notification of a tardiness or dismissal. Students who miss more than half of the school day will be marked absent from school.

Attendance tracking: Attendance, tardiness, and dismissals will be tracked in Aspen. Automated calls will be sent for any unexcused absences.

Family communication: Families/caregivers will continue to be notified about students daily absences.