

Cambridge Academy Absence Policy

Absences for reasons other than illnesses and family emergencies are almost always detrimental to a student's academic achievement. Students in all grade levels need to attend school to benefit fully from the instructional program. Attendance for all students is taken daily at 8:00am. For Middle and Upper School students, attendance is also taken at the beginning of each class period.

I. AUTHORIZED ABSENCES:

- A. **Excused absences** - are absences due to illness, accident, or family emergencies. When a student returns to school after such an absence, he/she must bring a written excuse signed by the parent or guardian, clearly indicating the specific reason and date(s) of the absence(s).
- a. **Students in Grades K–5** will make up any missed work within a reasonable amount of time, with the assistance of the teachers involved, and without a grade penalty.
 - b. **Students in Grades 6-12** are responsible for meeting with all teachers on the day they return to school in order to arrange for make-up work and tests. All work must be made up in a time period equivalent to the number of days missed, but not exceeding one week. Additional time may be granted at the discretion of the Head of School, Division Head, or individual teachers. **Note:** If a student does not bring a note from home within two (2) days of returning to school, the absence will be treated as unauthorized/unexcused.
- B. **Approved Absences** – are absences which can be anticipated (e.g. scheduled surgery, family trips, extension of a scheduled school holiday, etc.). These absences must be preceded by a written parental request to the Head of School using the Approved Absence Form at least one (1) week in advance. If the request is approved, a written work agreement detailing all required assignments and make-up procedures must be completed with each teacher. Based on the length of the absence, the number of days allotted to complete all work will be pre-determined. The student must make up all work on his/her own. Denial of the request or failure to follow this process will result in the absence(s) being designated as unauthorized/unexcused. (See Section II below.)
- C. Students must attend at least half of the school day in order to have credit for being present for the day. *This does not apply to the Perfect Attendance Policy.*

II. UNAUTHORIZED/UNEXCUSED ABSENCES:

- A. Skipping class, or part of, or an entire school day.
- B. Anticipated absences or trips without prior approval as described in Section I-B above. Students with unauthorized/unexcused absences are subject to the following conditions:
 1. All previously assigned work must be submitted on the day the student returns to school. Individual teachers will assess grade penalties for late work.
 2. Any previously scheduled tests must be taken on the same day that the student returns to school or a zero (0) will be given on the test.
 3. In the cases of unexcused absences, students may be subject to detention hours; in-school suspension; or out of school suspension at the discretion of the Division Head and the Head of School. Expulsion may be imposed by the Head of School.

III. EXCESSIVE ABSENCES:

If a student accumulates more than ten (10) unauthorized/unexcused absences throughout the school year, failure for the class will result. A student will be required to retake the course or repeat the grade. All students grades K4-12 must attend a minimum of 150 days in order to receive credit for the year, barring a documented medical condition, which necessitates homebound instruction.