

STUDENT ATTENDANCE

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Each year the Board establishes the school attendance period by adopting a school calendar. The calendar is located on the school's website. Students are expected to be in attendance in accordance with the New Summit Charter Academy adopted calendar.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. It is the obligation of every parent/guardian to notify school officials of changes in phone numbers, addresses, and contact information as soon as possible.

The Colorado Attendance Law states: Colorado's Compulsory School Attendance Law, C.R.S. §22-33-104 (1) (a), states that a student must attend a public school for a certain number of hours: "Every child who has attained the age of seven years and is under the age of seventeen years...shall attend public school for at least one thousand fifty-six hours if a secondary pupil . . . during each school year." The law further states that ". . . it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training." C.R.S. §22-33-104 (5) (a). It is also the obligation of every parent/guardian to notify school officials of changes in phone numbers, addresses, and contact information as soon as possible.

Parents/guardians will be expected to take the responsibility for determining whether it is safe to send their children to school due to severe weather.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work and lessons missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons the Board believes that a student 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.

Parents/guardians should limit appointments and other non-school-related activities to outside school hours. When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify school officials in writing or by telephone stating the reason for their child's absence. When a parent/guardian fails to notify the school of their child's absence, the absence shall be recorded as unexcused. Parents/guardians will have 30 days, either before or after the student's absence to notify us of the student's absences. After 30 days, the absence will remain unexcused unless medical documentation is provided.

Excused Absences:

The following shall be considered excused absences:

1. Absences because of temporary illness or injury. (after the 3rd consecutive school day absence, medical documentation is required).

New Summit Charter Academy

2. Absences for an extended period due to physical, mental, or emotional disability requires communication with an Administrator. These absences will require medical documentation or approval to be excused for the time period the student is out of school.
3. A student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971, Article 12 of Title 8 of the Colorado Revised Statutes.
4. Absences pertaining to activities of an educational nature or sporting events in which the student is participating will be excused only with advance approval by the Administration.
5. Absences by those who are in the custody of court/law enforcement authorities.
6. Death in the family
7. Deployment related (family member homecoming or leaving)
8. Religious event(s) or holiday's that are not celebrated by the school
9. Absences related to family court in which the student's appearance is mandatory or court-mandated parental visitation.

At the Administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

Weather-Related Absences:

Absences due to **severe** weather conditions may be considered excused and will be determined by the Administration. Such absences will not count against a student for purposes of attaining a perfect attendance record or for purposes of initiating judicial proceedings to enforce compulsory attendance.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter his or her next class. Teachers shall honor passes presented in accordance with this policy.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. Each absence shall be entered on the student's record.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The students' assigned caseworker 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 foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified by NSCA via Infinite Campus of the unexcused absence whenever possible.

In accordance with the law, the school may impose academic penalties which relate directly to classes missed while unexcused. The Administration has developed regulations to implement appropriate penalties. Students and parents/guardians may petition the Administration of New Summit Charter Academy for exceptions to this policy or the accompanying regulations provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Unexcused Absences Process Before Truancy:

1. After an accumulation of **six** unexcused absences, students and parents will be notified with a warning of the outcome if there are any additional absences for the semester or year.
2. After **four** absences in any one-month period or **10** unexcused absences during any school year they will be placed on an attendance contract that will include parent and teacher input when possible. You will receive a letter of warning regarding your student’s lack of attendance for more than **four** unexcused absences per month or **10** unexcused absences during any school year will potentially be referred for truancy.

Any student who has been absent from class for 6 consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness, or death is considered a “dropout” and shall be reported to the Department of Education by the school’s Administration. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course, or online program, such student is not considered a dropout and shall not be reported.

Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins (after 8:05 am and/or after switching classes throughout the day). Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. Punctuality is one of several self-disciplines that the school encourages in our students. Students arriving after 8:05 AM without a medical provider’s note are considered tardy-unexcused.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy.

Early Pick-Up from School

We discourage students from being picked up during school hours, except for illnesses, scheduled therapy, or emergencies. Students will only be released to parents from the office or reception area. You may be asked to show your identification. Anyone other than a parent/legal guardian picking up a student must be listed as an emergency contact in your student’s Infinite Campus account.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:00 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption. Unavoidable situations will happen, however, excessive early dismissals will be documented as tardy in the attendance record. After 10 tardies or early dismissals in a school year, tardy penalties will be imposed the same as the unexcused absence policy.

Truancy:

If a student has more than 10 unexcused absences in a school year, the student will be considered “habitually truant.” Absences due to suspension or expulsion will not be counted in the total of unexcused absences. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school.

New Summit Charter Academy

Parents will be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school monitors individual unexcused absences with the Infinite Campus, student information system. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel will make a reasonable effort to notify the parent/guardian by telephone.

When a student is declared habitually truant, the school will require a meeting between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. This meeting will be held and scheduled by the school Administration.

Penalties

A student shall be given notification of his/her first truancy offense. The student and his or her parents or guardians may be subject to disciplinary or legal action.

Withdrawal from School:

If a parent/guardian decides to withdraw their student from school, for any reason, the student must follow the checkout procedure and complete a withdrawal form with the NSCA Registrar. All outstanding fines must be paid prior to the student's departure and the student's assigned car tags must be returned.