

## **STUDENT ABSENCES AND EXCUSES**

Pursuant to Colorado Revised Statute 22-33-104 and Article IX of the Colorado State Constitution, it is Twin Peaks Charter Academy's intention to encourage all students to have good attendance and to participate in school. When positive approaches are unsuccessful, at times it may become necessary to impose negative consequences. The following regulations will apply:

Incentive programs shall recognize those students with perfect or exemplary attendance.

Consequences for unexcused absences may include administrative conferences, detention, suspension, dismissal, and make-up time. A reasonable attempt to contact parents/guardians will be made by school personnel.

Make-up work shall be provided for any class in which a student has an excused absence or is suspended unless otherwise determined by the principal or designee. Students who are suspended shall make up work for reduced credit in accordance with law and policy T-JKD/JKE. The teacher will provide missed assignments after the student returns.

### **Consequences**

After 5 excused or unexcused absences per school year, a doctor's note or a parent conference in person or by phone will be required with the principal/designee. The 6<sup>th</sup> absence without a phone call to the principal/designee for approval, doctor's note or parent conference resulting in principal/designee approval within 2 days of the absence will result in disciplinary sanctions. Each absence thereafter without a phone call, doctor's note or parent conference resulting in principal/designee approval will result in a violation strike. Failure to provide a phone call, doctor's notes or attend a parent conference with principal/designee may result in the student being dismissed from school.

1. The total time missed for each suspension period will be counted as one unexcused absence for purposes of grade reduction. Students who are suspended may make up missed work for reduced credit in accordance with law.
2. Reasonable effort will be made by the principal or designee to contact students and parents/guardians after unexcused absences to inform them of the penalties that may occur with further unexcused absences. The principal or designee will keep a record of contacts made or attempted. The principal or designee must notify parents/guardians of any grade reduction.
3. All students are expected to make up schoolwork because of absenteeism.

- a. Students with excused absences will be granted two school days for each day absent to complete make-up work.
  - b. Time allowed for make up work may not extend beyond the end of the grading period except by special permission of the principal or designee.
  - c. Students with prearranged absences must make arrangements prior to the absence for completing make-up work.
  - d. Students with unexcused absences due to suspension will receive not more than 50% credit for all class work missed and will be held responsible for knowledge of class work covered during their absence.
  - e. Students with unexcused absences not due to suspension will receive no credit for class work missed, will be held responsible for knowledge of class work covered during their absence And may be required to complete additional make-up work at the principal's discretion.
4. Parents/guardians may request a conference with the principal to discuss a decision related to the attendance policy and these regulations. The conference must be requested within one week of notification.

Adopted November 15, 2001  
Revised September 22, 2005

LEGAL REF.: C.R.S. 22-33-104 Compulsory School Attendance

CROSS REFS.:       T-JH Student Absences and Excuses  
                      T-JKD/JKE Suspension/Dismissal of Students  
                      T-IKA-R1 Late/Make-up Work Policy