



The Academy Attendance Policy

Pursuing Truth, Wisdom, Excellence

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

The Academy values the time spent in the classroom engaging in learning experiences. In order to fully benefit classroom instruction, regular attendance is critical to a full and complete educational experience. Any absence impairs the students' ability to fully learn the content presented in the classroom.

Parent/Guardian Notification of Absences

Parents/guardians must notify the Attendance Office if their student will be absent for any reason within 24 hours of the absence. Please call 303-289-8088 for a 24-hour answering machine to notify the office. You may also request homework to be collected for parent pickup at the end of the school day (please request by 9:00am to allow time to notify teachers and gather work).

The Attendance Clerk takes many steps to notify parents of absences. The most common form is an automated message. We encourage parents to use their cell phones (if possible) as the primary contact number for these automated messages.

A letter may be sent via mail if a student has multiple absences so administration may assist parents and their student in creating a plan for attendance and any makeup work completion.

Exempt Absences

- Suspensions (in school or out of school)
- School activity (field trip, athletic participation, etc.)
- Court mandated appointments or appearances

Excused Absences (with proper documentation)

- A student who is temporarily ill or injured (including medical appointments)
- A student whose absence is approved by the administration
- A student who is absent for an extended period due to physical, mental, or emotional disability

Unexcused Absences

- Any absences not listed above in the Exempt or Excused absences categories
- Unexcused absences may be dealt with as a disciplinary issue

Excessive Absences & High School/No Credit Status

Students may have no more than 9 (nine) absences in any class period, excused or unexcused. Ten or more absences from a class will result in a student being placed on a No Credit Status for

the class. The student will still be expected to attend class and complete regular assignments. The student will not receive credit for the class unless successfully completing the appeals process outlined below.

Students with ten or more absences in a class may appeal for their grade and credit for the class. Students with a failing grade may appeal to receive a No Grade. Successful written appeals will consider documented extenuating circumstances for excessive absences. Extenuating circumstances include, but are not limited to, hospitalization, a death in the family, a family emergency, or a serious family illness. An administrative review process will consider the written appeal for credit and consider quality of work completed during the semester, number of total absences and tardies, teacher recommendation, and documentation explaining extenuating circumstances that affected attendance. The decision of the administrative review is considered final.

If a student passed the class:

- A successful appeal will result in the student receiving the credit and grade earned in the class
- An unsuccessful appeal will result in the student receiving an NG and will not receive credit for the class

If a student failed the class:

- A successful appeal will result in the grade being changed from an F to an NG and will not reflect in the GPA
- An unsuccessful appeal will result in the grade remaining as an F and calculating in the GPA

Students choosing to not appeal their No Credit Status will be treated as if the appeal were denied.

Elementary & Junior High Retention Status

Students may have no more than 9 (nine) absences in an attendance period in the day, excused or unexcused.

Ten or more absences will result in the student being placed on an attendance contract and on Retention Status. The student will still be expected to attend and complete all assignments. The student will not be able to promote to the next grade level class unless successfully completing the appeals process outlined below.

Students with ten or more absences may appeal for their promotion to the next grade. Successful written appeals will consider documented extenuating circumstances for excessive absences. Extenuating circumstances include, but are not limited to, hospitalization, a death in the family, a family emergency, or a serious family illness. An administrative review process will consider the written appeal for credit and consider quality of work completed during the

semester, number of total absences and tardies, teacher recommendation, and documentation explaining extenuating circumstances that affected attendance. The decision of the administrative review is considered final.

Students choosing to not appeal their Retention Status will be treated as if the appeal were denied and will be retained in the grade level.

Habitually Truant Students

According to the Colorado School Attendance Law of 1963, students will be considered habitually truant when they have reached four unexcused absences in one month or ten unexcused absences in one school year. For the purpose of this provision, four individual unexcused instructional periods will equal one unexcused school day.

Habitually truant students will be referred to the 17th Judicial District Juvenile Court to enforce compulsory attendance under the same state law (C.R.S. 22-33-101, et. seq.).

The Academy's 2021-22 Learning Plan

In response to COVID -19, for the 2021-22 academic year, The Academy will offer some flexibility in determining student attendance while still ensuring that students complete a minimum of 900 hours per year for students in kindergarten, 990 hours per year for students in grades 1-5, and 1,080 hours per year for students in grades 6-12. Attendance is expected to be recorded by the parent daily and is verified by teachers to ensure the school is properly calculating and adequately monitoring that students complete the statutory minimum number of hours of planned teacher-pupil contact during the school year.

For students in grades K-5, these hours are accumulated through a variety of methods including:

- Completion of lessons assigned through the learning management system as documented with student login and lesson participation;
- Completion of assignments provided through external sites with access and login only available through direct links;
- Completion of offline work documented by parent;
- Attendance at a synchronous live session;
- In-person testing such as CMAS, PARCC, CoAlt, or other required state exams;
- Online assessments accessed through students' accounts; and/or
- In-person attendance in which attendance is taken by the teacher on-site.


For students in grades 6-12, attendance is monitored daily. Synchronous class attendance is monitored by each teacher and also logged into reports. The school calculates attendance in the following way:

- Attending 5+ hours daily in their online course curriculum;
- Course progress in curricular assessments; and/or

- Attending live class sessions for each course as per the schedule.

POLICY HISTORY

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature:  _____

Date of Adoption: 5/24/21