



Attendance Policy

Colorado Military Academy is dedicated to working with parents to assist families with attendance difficulties. Student absences are lost opportunities for learning. Students who attend school regularly are more likely to achieve at higher levels than students who do not have regular attendance.

Compulsory school attendance laws apply to a student who is 6 (on or before August 1 of the school year) through age 17.

Absences

A student who is absent for more than 50% of any attendance period shall be considered absent for that entire recorded and reported period and a student who is present for 50% or more shall be considered present for that entire period.

Excused Absences

CMA recognizes the following as excused absences:

- (a) Temporary illness or injury and absence is approved by administrator;
- (b) Absence due to a physical, mental, or emotional disability;
- (c) Suspension, expulsion, or denial of admission in accordance with C.R.S. 22-33-105 and 106;
- (d) Students to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971;
- (e) Student is in the custody of a court or law enforcement authorities; and/or
- (f) Work-study programs under the supervision of a public school.

A school administrator may extend excused absence for other matters such as funerals, religious observations, legal obligations, or other similar occurrences. Advance notice is appreciated when possible and documentation may be required.

Parent/guardian(s) must notify the school of an excused absence. If the front office does not receive information and/or documentation about the absence, it will be deemed unexcused.

Unexcused Absences

The state defines 'unexcused absences' as absences that occur when a student is absent from school without a valid and verifiable excuse by the parent/guardian that is consistent with CMA's attendance

policy or the student leaves school or a class without permission of authorized school staff. Accumulation of unexcused absences may result in chronic absenteeism or truancy procedures detailed below.

CMA parent/guardian(s) must notify the school of a student's absence or provide requested documentation concerning the absence or the absence will be considered "Unexcused."

Making up Schoolwork

The type of student absence determines whether or not schoolwork can be made up.

- Schoolwork that occurs during an unexcused absence cannot be made up.
- Schoolwork that occurs during an excused absence or suspension can be made up. A student has the same number of days he/she was absent to turn in the schoolwork. Late work policies apply after that number of days.

Pre-arranged Absences

Parent/guardian(s) should complete a student absence request form from the CMA website or the front office if a student has a planned absence for an extended amount of time. Excused/unexcused reasons still apply.

Chronically Absent

'Chronic Absenteeism' is defined as missing 10 percent or more of a school year approximately 18 days a year, or just two days every month. The Colorado Department of Education calculation is as follows:

$$\text{(Total Unexcused + Total Excused) / Total Days Possible}$$

If the result is 10%+, then the student is considered chronically absent.

Truancy

If a student is absent without a valid and verifiable excuse from the parent/guardian or if a student leaves school or class without permission, this is truancy. Truancy is synonymous with "Unexcused absence."

Habitual Truancy

A habitually truant student is one who accrues 4 total days of unexcused absence in a calendar month or 10 total days of unexcused absence during a school year (not including suspension).

Working with Chronically Absent, Truant, and Habitually Truant Students

Student attendance is documented in PowerSchool and available for parent/guardian review through the PowerSchool parent portal. Automated daily attendance calls are set up to notify parent/guardian(s) of their student's unexcused absences. Elementary student attendance is recorded at a minimum two times per day (morning and after lunch) while Secondary student attendance is recorded during every period throughout the day.

During enrollment and at the beginning of each school year, each student and parent/guardian will be notified of their obligations pursuant to C.R.S. 22-33-104 (5) and the parent/guardian will be required to acknowledge in writing awareness of such obligations.

During enrollment and at the beginning of each school year, each parent/guardian will be asked to update their family contact information and communication preferences.

Daily, Weekly and Monthly Attendance reporting submitted to the Executive Director by CMA Office staff will identify students who are or are at risk of becoming Chronically Absent, Truant, or Habitually Truant.

- Students who are unexcused for 3 days within a given month without reason will be contacted by the CMA office staff and a letter will be sent home to the parent/guardian.
- Students who are unexcused for 5 days not within a given month will receive a notice in writing.
- Students who are unexcused for 7 days not within a given month will receive an invitation to meet with a member of the CMA Administration to discuss non-compliance. CMA will also file a notice of non-compliance with our attorney and the El Paso County courts.
- Students who are unexcused for 4 days in a given month or 10 total days in a school year will be identified as 'habitually truant.' CMA will file a petition with our attorney and the El Paso County courts, which will result in a mandated court appearance.

Consequences of chronically absent, truant, and habitually truancy will be determined on a case-by-case basis and can include the following:

- Retention in current grade
 - In some cases it may be necessary for a student to repeat a grade due to excessive absences where the absences have significantly impacted the student's learning.
- Withdrawal and coded as a drop out
 - After 10 days of absences and no successful attempts to reach the family.

Students deemed 'chronically absent' or 'habitually truant' will never be mandated by CMA to withdraw in accordance with Colorado State Law.

CMA will adhere to federal and state special education laws with regard to attendance matters for students qualifying for an IEP or 504 Plan.

Adopted by the CMA Board on 10/10/2023


Board President, Doug Murray

