



AMERICAN ACADEMY
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Student Attendance Policy

This policy was approved by the American Academy Board of Directors on September 21, 2011

Attendance

By state law, boards of education are required to adopt written policies setting forth attendance requirements. American Academy complies with all Douglas County and Colorado State policies and procedures regarding attendance.

Law requires school attendance by every child between the ages of seven and sixteen years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic year. Parents, guardians, and legal custodians of students between the ages of seven and sixteen are obligated by state law to ensure the child's attendance. Students who have four or more unexcused absences in a one-month period, or ten or more unexcused absences from school or from class in a school year are considered to be "habitually truant" under state law.

Tardiness to School

Tardiness to school is a failure to appear on time in the first class of the day and is considered a form of absence. All tardies are recorded daily, and chronic tardiness to school will result in a warning letter and, eventually, a parent meeting.

Tardiness to Class (Middle School)

Tardiness to class is a failure to appear on time in classes during the school day and is considered a form of absence. Tardies are recorded daily for each class, and chronic tardiness will result in disciplinary action per the American Academy Discipline Policy.

Absences

An absence consists of failure to appear and remain at school throughout the entire school day unless dismissed by the proper authority.

Excused Absences

Excused absences are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; planned absences approved by the administration; absences pursuant to school release permits; or absences which occur when a student is in custody of a court or law enforcement authority.

Absence Due to Illness or Appointment

To notify the school of an excused absence due to illness or an appointment, parents should call the school office at 720-292-5252 before 8:00 am, stating the reason for the absence such as illness or an appointment.

If the student is absent due to illness for more than four (4) consecutive days, a note from a medical doctor stating the medical reason for the absence may be required in order for that absence to be excused by the school.

Make-Up Work for an Absence Due to Illness or Appointment

Students are responsible for making up work covered or assigned during his/her excused absence. Assignments that are not made up will negatively affect the student's grades. All make-up work will be assigned on the day the student returns from the absence.

Students will be given two school days per day of excused absence to make up work covered or assigned during the absence, including tests, quizzes, classroom assignments and homework. If a student is absent the day a long-term assignment is due (i.e. papers, labs, etc), but was present for all applicable instruction, the student must hand in long-term assignment(s) the day of his or her return to school. If a student was present for all applicable instruction for a quiz or test scheduled for when they return, they must take the quiz or test with the rest of the class. Teachers may provide alternative assignments for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc). The student is responsible for obtaining and completing the missed assignment(s) after the absence but within the make-up period in order to receive credit for the work. This applies to tests, quizzes, classroom assignments, and homework. The Grading Policy applies for all late work.

If the absence occurs near the end of a grading period, all work must be handed in within five school days of the end of the grading period in order to receive credit. The student's report card may be delayed for up to two weeks in order for make-up work to be graded. For the third trimester, all work must be handed in by the last day of school and there may be a delay in the report card.

Absence Due to Planned Trips or Vacations

If an absence of three (3) or more days is planned, parents must provide written notification to the Front Office at least three (3) school days prior to the first day of the absence, in order for the student to have the opportunity to make up their school work for credit. **Failure to provide written notification for this type of absence will forfeit the opportunity to make-up the missed work.**

Make-up Work for Absence Due to Planned Trips or Vacations

Work that can be provided to the student in advance of the planned absence will be due the day the student returns. Work that cannot be provided in advance will be provided when the student returns, and the student will have a five (5) school days to complete (work is due the end of the fifth school day of their return). If a student is absent the day a long-term assignment is due (i.e. papers, labs, etc), but was present for all applicable instruction, the student must hand in long-term assignment(s) the day of his or her return to school. If a student was present for all applicable instruction for a quiz or test scheduled for when they return, they must take the quiz or test with the rest of the class. Completed make-up work, tests, and quizzes, will receive full credit if completed within the make-up period. The Grading Policy applies for all late work. Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

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It is entirely the student's responsibility to independently learn the missed content, request missing work assignments and to arrange make-up tests or quizzes with the appropriate teacher(s). Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

Unexcused Absences

Unexcused absences are absences (with or without prior knowledge and approval of the parents) that are not acceptable to the administration. Unexcused absences also include those resulting from out of school suspensions and

expulsions. Missed work during an unexcused absence cannot be made up by the student, thus negatively affecting the academic standing of that student.

In-School Suspension

Students on in-school suspension will take tests the day of their suspension if applicable. Students may make-up missed work on their own; however, they will not receive extended time and will not be allowed to make-up work during the suspension. Students will not receive credit for class work that cannot reasonably be made up outside of class (for example, STEM work, simulations, labs, debates, or any in-class assignment requiring the student to be present for lecture, discussion, or assessment, etc).

Out-of-School Suspension

Students on out-of-school suspension receive no credit for any assignments due during the time of the suspension. However, they will be allowed to make up tests.

POLICY HISTORY

- Original:* approved by the BOD on April 15, 2010
- Revision 1:* approved by the BOD on July 15, 2010
- Revision 1:* approved by the BOD on September 21, 2011