



Prepare | Explore | Empower

ATTENDANCE POLICY

PURPOSE

The Academy recognizes regular attendance and active participation as essential to academic achievement and personal growth. Parents/guardians are responsible for ensuring their student's consistent, on-time attendance and preparedness for learning each day. Excessive absences hinder instructional continuity and academic progress, as makeup work cannot replace in-class learning experiences.

The Academy's annual attendance goal is 95%. Families are expected to adhere to the attendance policy and avoid excusing students for reasons that are not medically necessary or unavoidable. Parents/guardians must monitor attendance records and are the only individuals authorized to excuse a student's absence.

DEFINITIONS & GUIDELINES

Excused Absences (with proper documentation)

- a. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.
- b. A student who is absent due to physical disability or a mental or behavioral health disorder.

School administration may recognize additional absences, such as a funeral, legal obligations, medical procedures, religious observances or other extenuating circumstances. The school may require suitable proof for excused absences, including written statements from medical sources. Extended family trips should be coordinated with the grade level administrators and/or counselor.

Exempt Absences

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

School Activity Absences

Absences due to school-sponsored events (athletics, field trips, performances, etc.) are exempt but students remain responsible for all missed work and deadlines.

The Journey Starts Here...

Unexcused Absences

Unexcused absences occur when a student is absent from school without a valid and verifiable excuse by the parent/guardian that is consistent with this policy, or when a student leaves school or class without permission of authorized school staff. Each unexcused absence will be entered on the student's record. The parent/guardian of the student receiving an unexcused absence will be notified by the school of the unexcused absence.

In accordance with law, the school may impose appropriate disciplinary actions that relate directly to classes missed while unexcused. Additional information is provided in the Student & Family Handbook.

Communication

Parents/guardians must notify the Attendance Office if their student will be absent for any reason within 48 hours of the absence. If not reported within 48 hours, the absence may not be excused. The preferred method for reporting an absence/tardy is by submitting this [form](#) or emailing attendance@theacademyk12.org.

Partial Absences

Partial Absences occur when a secondary student enters class more than 10 minutes after the scheduled start time or departs class more than 10 minutes before the scheduled end time, or when an elementary student enters class more than 30 minutes after the scheduled start time or departs class more than 30 minutes before the scheduled end time.

Make-Up Work

Students are responsible for obtaining and completing missed work during excused and unexcused absences.

See the Student & Family Handbook for make-up work guidance.

Consequences and Support for Absences

Continued unexcused absences or persistent excused absences may lead to further disciplinary action and a referral to truancy court as required by the Colorado Compulsory Attendance law (C.R.S. 22-33-101 et seq. and C.R.S. 22-33-1070). A "habitually truant" student is defined as a student of compulsory attendance age who has the equivalent of four total days of unexcused absences from school in any one month or the equivalent of ten total days of unexcused absences during any school year.

When a student reaches (total # days) 5, 7, and 10 absences (excused, unexcused or a combination of both- this includes partial absences) parents/guardians may receive a letter from The Academy indicating the attendance information and any action steps needed. This could include meeting with administration, the school's attendance review board, or counselors to develop individualized support plans for improved school attendance.

The Journey Starts Here...

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. If a student misses 10 percent or more of a school year, the student shall be considered "chronically absent." All absences are included in this designation—excused and unexcused and partial absences. Consequently, a student who averages 2 absences (excused or unexcused) a month is at-risk of being chronically absent for the year. If a student is identified as "chronically absent," the school administration may develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's parent/guardian will participate in the development of the plan. The school administration will discuss truancy consequences with the student and family, and strongly consider putting the student on an attendance contract at the beginning of each semester.

Tardy Policy

At the secondary level, any student who is not in class, sitting in their assigned seat ready to work when the bell rings, is considered tardy. Tardies are limited to 10 minutes late to class, after which point it is considered a partial absence.

At the elementary level, any student who is not in class, sitting in their assigned seat and ready to work when the bell rings, is considered tardy. Tardies are limited to 30 minutes late to class, after which point it is considered a partial absence.

All students who are late to school must sign in before going to class.

The Board of Directors at The Academy approved the Attendance Policy on Monday, March 30, 2026


Board Chairperson


Date

The Journey Starts Here...