



## **ATTENDANCE & PARTICIPATION**

Faithful attendance is an obligation of families attending College Pathways. One of College Pathways' goals is to prepare students to be academically successful in college; regular attendance supports that goal. Parent support is essential for us to accomplish the mission. A quality education can only be provided to families who make attendance a high priority. At College Pathways, it is not simply a matter of assigning classroom reading or worksheets. Our instructional philosophy emphasizes an interactive teacher-student format. For these reasons it is very difficult for students who have missed classes to do make-up work comparable to students who were present.

- Parents are encouraged to plan family activities during scheduled school vacations and thereby receive the highest quality education College Pathways can offer. Whenever students are absent, the quality of their education as well as their classmates' education is compromised. The administration recognizes, however, that at times there may be a need for a student to be absent.

TCA follows Academy District 20 attendance guidelines for excused and unexcused absences as laid out in [Policy JH](#) and [Policy JE](#).

### **Excused and Unexcused Absence**

State law, district and TCA policy all require the school to develop a system to monitor unexcused absences. Part of that requirement is that we track each absence and attempt to verify each incidence of absence with a parent or guardian. We must verify the purpose for each absence and designate it as excused or unexcused. When a parent/guardian fails to notify the school of their child's absence, the absence shall be recorded as unexcused. When a student has an excessive number of absences, whether excused or unexcused, these absences negatively impact the student's academic success.

### **Excused Absences**

The following shall be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the principal of the school of attendance.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- 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, Article 12 of Title 8 of the Colorado Revised Statutes.
- A student who is in the custody of a court or law enforcement authorities.
- A student who is pursuing a work-study program under the supervision of a public school.
- Any other absence that is considered to be excused pursuant to law.

### **Excused Absences Procedures**

- Medical notes may be requested if a student has excessive absences.
- Absences related to school activities (including, but not limited to, field trips, athletic, and musical events in which the student is required to participate) may be classified as excused on a case by case basis at the discretion of the principal or his/her designee.
- Students absent due to school-related activities must contact each teacher prior to the scheduled event to submit assignments due and schedule makeup tests.
- Students may attend a make-up class at a different day/time if pre-arranged with the teacher.
- Absences due to severe weather conditions may be considered excused. Parents/guardians exercising their best judgment may keep their child home from school because of severe weather

conditions. These absences may be classified as excused on a case by case basis, at the principal's discretion, provided that the student's parent/guardian has contacted the school regarding the absence within 48 hours from the start of the absence.

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. Family trips and non-school activities may be considered an unexcused absence. Filling out a pre-arranged absence form does not negate the unexcused absence. In accordance with law, TCA may impose appropriate penalties that relate directly to classes missed while unexcused.

### **Unexcused Absences Procedures**

Any schoolwork missed due to an unexcused absence cannot be made up or counted for credit. Unexcused absences will result in a meeting with administration, who may determine additional appropriate consequences.

Parents should notify the College Pathways office no later than 30 minutes past class start time to report absent students. Students are responsible for contacting their teachers (Schoology email is most efficient) to determine what was missed in class. **To leave a message on the attendance line, dial 487-2000 and follow the prompts for attendance.** Absences need to be called in to the Attendance Line for each day that the student is absent.

### **Pre-arranged Absences**

When family need/activity results in a student's absence, daily assignments may be excused at the discretion of the teacher. They may be encouraged to turn in required work and take any tests **before** the absence. In order to make a prior arrangement, a **Pre-Arranged Absence Form** (found on the College Pathways website), must be completed, including parent, teacher, and administrator signature. The College Pathways office should be notified of these expected absences at least two weeks prior to the absence. Note: Filling out a Prearranged Absence Form for absences does not negate the classification of habitually truant (see guidelines below under "Habitually Truant").

*\* Per Policy JHB-TCA, if a student has four absences (or the equivalent of eight hours of in-class time) in a semester or eight absences (or the equivalent of sixteen hours of in-class time) in a school year, his/her grade may be in jeopardy and the student may not be given credit for the course. **NOTE:** A pre-arranged absence is still considered an absence and counts toward the overall total.*

**NOTE:** When a student is absent for whatever reason, two steps need to be taken:

- 1) Parent must contact the front office to report the absence.
- 2) Students must contact their teacher(s) to arrange best solutions and proactive due dates/plans for the completion of their classroom work.

### **Chronic Absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of a semester, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent." If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to a conference with parent/guardian and development of an attendance plan. When practicable, the student's parent/guardian shall participate in the development of the plan.

## **Habitually Truant**

A student may be considered habitually truant if he/she is absent from school four absences (or the equivalent of eight hours of in-class time) in a semester or eight absences (or the equivalent of sixteen hours of in-class time) in a school year. If a student is deemed to be habitually truant, a meeting between Administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interests of the child's educational process.

## **Tardiness**

It is the responsibility of the student and their parents to ensure that students arrive at school on time each day. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. Students must be in their assigned classrooms at the time the class is scheduled to begin, or they will be counted tardy.

In College Pathways, the accrual of three tardies in a single class in a semester will result in a meeting with administration followed by parent contact, then an administrator-assigned detention at the fourth tardy in a single class. Subsequent tardies will result in a second meeting with administration, who will determine an appropriate consequence.

Tardies in excess of three, for whatever reason (excused or unexcused), will result in parent contact. If a student is late, the parent must call the office or sign the student in at the main College Pathways office. The student will receive a "Late Pass," which the student must provide to the classroom teacher. The office will not distinguish "excused" or "unexcused" tardiness. An "excused" tardy or absence, including pre-arranged absences, is still a tardy or absence and counts toward the overall total.

## **Snow Days, Two-Hour Snow Delays, and Holidays**

When the administration cancels or delays the start of school due to inclement weather, it is expected that any classes affected on that weather day will continue to be managed by the student. CP functions as an online school. Therefore, snow days or delays are not considered a day off. Students should expect to communicate with teachers via Schoology, Math XL, email, etc., and remain engaged and productive *as per teacher direction* in those classes affected by inclement weather. In the event of a school delay or cancellation, several radio stations will be contacted to broadcast the closure or delay. **College Pathways, along with TCA, will be following District 20 closure status ([www.asd20.org](http://www.asd20.org)).** Holidays typically fall on Mondays.

## **Delayed Start Schedule (2-Hour Snow Delay)**

In the event of a delayed start, the following schedule will apply:

- Classes scheduled prior to 9:45am will be cancelled for meeting on campus – students should expect to communicate with teachers via Schoology, Math XL, email, etc., and to remain engaged and productive *as per teacher direction* in those classes affected by inclement weather.
- Classes scheduled at or after 9:45am will be conducted according to their regular schedule.

## **Alternative Scheduled Class Sections**

Should a snow day or delay cancel a class, teachers may make other scheduled sections of that same class available for students to attend within that same week. Interested students may request this option from their classroom teacher.

The Pikes Peak State College (PPSC) calendar and schedule do not always align with College Pathways for holidays and snow days. College students are responsible for adhering to the PPSC schedule as well as that of CP.