



Academy of Arts and Knowledge

Creating an environment in which all students can reach their full potential

4800 Wheaton Dr Fort Collins, CO 80525 Phone (970) 226-2800 Fax (970) 316-6745

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. A 95% attendance rate is a worthy goal.

Excused Absences:

The following shall be considered excused absences:

1. Absences because of temporary illness or injury
2. A student who is absent for an extended period due to physical, mental, or emotional disability
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
4. Absences by students who are in the custody of court /law enforcement authorities
5. Absences determined by school administration to be excusable, such as doctor's appointments
6. Absences for observance of religious holidays

Extended absences require advance approval from the administration and filling out a form with the front office ahead of time.

At the administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

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. The parents of the student receiving an unexcused absence will be notified orally or in writing by AAK Elementary of the unexcused absence.

The administration shall develop regulations to implement appropriate penalties. Students and parents may petition the administration of AAK Elementary for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Students earning more than 4 unexcused absences per month or 10 unexcused absences during any



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school year may be referred for truancy.

Tardiness: One of the most valuable skills a student can learn comes in taking the responsibility of arriving at school everyday on time. This skill can easily be accomplished and will transfer as a valuable asset for the future.

One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. We ask for your support in helping your children learn habits that will help him/her be successful at school and throughout life. Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:20 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption.

SCHOOL SCHEDULE AND TARDY PROCEDURES:

- 8:15 a.m. School wide announcements.
- 8:20 a.m. Morning Meeting/Review of the school day.
- 8:30 a.m. Academic Instruction begins.

CONSEQUENCES FOR TARDINESS:

- Any student arriving after 8:30 am will receive an unexcused tardy unless we have a note from an appointment or call from the family/guardian.
- Once a student has reached 10 tardies all tardies after 8:30 am will be marked unexcused unless there is a note from the appointment.
- 10 Tardies, the family will receive a letter to notify the family of the amount of tardies and the change to unexcused status.

EXCESSIVE TARDINESS:

Excessive tardiness is defined as being tardy more than 10% of the current school session. Additionally, attendance is essential for student success. When students miss school, they miss out. Teachers plan lessons weekly. They use assessment information to help them plan lessons that are targeted toward helping all children experience growth.

When a student is absent, they miss a large chunk of learning. It is essential that students attend school every day they are healthy. The law is very specific on how schools are to respond to excessive absences or tardies, also known as truancy.

Code of Colorado Regulations Attendance and Truancy Law



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Since daily attendance is mandated by law, we feel confident in knowing you will support our efforts in helping your child achieve their very best in school.

Truancy: If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “habitual truant” shall be defined as a student of compulsory attendance age who has 4 unexcused occurrences of absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. In order to reduce the incidents of truancy, parents of all students shall be 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 shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school monitors individual unexcused absences with the Power School online program. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent by telephone.

When a student is declared habitually truant, the school shall require a meeting between the student’s parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent. Such a meeting shall be held no later than 10 school days after the student’s fourth unexcused absence.

Penalties: A student shall be given notification of his/her first truancy offense. Parents will be notified of the need to meet with the school Principal. A plan will be created to support active participation in school. If a student remains truant the school administration reserves the right to deny enrollment to AAK.