



AMERICAN ACADEMY
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Student Attendance Policy

This policy was approved by the American Academy Board of Directors on October 16, 2018.

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.

In accordance with Colorado's Compulsory School Attendance laws (Title 22 of the Colorado Revised Statutes, Education Article 33, Section 104), every child between the ages of six and seventeen years is required to attend school for a minimum number of hours per year. 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 six and seventeen 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. American Academy has authority to initiate truancy proceedings for students who are in violation of State attendance laws.

Tardiness to School

Tardiness to school is a failure to appear on time to 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/or 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.

If the student is absent due to illness or an appointment, parents should call the appropriate attendance line, as posted on the website, before 8:00 a.m. stating the reason for the absence. Four (4) or more attendance marks due to illness may result in a parent meeting. Chronic absences due to illness may require substantiation from a medical doctor.

If an extended absence of three (3) or more days is planned, parents must provide written notification to the [American Academy Registrar \(registrar@aa8.org\)](mailto:registrar@aa8.org) and the appropriate Principal 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.



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Make-Up Work for Absence Due to Illness or Appointment

Make-up work for an absence due to illness or appointment must be completed and turned in to earn credit.

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.

Parents of students in kindergarten through second grade are encouraged to help obtain missed assignments. This applies to tests, quizzes, classroom assignments, and homework. The Grading Policy applies for all late work. 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.

If the absence occurs near the end of a grading period, all work must be handed in within three 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-- there may be a delay in issuing the student's report card as a result.

Make-up Work for a Planned Absence of Three (3) or More School Days

Make-up 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 the day 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). American Academy's Grading Policy applies for all late work.

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. 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 to learn the missed content, request missing assignments, and to arrange make-up tests and quizzes with the appropriate teacher(s). Parents of students in kindergarten through second grade are encouraged to help their student obtain missed content and assignments, as well as make arrangements to take missed tests and quizzes. Assignments that are not made up will negatively affect the student's grades. If the absence occurs near the end of a grading period, all work must be handed in within three 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-- there may be a delay in issuing the student's report card as a result.



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Long-Term Planned Absences

Students that will be absent due to a planned trip of more than 10 school days may be unenrolled from American Academy for the duration of the absence. Should this occur, some make-up work may be provided at the discretion of the teachers, however, the make-up work will not be graded. The student will be re-enrolled upon their return.

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 can be made up by the student; however, extended time for the missed assignments will not be provided.

In-School Suspension

Students on in-school suspension will take tests the day of their suspension if applicable. In certain situations, and with permission from the appropriate principal, students may be allowed to complete assigned school work during in-school suspension. Students may make-up missed work on their own; however, they will not receive extended time. 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.).

POLICY HISTORY

- Original:* approved by the BOD on April 15, 2010
- Revision 1:* approved by the BOD on July 15, 2010
- Revision 2:* approved by the BOD on March 8, 2016
- Revision 3:* approved by the BOD on October 25, 2016
- Revision 4:* approved by the BOD on October 17, 2017
- Revision 5:* approved by the BOD on October 16, 2018