

One foundation of a student's success in school is regular and punctual attendance. Regular, punctual attendance is of utmost importance for school interest, social adjustment and scholastic achievement. Frequent absences or tardiness may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. Students are expected to be in attendance every day school is in session. Furthermore, the Academy Board recognizes the legal obligation parents have to ensure that their child(ren) attend the school and will support every effort to ensure that students are in attendance every day school is in session.

Students must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements; and (2) exhibit good attendance habits, as stated in this policy.

### **Excused absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature, and only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature, with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, Crown Pointe Academy may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. § 22-32-138(1)(h)), and absences are due to court appearances and participation in court-ordered activities, such absences shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### **Unexcused absences**

An unexcused absence is defined as an absence that is not covered by one of the above exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified by a phone call and in writing after 4 occurrences in a month or 10 occurrences in a year.

In accordance with law, Crown Pointe Academy will impose appropriate penalties that relate directly to classes missed while unexcused.

### **Make-up work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the teacher or Director, or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any available make-up assignments on the day the student returns to class. There shall be 2 days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class, and as an incentive to attend school. This work may receive full or partial credit as determined by the teacher and Director.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon uninterrupted learning, appropriate penalties will be imposed for chronic tardiness in accordance with this policy and the school's discipline matrix. Students will be excused for arriving late to school or a class only for approved appointments. The parent/guardian of late students will receive a phone call/letter after 4 unexcused tardies in a semester. After 10 tardies in any school year, a conference will be held, a plan will be developed, and the student will serve after school detention for each unexcused tardy thereafter. If tardiness continues, out of school suspension may result.

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Rationale: To be aligned with Colorado Charter School Institute, new authorizer.

2023—changed certain phrases to ensure policy and discipline matrix align in terminology