

Policy – Attendance

H.3-Student Daily Attendance

Pursuant to state statute and board rules C.R.S. § 22-33-104(4)(a) the Board of Directors shall adopt a written policy setting forth the school's attendance requirements.

Attendance is monitored daily. Remote learning offers some flexibility regarding when and where students complete coursework. Nevertheless, students are held fully accountable for meeting all state-mandated attendance requirements.

The school verifies attendance and calculates “instructional hours” through a variety of methods including:

1. In-person attendance in which attendance is taken by the teacher on-site;
2. Participation in synchronous live sessions;
3. Participation in digital check-in prompts administered through the Learning Management System;
4. Completion of lessons assigned through the Learning Management System (Schoology) as documented with student login reports and lesson participation;
5. Completion of assignments provided through external sites with access and login only available through direct links;
6. Completion of offline work documented by parent/guardian;
7. In-person testing such as CMAS, ACCESS, PSAT, Acadience, or other required state exams;
8. Online assessments such as NWEA MAP or STAR accessed through students accounts;
9. Attending five (5)+ hours daily in their online course curriculum; and/or
10. Course progress in curricular assessments.

Good attendance helps ensure better work habits and is a critical component for student academic achievement. Excessive tardies and or absences greatly diminish the opportunity for the school to provide a quality education to a student.

As an academic community, the school values consistent attendance and punctuality, believing these are crucial to academic success and to the formation of life-long habits. To demonstrate this relationship, perfect attendance awards are presented quarterly.

If a student is absent from in-person instruction or online coursework, it is his/her responsibility to get make-up work for the classes missed. Students have two (2) school days to make up any missed work for each day of an excused absence. School attendance is a critical part of a student's school record. Good attendance helps ensure better work habits and is a critical component for student academic achievement. Excessive tardies and or absences greatly diminish the opportunity for the school to provide a quality education to a student.

Regular attendance is expected from ALL students enrolled. Colorado's compulsory school attendance law C.R.S. § 22-33-104 states: "a student's parent or guardian has a legal duty to make sure his/her student attends school."

Absences

The school will allow each student eight (8) absent days per semester, excused or unexcused. Eight (8) absences within a semester will initiate an emergency attendance meeting with school Administration. At the meeting, the student and family will agree to a Critical Attendance Plan (CAP). CAP will allow only two (2) more absences.

- A student who contracts COVID-19 and a result is absent from in-person instruction or online coursework will be permitted to miss more than eight (8) days per semester.

Note: Students who fail to report to a scheduled class, hall pass destination, lunch, mandatory tutoring, school activity or assembly will receive an unexcused absence. Parents/guardians are notified ASAP, and the students may receive a Level 2 discipline referral.

Tardies

The school will allow each student eight (8) tardies per semester, excused or unexcused.

Eight (8) tardies within a semester will initiate an emergency attendance meeting with School Administration. At the meeting, the student and family will agree to a Critical Attendance Plan (CAP). CAP will allow only two (2) more tardies.

Parents/guardians are responsible for ensuring that students arrive at school on time. Late arrivals are disruptive to other students and instruction and should be avoided.

- A student is tardy if they arrive within the first ten (10) minutes after each class period has begun
 - After 10 minutes late, the student will receive an unexcused absence.
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Excused Absences

Absences are excused only if the parent has called to report the absence AND it is due to circumstances approved by Administration. All absences must be called in within 24 hours of the student's absence. The student, sibling, or someone else may not call to excuse an absence; the parent or guardian must make the phone call.

Administration may excuse absences due to significant health or other circumstances outside a family's control. The following is a comprehensive list of generally excused absences. Such excuses may be accepted by administration with documentation:

- Temporarily ill or injured;
- Prearranged absences may be approved for appointments or circumstances of a serious nature only if they cannot be taken care of outside of school hours;
- Absent for an extended period of time due to physical, mental, or emotional disability;
- Suspension, expulsion, or denial of admission in accordance with C.R.S. §22-33-105 and 106;
- Students to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971;
- Student is in the custody of a court or law enforcement authorities;
- Student is pursuing a work-study program under the supervision of a public school;
- Attending any school-sponsored activity or activities of an educational nature with advance approval by Administration;
- Observance of religious holidays;
- Bereavement (up to 2 days).

Note: It is understood that for situations that are out of the control of the student, Remote Learning days will be treated with the same exceptions as an Excused Absence in regard to work assigned.

Unexcused Absences

Unexcused absences occur when the student is absent without a reason or for a reason outside of the excused absences identified in the school's attendance policy.

Each unexcused absence shall be entered on the student's record.

The maximum number of unexcused absences a student may incur before action is taken to enforce compulsory attendance is ten (10) days during any calendar year or school year.

LEGAL REF.:

1 CCR 301-78, Rule 2.00(7)

C.R.S. § 22-33-104(4)(a)

ADOPTED/REVISED: JULY 2020
