

## **Attendance Policy**

Regular attendance is important to ensure achievement in school; thus, we discourage vacations, trips, doctor appointments, and other non-illness related absences when school is in session. When that is unavoidable, students are responsible for any makeup work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement. Our goal is to maintain a student attendance rate of no less than 95%.

Loveland Classical Elementary School starts promptly at 7:45 a.m. Loveland Classical Middle and High Schools start promptly at 7:25 a.m. Doors open at 7:00 a.m.

Colorado State Attendance law states, in part, that every elementary child who attained the age of 6 and under the age of 16 years shall attend public school for at least 968 instructional hours during the school year, and every middle school child shall attend public school for at least 1150 instructional hours during the school year. Loveland Classical Schools' calendar is different than the Thompson School District, and expectations for minimal instructional hours exceed the states requirement.

The State of Colorado and Thompson School District's goal for attendance is 95%, as is LCS'. In order to attain this goal, a student cannot miss more than 10 days during the entire school year. Any absence beyond 10 days of school for the year requires a doctor's note to be excused. Similar to district policy, at 12 absences for the year, Loveland Classical Schools' administration informs the truancy officer at the Thompson School District of the situation, and a meeting with administration-district-parent/guardian-student most likely occurs.

An EXCUSED ABSENCE/TARDY includes but is not limited to absence due to doctor appointment, dentist appointment, medical problems or illness, involvement in an accident, family emergency, death, extreme weather, and/or when numerous carpools are affected.

An UNEXCUSED ABSENCE/TARDY includes but is not limited to time taken to attend family trips, late carpool, sleeping in late, and/or lunch out from school. If a student is absent during the day, he or she may not attend LCS social functions that same night.

It is necessary that students be in class each day to fully benefit from LCS' vigorous academic program. It is reasonable that students will occasionally miss class due to illness, doctor appointments, or family emergencies. Such absences will be excused with a call from a

parent. In these instances, students will be allowed to make up tests and quizzes without penalty. The teacher will determine appropriate adjustments, if any, to due dates for late or missed assignments.

If parents are planning an unexcused absence (e.g., vacation, absence for special events), they must make advance arrangements with their child's teacher(s) to complete any work that will be missed. In the case of an unexcused absence, make-up tests/quizzes and adjustments to assignment due dates may be allowed at the discretion of the teacher.

Recurring or routine absences from school are discouraged, however individual cases may be allowed at the discretion of the Principal. In all instances the student and teacher(s) must agree on a plan to ensure that the student remains current with all class requirements.

Middle and High School students may leave during last period to participate in sports not offered by LCS only if the student is in good academic standing, and the student and teacher have agreed on a plan to ensure that the student does not fall behind in their work.

### **Absences Due to Illness**

If your child is absent because of illness or an appointment for which we have not been notified previously, please call to make us aware of the situation before 8:30 a.m. It is critical to student safety that we know where they are on school days. You may call early and leave a message on the Absence Line (970-541-1507). Please call each day your child is to be away from school and place that information on the message machine. Office staff must place calls daily to parents for unaccounted absentees.

### **Extended Absences**

Extended absences should be discussed with your child's teacher in advance. Make-up work, alternative assignments, and the schedule for their completion, can then be devised to minimize negative impacts on academic learning. The school, in its discretion, may require a student who is absent for medical reasons to provide a note from his or her doctor. In such cases, a student who does not provide the required note shall be considered absent without excuse.

### **Academic Failure Due to Absenteeism**

Upon the tenth student absence, excused or unexcused, the student's parents will be notified of the absences, along with a copy of LCS's absence policy. Upon the tenth unexcused absence the student's parents will receive a phone call from the LCS Administration to provide

information of the LCS absence policy. The student may fail classes in which they have missed ten or more days due to the nature of class time at LCS, the required seat hours, and the course content and discussions that have been missed.

Upon the fifteenth unexcused absence the students' parents will be contacted and asked to attend a conference concerning the academic progress of their student. During the conference, all parties will take part in an investigation into the causes and consequences of the absenteeism, and a plan will be put in place for the student's attendance and academic progress. In addition, the TSD Truancy Officer will be notified of the student's attendance issue in order to discuss the same topics related to the absenteeism of the student.

If the pattern of absenteeism does not change after these measures are taken and the student continues the pattern of absenteeism up to twenty unexcused absences, that student will meet with the TSD Truancy Officer. In addition, that student may not be eligible for academic promotion to the next grade level in the following school year due to the amount of academic material missed and a retention meeting will occur with the student's parents/guardians.

### **Late Arrival (Tardy)**

Tardiness is a form of absence and interferes with student learning. Late arrivals interrupt the learning environment and the daily procedures and will be handled in a serious manner. School starts promptly as scheduled, doors to classrooms are closed, and the student academic day begins. Students arriving after class begins are tardy and must check in at the front desk by a parent or guardian. As tardiness is a form of absence, unexcused elementary tardies that exceed 20 minutes will be documented as a half-day absence to school. Middle and high school students who are more than 10 minutes late unexcused to any class period will be designated as absent for the period. For the middle and high school, after five unexcused tardies to any class within a semester, students may begin losing one percentage of the grade for that class per subsequent tardy. If a student drops below passing due to this process, a meeting will be required with the student and the student's parent.

If the student becomes habitually tardy, a meeting may result between the parent/student/administrator. Truancy may be a result of continual excessive tardiness. Loss of privileges for extracurricular activities may result.

Students may NOT be taken from halls or playground without prior acknowledgment by teacher, AND official sign in or out by parent in the front office, and notification to teacher(s) concerned. On a field trip, students taken by parents (or representative) from the field trip must check out with the teacher who has oversight of field trip students.

An LCS student who is tardy to class greater than 10 times during the school year to a

particular class will be asked to meet with LCS Administration to discuss the causes and solutions to the situation. That student and the parents will sign a Contract that directly addresses the strategies to avoid being tardy in the future. Each additional set of 3 tardies over the first 10 tardies after first period will result in detention.

LCS Policy Adopted: July 18, 2011

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Revised and Recoded: December 15, 2016