

## **Required Attendance**

School attendance is required by the Colorado Compulsory Attendance law for every child between the ages of seven and 17 years and for any six-year-old child who has been enrolled in a public school in the first grade or in a higher grade level, unless the parent or guardian chooses to withdraw the child. Attendance in class is an integral part of the educational process and students are required to be in attendance every day school is in session each academic year. Parents, guardians, and legal custodians of students are obligated by state law to ensure the child's attendance.

At Stone Creek Charter School consistent attendance at school is necessary for student success. Students need to be on time each day in order to be part of classroom opening activities which set the tone for the day.

### **ATTENDANCE POLICY (Revised 01/10/2018)**

Daily attendance in all classes is one of the most significant factors in a student's achievement at SCCS. The following policy is designated to help keep students in school and increase their potential to succeed

#### **Excused Absences**

1. Any absence due to temporary illness or injury that is excused by the parent/guardian without documentation from a doctor
2. Any absence due to inclement weather
3. Any absence due to the attendance of medical and dental appointments which cannot be scheduled outside the regular school day
4. Any absence due to physical, mental, or emotional disabilities with documentation from a doctor
5. Any absence due to religious observances

#### **Documented Excused Absences**

1. Any absence due to illness documented by letter from the student's doctor
2. Any absence which occurs when the student is in the custody of a court or law enforcement authorities or for a court appearance and has provided documentation to the Attendance Office as proof
3. Any absence for high school visit, as long as documentation of attendance at the high school visit is provided
4. Any absence due to a death in the family
5. Any absence as a result of suspension
6. Prearranged absences, if approved by a SCCS Administrator. SCCS encourages families to take their vacations during scheduled school vacation times.

However, the school recognizes that a rare vacation may not fall within the scheduled time frames. SCCS encourages teachers to work with families in these situations, particularly if the absence is related to expanding a student's educational experience; however, teachers cannot be expected to arrange student work prior to a prearranged absence but will keep a file of missed

work during the absence. Extended absences of three or more days must be cleared with the Principal in writing. Prearranged Absence forms can be obtained from the Office or from the SCCS website. The form must be completed at least one week prior to the scheduled absence. Students are responsible for making up missed work upon their return.

### **Unexcused Absences**

Any absence for a reason not listed above is considered an unexcused absence. Unexcused absences may lead to disciplinary action, as defined below in the attendance guidelines.

### **Habitually Truant**

A habitually truant student is one who accrues 4 total days of unexcused absences in a calendar month, or 10 total days of unexcused absences in a school year. Absences due to suspension or expulsion are considered excused for purposes of calculating habitual truancy. Habitually truant students may require notification to local authorities.

### **Chronically Absent**

“Chronic Absenteeism” refers to excessive absences of a student for any reason, whether excused or unexcused. Regular attendance is important and excessive absences, whether excused or unexcused, may require a parent conference, grade retention, or further action.

### **Attendance Guidelines**

Parent/Guardian will be notified of every unexcused absence. Students and parents will be notified at the following stages:

1. On the third unexcused absence, or as soon as possible thereafter, a contract conference will be held with the student and their parent/guardian, and a contract drafted and agreed to.
2. On the fourth unexcused absence, a conference will be held with the student, parent/guardian and Principal and a plan drawn up that assures the student’s and parent’s compliance with attendance requirements and for making up missed work. If compliance of the plan is not followed, the Principal has the authority to withdraw that student from all classes with failing grades.
3. Exceptions to this policy are as follows:
  - Students absent from school due to participation in school sponsored activities, athletics, clubs, or field trips.
  - Students absent from school due to unusual circumstances: i.e., required to report as a result of a court order, extended absence beyond three days due to death in the immediate family (parent, brother/sister, grandparent, aunt/uncle); absence due to an Act of God; absence due to a verified physical, mental or emotional disability beyond three days requiring hospitalization or homebound instruction; any absence due to religious reasons. **STUDENTS MUST BE PROPERLY SIGNED OUT AND WAIT FOR PARENT/GUARDIAN NOTIFICATION BEFORE LEAVING CAMPUS. NOT DOING SO IS EQUAL TO AN UNEXCUSED ABSENCE.**

**Make-Up Work**

Students are allowed ONE DAY to make up assignments for each day they have missed. The prime responsibility for assuring that make-up work is completed rests with the student. The only exceptions are for special circumstances and must be approved by the teacher.

**Tardiness**

It is the responsibility of parents/guardians to ensure that students arrive at school on time. Being more than 1 minute late to school will count as a tardy. The first three tardies in the school year are considered excused. Tardies to school in the morning are handled in the school office and require both the parent/guardian and student to report upon arrival at any time such that the student is not in their seat at the start of the school day. Attendance reporting requirements count a student as being 'in attendance' if they participate in half the classes in a day.