



## **Attendance and Tardiness**

Colorado Early Colleges (CEC) believes that academic success is fundamentally dependent on class attendance.

### **Annual School Calendars**

Each CEC school is responsible to create their own school year calendar and daily schedule and submit their calendar to the CEC Governing Board (the Board) annually for approval no later than the March board meeting. CEC school calendars and schedules will comply with CDE and CSI minimum instructional hour requirements. Any changes in a school's calendar, except for emergency closing and other unforeseen circumstances, shall be preceded by adequate and timely notice. Student contact days may include remote learning days as implemented as a result of public health and safety measures, and fully online synchronous and asynchronous learning. A separate school calendar shall be set for students participating in home-based enrichment programming, which specifies attendance days.

### **Classroom, Remote and/or Fully Online Instructional Time**

The Board defines instructional time as students "actively engaged in the educational process" and working towards achieving educational objectives under the supervision of a teacher, including:

- Classroom/Synchronous instruction time
- Individual student work time while at school, including study hall and library research
- School-related field trips
- Independent study
- Assemblies
- Instruction delivered electronically
- Independent, remote work time for students that is directed and monitored by teachers

For in-person instruction, calculations for contact time may include passing periods between classes.

For remote and fully online instruction, calculations for contact time may be based off academic content covered, student demonstrations of learning, estimated times for student to complete independent work, and/or other methods identified by CEC. All student-teacher contact hours that occur remotely and/or online are equivalent to in-person student-teacher contact hours.

## **Attendance**

Daily attendance is monitored and recorded into Infinite Campus (IC):

- In-person student attendance is monitored and taken by the teacher onsite and recorded into Infinite Campus (IC) daily.
- Attendance during remote learning and fully online learning is tracked based on a student's participation in some sort of learning activity for the day. Accumulated student instructional hours will be tracked through a variety of methods, including:
  - Participating in a "live" synchronous class lecture or discussion
  - Checking in with a teacher via Teams
  - Completion of assignments provided through external sites with access and login only available through direct links
  - Completion of offline work documented by parent/guardian
  - In-person or online assessments
  - Instruction (including physical activity) that is delivered in an in-person setting;
  - Passing time between two classes or between a class and lunch;
  - Remote learning option as a result of an emergency school closure;
  - Instruction that is delivered through physical or electronic delivery of educational materials to parents, guardians, or students;
  - Completion of offline work documented by parents or guardians;
  - All assignments provided by an educator in school, electronically, or otherwise;
  - Asynchronous work time by students;
  - Students logging on to recorded assignments or online learning activities;
  - Student-teacher electronic communications;
  - Educator support provided in school, home, or alternative settings;
  - Student classwork, project completion, or demonstrations of learning; and
  - Any similar educator-directed activity undertaken by a student, provided such activity is appropriately reviewed and/or monitored by a teacher.
  - Completing and posting an assignment

## **Excused Absences**

The state of Colorado along with CEC recognizes the following as excused absences:

- Absences due to temporary illness or injury.
- Absences due to a physical, mental, or emotional disability.
- Absences due to a suspension, or expulsion in accordance with C.R.S. 22-33-105 and 106.
- Absence due to 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.
- Absence due to a student who is in the custody of a court or law enforcement authorities.
- Absences due to participation in an approved work-study program.
- Absences due to court appearances and participation in court-ordered activities, if a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)). The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity.
- Medical and Legal appointments.
- Family funeral attendance.

CEC Heads of Schools, or their respective designees, may recognize additional absences as excused, such as family funerals, religious observations, legal obligations, or other occurrences as identified in the Student and Family Handbook.

CEC may require notice and appropriate documentation to verify excused absences.

## **Unexcused Absences**

The state defines an unexcused absence as an absence that occurs when the student is absent without a reason or for a reason outside of the excused absences identified within this attendance policy.

Each unexcused absence will be entered into a student's record for each class period missed. CEC will notify a student's parent/guardian of the unexcused absence either verbally or in writing.

In accordance with law, CEC may impose appropriate penalties that relate directly to classes missed while unexcused.

During the calendar year or school year, a student can have a maximum of 10 days of unexcused absences before judicial proceedings may be initiated to enforce compulsory attendance.

Regarding unexcused absences, CEC will contact a student's parent/guardian as follows

- 3 unexcused absences: Letter of Concern sent by the Head of School or designee.
- 5 unexcused absences: 2nd Letter of concern is sent, and the Head of School or designee completes a corrective plan of action.
- 7 unexcused absences: Notice of Non-Compliance is sent by the Head of School or designee.
- 10 unexcused absences: A Truancy Petition may be completed, and the Head of School or designee completes a Truancy Intervention Summary; in accordance with terms of Notice of Non- Compliance.

## **Chronic Absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a CEC student who is absent 10 percent or more of the days within the school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the Head of School, or designee. Consequently, a student who averages 2 absences (excused or unexcused) a month is at-risk of being chronically absent for the year. The Head of School, or designee, will discuss truancy consequences with students who meet or exceed this absentee rate during 5 or more consecutive months or exceed 8 absences in the 1st semester. If a student is identified as "chronically absent," the Head of School, or designee, will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including, but not limited to being contacted by a school's Family Liaison or Counselor, or interventions as described in the MTSS process. When practicable, the student's parent/guardian will participate in the development of the plan. The Head of School, or designee, will discuss truancy consequences with the student and family, and strongly consider putting the student on an attendance contract at the beginning of each semester.

## **Habitually Truant**

"Habitually truant" shall be defined as a student of compulsory attendance age who has four unexcused absences during one month or 10 total days of unexcused absences in any school year. If a student is absent without a signed or verbal parental excuse or if the student leaves school or a class without permission of the teacher or Head of School, the student shall be considered truant. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students are notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance

age attend school. Parents/guardians shall provide the school with a telephone number or other means of contacting them during the school day for student related matters.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have not received indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the student to remain in school. CEC shall develop regulations to implement appropriate interventions for truancy. Nothing herein will require the Head of School, or designee, to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students who are not in class for 50% or more of the class period will be counted absent.

For in-person learning, in an unavoidable situation such as a student being detained by another teacher or administrator, the student shall not be considered tardy provided that the teacher or administrator provides the student with a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy.

Penalties for tardiness and/or leaving school early as defined as an "early out" are:

- On the fourth tardy/early out for any/all classes, the teacher or other designated school employee will contact the student's parent/guardian.
- On the fifth tardy/early out, for any/all classes, a referral may be written, the student may have an administrative conference and may receive disciplinary consequences, and the Student's parent or guardian will be notified. At that time, the student will be reminded of the consequence for further incidences of tardiness including academic consequences.
- Upon accumulation of 10 tardies/early outs, for any/all classes the student will have an administrative conference and may receive further disciplinary consequences. At that time the student's parent/guardian will be called and an administrative conference will be held to establish a written corrective plan of action. The parent/guardian, along with the student, must agree to follow the plan.
- The plan will include the consequences for further occurrences of tardiness, including a possible designation of being "Habitually Tardy". After this conference, the behavior will be considered "insubordination," and consequences will be assigned accordingly including a referral for truancy.

### **Makeup Work**

Makeup work shall be provided for any class in which a student has an excused absence unless otherwise determined by the Head of School, or designee, or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to contact each of their instructors upon returning to class and to make arrangements for any makeup assignments permitted. Requested work will generally be available within 2 school days. Students are given one day for every one day absent to turn in missed work.

Makeup 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 to the extent possible as determined by the Head of School, or designee.

Unless otherwise permitted by the Head of School or designee, make up work shall not be provided during a student's expulsion. Rather, CEC shall offer alternative education services to the expelled student in accordance with state law. Prior to reenrollment at CEC, CEC shall determine the amount of credit the expelled student will receive for work completed during any alternative educational services

CEC may, in some cases, deem it necessary for a student to repeat a grade due to excessive absences where the absences have significantly impacted the student's learning and the work has not been made up within the standards of the educational curriculum.

### **Student Withdraw/Dropout**

CEC defines a student as a potential or immediate dropout, when a member of the CEC staff has a reasonable belief the student has left, or intends to leave, school for any reason, except death, before completion of a high school diploma or its equivalent, and the student has not transferred to another public or private school or enrolled in an approved home study program. When a student is truant for an extended period of time without notice that the student is withdrawing or transferring, and the school has made several documented attempts to reach the family unsuccessfully, CEC will code the student as a dropout beginning on the first date the student was absent for the extended period of time, and send notification of the student's dropout status. There is no statutory number of days a student must be absent with no contact before a student is marked as a dropout; rather, this determination is generally made at the school level. When a school receives oral or written notification of the withdrawal or transfer, the school will record the withdrawal or transfer as of the last date of attendance prior to the date of the notice.

Once the CEC staff has identified the student as a dropout or potential dropout the following procedure is implemented:

- The student, his/her parent/guardian and the Head of School, or designee, will attempt to meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future.
- The Head of School, or designee, and the student's teachers will attempt to meet to discuss the student's present scholastic standing.
- The student, his/her parent/guardian, and the Head of School, or designee, will review all pertinent information and give their recommendations.

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, CEC staff will attempt to have a final meeting between the student, his/her parent/guardian and the Head of School, or designee, to discuss educational and occupational alternatives available to the student. The discussion will include, but not be necessarily limited to:

- Equivalency diploma
- Adult education classes
- Correspondence courses
- Available skill training programs
- Work-study programs can also be explored.

If the student and his/her parent/guardian refuses to meet with the Head of School, or designee, and/or when the student has been a dropout for 10 school days, an attempt shall be made by the Head of School, or designee, to meet with the student and the student's parent/guardian for a re-evaluation of the student's decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed assignments. If the student does not meet with the Head of School and/or maintains their dropout status the Head of

School or designee shall send a second written notice to the student's parent/ guardian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the compulsory attendance laws, i.e. those students 17 years of age or older. The written notice may also include, but not be limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of school; and the availability of services for at-risk students such as counseling services, drug or alcohol addiction treatment programs, and family preservation services. The written notice shall be sent within five school days after the student has been a dropout for 10 school days.

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a high school diploma.

### **Special Education**

Federal and state special education laws prevail over state laws and regulations for attendance. When applying attendance policies to students qualifying for an IEP or 504 Plan, the school must consider those special education rights first.

#### **Additional Legal References:**

*C.R.S. 22-33-104(1-3)(5) Compulsory School Attendance C.R.S. 22-33-104(4)(b.5)*

*CCR 301-78, Rule 2.00(12).*

*CCR 301-78, Rule 2.00(7).*

*C.R.S. 22-33-104(4)(b).*

*C.R.S. 22-33-107(3)(b).*

*CEC has a waiver for this statute which waives CEC schools from district policies and procedures. CEC Attendance Policy is in place and is designed to meet the intent of the statute.*

#### **Policy References:**

*Student Handbooks*

*CEC Remote Learning Plan*